

**UNIVERSITY OF MUMBAI**  
**No. UG/50 of 2015-16**

**CIRCULAR:-**

The Head, University Department of Library Science, the Assistant Registrar, Sub-Centre, Ratnagiri and the Principals of the affiliated Colleges in Arts, Science and Commerce are hereby informed that the recommendation made by the Faculty of Arts at its meeting held on 20<sup>th</sup> February, 2015 has been accepted by the Academic Council at its meeting held on 26<sup>th</sup> February, 2015 **vide** item No. 4.9 and subsequently approved by the Management Council at its meeting held on 28<sup>th</sup> May, 2015 **vide** item No.16 and that in accordance therewith, in exercise of the powers conferred upon the Management Council under Section 54 (1) and 55 (1) of the Maharashtra Universities Act, 1994 and the Ordinances 6165 and 6166 and Regulations 8857, 8858, 8859 and 8860 as per Credit Based Semester and Grading System of Sem. I, II, III & IV for Master of Library and Information Science (M.L.I.Sc.) program has been introduced, which is available on the University's web site ([www.mu.ac.in](http://www.mu.ac.in)) and that the same has been brought into force with effect from the academic year 2015-16.

MUMBAI - 400 032  
6<sup>th</sup> August, 2015

REGISTRAR

To,

The Head, University Department of Library Science, the Assistant Registrar, Sub-Centre, Ratnagiri and the Principals of the affiliated Colleges in Arts, Science and Commerce.

A.C/4.9/26.02.2015  
M.C/16/28.05.2015

No. UG/ 50 -A of 2015

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MUMBAI-400 032

6<sup>th</sup> August, 2015

Copy forwarded with Compliments for information to:-

- 1) The Dean, faculty of Arts, Science and Commerce.
- 2) The Chairperson, Ad-hoc- Board of Studies in Library and Information Science.
- 4) The Co-Ordinator, University Computerization Centre,
- 5) The Controller of Examinations.



REGISTRAR

PTO

**AC 26-2-2015**

**Item No. 4.9**

**UNIVERSITY OF MUMBAI**



**Syllabus Sem I to IV**

**Program – M.Lib.Sc**

**Course – Library Science**

**(As per credit based semester and grading system with effect from 2015-16)**

# University of Mumbai

## o.6165 Two Years Integrated MLISc

### Proposed Curriculum

- Course level : Post Graduate Degree (80 Credits)
- R.8857 Duration : Two Years (Four Semesters)
- O.6166 Eligibility : Graduation in any discipline
- R.8858 Student intake : 20
- R.8859 Medium of Instruction : English
- R.8860 Scheme of Examination

## Structure

80 Credits for two years → 20 Credits for each semester

Theory One Credit = 20 Hours: Practical One Credit = 24 Hours

Numbers in circular bracket are the numbers of hours required

Numbers in square bracket are the numbers of marks

	Theory Courses (Part A)			Practical (Part B)			Total A+B
	Courses	Credits	Total	Courses	Credits*	Total	
Semester 1	4	4	16 (320) [400]	2	4	4 (96) [100]	20 (416) [500]
Semester 2	4	4	16 (320) [400]	2	4	4 (96) [100]	20 (416) [500]
Semester 3	4	4	16 (320) [400]	2	4	4 (96) [100]	20 (416) [500]
Semester 4	Soft skills & Current Trends in LIS  2 Dissertation	4  12	16 240 + 80 = (320) [300 +100]	1 Internship	4	4 (96) [100]	20 (416) [500]
Total Credits Total Number of Hours							80 (1664) [2000]

Semesters 1 to 3	Semester 4
Theory: 4 Credits; 4 Course Each Semester	Dissertation: 12 Credits Soft Skills...: 4 Credits
Practical: 12 Credits; 6 courses	Internship: 4 Credits

Each Semester is of 12 to 14 weeks:  
13 weeks → 32 hours/week → 416 Hours

# **Outline of the Proposed MLISc Integrated Programme**

## **Semester 1**

Course 1: Fundamentals of Librarianship  
Course 2: Cataloguing and Classification-1  
Course 3: Library Administration  
Course 4: Computer Applications to Libraries

P1: Cataloguing and Classification I  
P2: Computer

## **Semester 2**

Course 5: Reference Sources and Services  
Course 6: Information Services and Systems  
Course 7: Cataloguing and Classification II  
Course 8: ICT in Library

P3: Cataloguing and Classification II  
P4: Reference and Information Sources

## **Semester 3**

Course 9: Information, Communication and Society  
Course 10 Library Management  
Course 11: Research Methodology  
Course 12: Statistics and Computer Application in Research

P5: Abstracting, Indexing and Thesaurus Construction  
P6: Information and Communication Technologies

## **Semester 4**

Course13: Dissertation (12 Credits)  
Course 14: Soft skills & Current Trends in LIS (4 Credits)

P7: Internship : Four Weeks (4 Credits)

