

(Tentative Course Structure)
2-Years Integrated Course of
Master of Library &
Information Science
(M.Lib.I.Sc.)



**Department of Library &
Information Science, School of
Humanities and Social Sciences
Gautam Buddha University, Greater
Noida**

**COURSE STRUCTURE FOR 2 YEARS INTEGRATED MASTER OF
LIBRARY AND INFORMAT
&
MASTER OF LIBRARY AND INFORMATION SCIENCE (LATERAL
ENTRY)**

First Semester

PAPER- M-101 – FOUNDATION OF LIBRARY AND INFORMATION SCIENCE

UNIT – I: Role of Libraries

Library as a Social Institution
Development of Libraries 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

National Library of India: Concept, Functions and Services
Public Libraries, Academic Libraries and Special Libraries.
Professional Associations: ILA, IASLIC, CILIP, ALA, Aslib, SLA National
And International Organizations: RRRLF, UNESCO and IFLA
Digital Libraries

UNIT – III: Library Legislation

Library Legislation: Need, Purpose, Objectives and Model Library Act
Library Legislation in India: Structure and Salient Features
Press and Registration Act. Delivery of Books (Public Libraries) Act

UNIT – IV: Information and Communication

Information: Characteristics, Nature, Value and Use of Information
Conceptual difference between Data, Information and Knowledge
Communication channels, models and barriers
National Knowledge Commission and Information Policy
Information Intermediaries

UNIT – V: Library and Information Profession

Professional Skills and Competencies
Professional Ethics
Role of Library and Information Professionals in Digital Era

*This is only a broad outline; the coverage of topics in each paper will be elaborated by the concerned teacher.

Recommended Books

1. **Bhatt (R K):** History & Development of Libraries in India (1995), Mittal Publications, New Delhi.
2. **Chapman (EA) and Lynden (FC):** Advances in Librarianship (2000), Academic Press, San Diego.
3. **Chowdhury (Gg), Burton (Pf) and Mcmenemy(D):** Librarianship: the complete introduction (2008), Neal-Schuman Publishers, New York.
4. **Feather (J):** The Information Society: a study of continuity and change (Ed. 5. 2008), Facet Publishing, London.
5. **Khanna (JK):** Library and Society (1955), Research Publication, Kurukshetra.
6. **Krishan Kumar:** Library Organization (1993), Vikas, New Delhi.
7. **Martin (W J):** The information Society (1988) Aslib, London.
8. **Prasher (R G):** Information and its Communication (1991), Medallion Press, New Delhi.
9. **Ranganathan (S R):** Five laws of Library Science (Ed. 2, 1989), Sarada Ranganathan Endowment for Library Science, Bangalore.
10. **Singh (S P):** Special Libraries in the Electronic Environment (2005), Bookwell, New Delhi

11. **Venkappaiah (V) And Madhusudhan (M):** Public Library Legislation in the new Millennium (2006), Bookwell, New Delhi.

Paper: M-102 KNOWLEDGE ORGANIZATION- LIBRARY CLASSIFICATION (Theory)

UNIT - I: Elements of Library Classification

Concepts, Terminology Need, Purpose and Functions
Species of Classification Schemes

UNIT - II: Theory and Development

Historical Development
General Theory: Normative Principles
Modes of Formation of Subjects

UNIT – III: Approaches to Library Classification

Postulation Approach and Systems Approach
Fundamental Categories, Facet Analysis and Facet
Sequence Phase Relation and Common Isolates
Devices in Library Classification

UNIT – IV: Notation and Construction of Classification Number

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

UNIT – V: General and Special Classification Schemes

Dewey Decimal classification
Universal Decimal Classification
Colon Classification
Current Trends in Library Classification

Recommended Books

1. **Krishan Kumar:** Theory of Classification (1993), Vikas, New Delhi.
2. **Mann (Margaret):** Introduction to Cataloguing and the Classification of Books (Ed. 2, 1943) ALA, Chicago.
3. **Ranganathan (SR):** Descriptive account of the Colon Classification (1990) Sarada Ranganathan Endowment for Library Science, Bangalore.
4. **Ranganathan (SR):** Prolegomena to Library Classification (Ed 3, 1989), Sarada Ranganathan Endowment for Library Science, Bangalore.
5. **Sayers (Wcb):** Manual of Classification for Librarians (Rev. by Arthur Malt by Ed. 5, 1975), Andre Deutsch, London.
6. **Sayers (WCB):** Introduction to Library Classification (Rev. by Arthur Maltby Ed. 9, 1958), Grafton, London.
7. **Wynar (Bohdan S):** Introduction to Cataloguing and Classification (Ed 7, 1985) Libraries Unlimited, New York.

Paper-M-103 KNOWLEDGE ORGANIZATION - LIBRARY CLASSIFICATION (Practical)

UNIT – I: Colon Classification (Ed. 6)

Introduction, Structure and Organisation
Steps in Classification
Classification of Documents with Basic Subjects
Classification of Documents with Compound Subjects

UNIT – II: Dewey Decimal Classification (Latest Edition)

Introduction, Structure and Organisation
Steps in Classification
Classification of Documents using Table 1 and 2
Use of Relative Index

UNIT – III: Colon Classification (Ed. 6)

Use of Common Isolates, Phase Relations and Devices
Classification of Documents with Compound and Complex Subjects

UNIT – IV: Dewey Decimal Classification (Latest Edition)

Classification of Documents using Tables 1 to 7

Recommended Books

1. **Dewey (Melvil):** Dewey Decimal Classification (Ed. 21, 1996) Forest Press, Dublin, USA.
2. **Kaula (P N):** A Treatise on Colon Classification (1985), Sterling Publishers, New Delhi.
3. **Ranganathan (SR):** Elements of Library Classification (1989), Sarada Ranganathan Endowment for Library Science, Bangalore.
4. **Ranganathan (SR):** Colon Classification (Ed.6, 1960), Sarada Ranganathan Endowment for Library Science, Bangalore.
5. **Satija (M P):** Manual for Practical Colon Classification (Rev. Ed.3,1995), Sterling Publishers, New Delhi.
6. **Satija (Mp):** The Theory and Practice of the Dewey Decimal Classification System (2007), Chandos Publishing, Oxford.

Paper- B-104 - BASICS OF INFORMATION TECHNOLOGY IN LIS (Theory)

UNIT – I: Introduction to Computers

Computers: Generations, Types, Input and Output Devices,
Computer Architecture
Data Representation and Storage
Introduction to System Software and Application Software
Operating Systems: DOS, Window XP, Vista, Windows NT, Linux, etc.
Word Processing, Spreadsheets, Power Point Presentation
Graphics Software: Basic Functions and Potential Uses
Communication Software

UNIT – II: Library Automation

Library Automation: Planning and Implementation
In-house Operations: Acquisition, Cataloguing, Circulation, Serial Control, OPAC, etc.
Bibliographic Standards: CCF and MARC 21
Introduction to Metadata: Types of Metadata
Dublin Core
Library Software Packages: Overview and House Keeping Operations
Case Studies: WINISIS, Alice for Windows and SOUL

UNIT – III: Database Management Systems

Database: Concepts and Components
Database Structures, File Organization and Physical
Design Database Management System: Basic Functions,
Potential Uses

UNIT – IV: Web Interface to WINISIS Databases

Introduction to Web Interface: WWWISIS
Introduction to Web Servers: Apache Server and Internet
Information Server Web Interface Software: GENISIS

UNIT – V: Introduction to Internet

Basics of Internet Search Engines and Meta Search Engines
Internet Search Techniques
E-resources and Online Databases

Recommended Books

1. **Deepali (Talagala):** Web Interface for CDS/ISIS: GENISIS (webv.3.0, 2003), Sri Lanka Library Association, Colombo.
2. **Haravu (L J):** Library Automation Design, Principles and Practice (2004), Allied Publishers, New Delhi.
3. **INFLIBNET.** Software for University Libraries User Manual (2003) INFLIBNET, Ahmedabad
4. **Neelameghan (A) And Lalitha (S K):** Tutor +: A Learning and Teaching Package on Hypertext Link Commands in WINISIS (2001), Sarada Ranganathan Endowment for Library Science, Bangalore.
5. **Negus (Christopher):** Linux Bible. (2005), John Wiley, New York.
6. **Rajaraman (V):** Introduction to Information Technology (2007), Prentice-Hall of India, New Delhi.
7. **Simpson (Alan):** Windows XP Bible. 2004) John Wiley, New York.
8. **Simpson (Alan) and JONES (Bradley L):** Windows Vista Bible. 2007), John Wiley, New York.
9. **UNESCO:** CDS/ISIS for windows: reference manual (vo1.5, 2004) UNESCO, Paris.
10. **Walkenbach (John):** et al. Office 2007 Bible. (2007) John Wiley, New York.

11. Paper: B-105 BASICS OF INFORMATION TECHNOLOGY IN LIS

(Practical) UNIT – I: Operating Systems and Application Software

Installation and Functions of Different Operating Systems: Window XP, Vista, Windows NT, Linux Setting of Desktop, Library Server and its Maintenance
Creating Presentations with Power Point Editing and Formatting Word Documents

UNIT – II: Database Creation and Library Software

Installation and Creation of Databases: Import, Export, Hyperlinks and Printing of Records using WINISIS
Alice for Windows: Installation, Configuration and Functions Installation, Configuration and Application of SOUL

UNIT – III: Database Web Interface

GENISIS: Installation, Configuration and Functions
Web Interface to WINISIS using GENISIS 23 24

UNIT - IV: Online and Offline Searching

Web Searching
Advanced Internet Searching
Search through Meta Search
Engines
Offline Databases
Internet and E-mail

Recommended Books

1. **CHOWDHURY (GG) and CHOWDHURY (Sudatta):** Searching CD-ROM and Online Information Sources (2000) Library Association, London.
2. **CHOWDHURY (G G) and CHOWDHURY (Sudatta):** Organizing Information - from the shelf to the web (2007), Facet Publishing, London.
3. **COOPER (Michael D):** Design of Library Automation Systems: File Structures, Data Structures and Tools (1996), John Wiley, New York.
4. **INFLIBNET:** Software for University Libraries User Manual (2003), INFLIBNET, Ahmedabad.
5. **NEELAMEGHAN (A) and LALITHA (SK):** Tutor +: A Learning and Teaching Package on Hypertext Link Commands in WINISIS (2001), Sarada Ranganathan Endowment for Library Science, Bangalore.
6. **NEGUS (Christopher):** Linux Bible. (2005), John Wiley, New York.
7. **SIMPSON (Alan):** Windows XP Bible. (2004), John Wiley, New York.
8. **UNESCO.** CDS/ISIS for windows: reference manual (vo1.5, 2004), UNESCO, Paris.
9. **WALKENBACH (John):** et al. Office 2007 Bible (2007) John Wiley, New York.
10. **WINSHIP (Ian) and McNAB (Alison):** The Student's Guide to the Internet (2000), Library Association, London.

Paper: B-106 PROJECT WORK: LITERATURE AND FIELD SURVEY

Objectives:

- i) to train the students in literature searching using print and online sources on the assigned area of study;
- ii) to train the students in preparing bibliography and documentation list on the assigned area of study;
- iii) to expose the students with the real working environment of a library by assigning them a topic related with the library operations, and
- iv) to train them in preparing the state-of-the-art report on the assigned area of study.

Note: The work for this paper shall start in the beginning of the semester for which each student will be allotted a topic for Literature and Field Survey by the concerned teacher.

SECOND SEMESTER

Paper: B-107 MANAGEMENT OF LIBRARY AND INFORMATION CENTRES

UNIT – I: Principles of Library Management

Management Vs Administration General Principles and their Application
Library Organization Structure and Library Governance
Library Planning: Need, Objectives and Procedures
Basics of Total Quality Management

UNIT – II: Financial and Human Resource Management

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

UNIT – III: Library Building and Resources Management

Library Building, Collection Development
Acquisition of Periodicals and Serials
Technical Processing of Documents

UNIT – IV: Services and Maintenance of the Library

Circulation Work
Maintenance Shelving and Stock Verification Preservation
Library Services
Reference and Information Service

UNIT – V: Library Records and Statistics

Staff Manual
Library Statistics
Annual Report

Recommended Books:

1. **BRYSON (Jo):** Effective library and information centre management (1990) Gower, Hants.
2. **CLAYTON (PR) and GORMAN (GE):** Managing Information Resources in Libraries: Collection Management in Theory and Practice (2006), Facet Publishing, London.
3. **EVANS (GE) and SAPONARO (MZ):** Developing Library and Information Centre Collections (Ed. 5, 2005) Libraries Unlimited, London.
4. **KATZ (WA):** Collection Development- the Selection of Materials for Libraries (1980), Holt, Rinehart and Winston, New York.
5. **KRISHAN KUMAR:** Library Management in Electronic Environment (2007), Har-Anand Publications, New Delhi.
6. **MATTHEWS (J):** Strategic Planning and Management for Library Managers (2005), Libraries Unlimited, London.
7. **MITTAL (R):** Library Administration- theory and practice (2007), Ess Ess, New Delhi.
8. **RANGANATHAN (SR):** Library Administration (2006), Ess Ess, New Delhi.
9. **SEETHARAMA (S):** Guidelines for Planning of Libraries and Information Centres (1990), IASLIC, Calcutta.
10. **STUEART (R D) and MORAN (B B):** Library and Information Centre Management (2007), Libraries Unlimited, London.

Paper: B-108 INFORMATION SOURCES AND SERVICES

UNIT- I: Fundamental Concepts

Meaning, Definition, Importance, Nature and Characteristics Printed and Electronic Information Sources
Types of Information Sources and Services
Criteria for Evaluation of Reference Sources

UNIT- II: Sources of Information

Primary Information Sources: General introduction (Periodicals, Conferences, Patents, Standards, Thesis/ Dissertations, Trade Literature etc.)
Secondary Information Sources: Dictionaries, Encyclopedias, Biographical, Geographical, Bibliographies, Indexing and Abstracting, Newspaper Indexes and Digests, Statistics, Handbooks and Manuals
Tertiary Information Sources: Directories, Yearbooks, Almanacs, Bibliography of Bibliographies, Union Catalogues.

UNIT- III: Reference and Information Services

Users and their Information Needs
Theory and Functions of Reference and Information Service
Enquiry Techniques
Role of Reference Librarian and Information Officer in Electronic Environment

UNIT- IV: Types of Information Services

Documentation Services: Abstracting and Indexing Services
Alerting Services, CAS, SDI, Reprographic Service,
Translation Service, Document Delivery and Referral Service

UNIT- V: Information Literacy Programmes

Concept, Objectives, Initiation of Users
Users and their Information needs: Categories of users, Ascertaining users
Information needs Information Literacy Products

Recommended Books

1. **CHENEY (FN) and WILLIAMS (WJ):** Fundamental Reference Sources (Ed. 3, 2000) ALA, Chicago.
2. **CRAWFORD (John):** Evaluation of Library and Information Services (2000) ASLIB, London.
3. **FARMER (LSJ)** (Ed. 2007): The Human Side of Reference and Information Services in Academic Libraries: Adding Value in the Digital World, Chandos Publishing, Oxford.
4. **FOSKETT (DJ):** Information Service in Libraries (Ed. 2. 1967) Archon Book Hamden, Connecticut.
5. **FOURIE (D) and DOWELL (D):** Libraries in the information age (2002), Libraries Unlimited, New York.
6. **KATZ (William A):** Introduction to reference work: Reference Service and Reference Process (v.2, Ed. 5, 1987) McGraw-Hill, New York
7. **KRISHAN KUMAR:** Reference Service (Ed. 3, 1996) Vikas Publishing, New Delhi.
8. **RANGANATHAN (S R):** Reference Service (Ed 2, 1989) Ranganathan Endowment for

Library Science, Bangalore.

9. **WALFORD (A J)**: Guide to Reference Books (Vol.3, Ed. 4, 1980) Library Association, London.
10. **WOODSWORTH (Anne) and WILLIAMS (James F)**: Managing the Economics of Owning, learning and contracting out information services (1993) Gower, London.

Paper: B-109 LIBRARY CATALOGUING (Theory)

UNIT – I: Fundamental Concepts and Historical Developments

Library Catalogue: Definition, Objectives, Purposes and Functions
History and Development of Library Catalogue Codes
Physical Forms of Catalogues
Types of Catalogues

UNIT – II: Types of Catalogue Entries

Kinds of Entries
Data Elements in Different Types of Entries
Filing of Entries in Classified and Alphabetical Catalogues

UNIT – III: Choice and Rendering of Headings

Personal Authors: Western and Indic
Names Corporate Authors
Pseudonymous, Anonymous Works and
Uniform Titles
Non-Print Resources

UNIT – IV: Subject Cataloguing

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

UNIT –V: Trends in Library Cataloguing

Centralized and Cooperative Cataloguing
Bibliographic Standards:
ISBD, MARC, CCF, etc.
ISBN and ISSN

Recommended Books

1. **AMERICAN LIBRARY ASSOCIATION**, et al. Anglo-American Cataloguing rules (Rev. Ed. 1998) Library Association, London.
2. **BOWMAN (J H)**: Essential Cataloguing (2003) Facet Publishing, London.
3. **HUNTER (EJ) and BAKEWELL (K G B)**: Advanced cataloguing (1989) Clive Bingley, London.
4. **KUMAR (G) and KUMAR (K)**: Theory of Cataloguing (Rev. Ed.5, 1993) South Asia Books, New Delhi.
5. **MILLER (J)**, Ed. Sears List of Subject Headings (Ed.15, 1994) Wilson, New York.
6. **RANGANATHAN (S R)**: Classified catalogue code with additional rules for dictionary catalogue code (Ed. 5 (with amendments) 1989) Sarada Ranganathan Endowment for Library Science, Bangalore.
7. **READ (J)**: Cataloguing without tears: managing knowledge in the information society (2003) Chandos Publishing, Oxford.
8. **TAYLOR (AG) and MILLER (David P)**: Wynar's introduction to Cataloguing and Classification (Ed.10, 2006) Libraries Unlimited, London.

Paper: B-110 LIBRARY CATALOGUING (Practical)

Cataloguing of books using Classified Catalogue Code, 5th edition (with amendments) and AACR - II along with Sears List of Subject Headings (Latest edition)

UNIT - I: Classified Catalogue Code

Works of Single and Shared Authorship
Works of Mixed Responsibilities Editorial Publications
Series Publications
Multi-volume Works & Pseudonymous

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

Works of Single and Shared Authorship Works of Shared Responsibilities
Editorial Publications
Multivolume and Pseudonymous

UNIT - III: Classified Catalogue Code

Works of Corporate Authorship
Works of Conflict of Authorship
Periodical Publications
Ordinary and Artificial Composite Books

UNIT- IV: Anglo American Cataloguing Rules (Latest Edition)

Works of Corporate Bodies Serial Publications
Works of Editorial Direction

Recommended Books

1. **AMERICAN LIBRARY ASSOCIATION:** Anglo-American Cataloguing rules (Rev Ed. 2, 1998) Library Association, London.
2. **MILLER (Joseph),** Ed. Sears list of subject headings (Ed 15, 1994) Wilson, New York.
3. **RANGANATHAN (S R):** Classified catalogue code with additional rules for dictionary catalogue code (Ed. 5 (with amendments) (1989) Sarada Ranganathan Endowment for Library Science, Bangalore.

Paper: B-111 INTERNSHIP PROGRAMME

UNIT- I: Internship Programme

- A. Report on Internship Programme
- B. Viva-Voce

Objectives:

- i) to train the students in practical librarianship in the working environment of the library by deputing them in different types of libraries for a period of one month; and
- ii) to train them in preparing the Internship Report in a prescribed format based on their

practical training and learning.

Note: Each student shall have to undergo an Internship Programme at a library, selected by the Department for a period of one month, immediately after the Second Semester Examination.