## Exam Structure

Sem	Course No	Title	Marks	Internal	External
<b>I</b>	C1	Fundamentals of Librarianship	100	40	60
	C2	Cataloguing & Classification - I	100	40	60
	C3	Library Administration	100	40	60
	C4	Computer Applications to Libraries	100	40	60
	P1	Cataloguing and Classification I	100	40	60
P2	Computer				
			<b>500</b>		
<b>II</b>	C5	Reference Sources and Services	100	40	60
	C6	Information Services and Systems	100	40	60
	C7	Cataloguing and Classification II	100	40	60
	C8	ICT in Library	100	40	60
	P3	Cataloguing and Classification II	100	40	60
P4	Reference and Information Sources				
			<b>500</b>		
<b>III</b>	C9	Information, Communication and Society	100	40	60
	C10	Library Management	100	40	60
	C11	Research Methodology	100	40	60
	C12	Statistics and Computer Application in Research	100	40	60
	P5	Abstracting, Indexing and Thesaurus Construction	100	40	60
P6	Information and Communication Technologies				
			<b>500</b>		

<b>IV</b>	C13	Dissertation (12 Credits)	300		300
	C14	Soft skills & Current Trends in LIS (4 Credits)	100	40	60
	P7	Internship : Four Weeks (4 Credits)	100		100
			<b>500</b>		
			<b>2000</b>		

**Eligibility:**

A candidate desirous of taking admission to the Master’s Degree in Library & Information Science shall have passed a Degree Examination of the University of Mumbai or of a University recognized by this University.

**Passing Standard**

The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment & Semester End Examination. The learners shall obtain minimum of 40% marks (i.e. 16 out of 40) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 24 Out of 60) separately, to pass the course and minimum of Grade E in each project, wherever applicable, to pass a particular semester. A learner will be said to have passed the course if the learner passes the Internal Assessment & Semester End Examination together.

## Semester 1

### Course 1: Fundamentals of Librarianship

#### Objectives:

- a. To understand purpose, role and importance of libraries in society
  - b. To know about various types of libraries, their nature, objectives and services
  - c. To be familiar with the library scenario in general and the Indian scenario in particular
- 
1. Library and Society: Role and functions; Library as cultural, educational, political and social institution. Types of documents. [Books and non-book material; primary, secondary, tertiary documents.]
  2. Historical Overview of library development: growth of libraries in India with special reference to Saraswati Mahal Library, Khuda Bakhsh Oriental Public Library, Asiatic Society Library, Bhandarkar Oriental Research Institute, Baroda Public Library System, contribution of UNESCO to libraries and library profession, reports of committees and commissions. [Kothari, Faizee, Dainton.]
  3. Types of Libraries:
    - A. Objectives, Features, Functions and Contemporary library scenario in India with reference to Public, National, Academic and Special Libraries
      - i. Academic Libraries – Definition, Scope: School, College and University libraries.
      - ii. Public Libraries - public library as an agency of mass communication, public library systems- Delhi Public Library; RRRLF, Library Legislation in India with special reference to Maharashtra, Press and Registration Act, Delivery of Books Act, IFLA Standards/Guideline for public libraries.
      - iii. National Libraries - The National Library of India, Library of Congress, The British Library, Subject Specific National Libraries: National Science Library, National Medical Library etc.
      - iv. Special Libraries- Research, subject specific Libraries Corporate Libraries
      - v. Archives, museums and records management.
    - B.  
Dr Ranganathan's Contribution to Library and Information Science, Five Laws and their Current Relevance.

National Knowledge Commission of India (*Libraries-Gateways to Knowledge*), knowledge centres, role of NAAC.

## Course 2: Cataloguing and Classification-1

### Objectives:

- a. To understand the role of cataloguing in retrieving library material
  - b. To understand the fundamentals of cataloguing and catalogue construction
  - c. To highlight the need for standardization in cataloguing
  - d. To understand the role of library classification in knowledge organization
  - e. To understand the elements of library classification
- 
- 1 Library Catalogue: definitions, need, purpose. Catalogue : physical forms including OPAC, Web-OPAC and inner forms.
  - 2 Document Description: types of entries- main, added, analytical, Cross reference, parts of an entry, rules for filing, authority files. Cataloguing codes: historical overview of different codes, canons of cataloguing, detailed study of AACR and their revisions.
  - 3 Knowledge Organization: origin, history of classification, Universe of Knowledge, knowledge classification, Library classification- Need, purpose: Types and features of Classification Schemes:
    - i. Enumerative, faceted, analytico-synthetic.
    - ii. Notation – need, functions, characteristics, notational systems, hospitality.
    - iii. Other auxiliary features – form classes, form divisions, generalia class, index, broken order, call number.
  - 4 Comparison of knowledge and library classification. General Principles and Theory of Library Classification: Modes of subject formation, Rules of Division, Literary warrant. APUPA pattern. Canons of Classification, principles of helpful sequence.

### Course 3: Library Administration

#### Objectives:

- a. To be familiar with library procedures
  - b. To understand the principles of Library administration and library as an organization
  - c. To have an idea of 'Quality' in library procedure and services
- 
1. Schools of Management: an overview (classical, neoclassical, scientific, systems), functions and principles of management. Management and administration: concept, definitions and distinction. Functions of Management: POSDCORB, Library Committee. Organizing library and library departments.
  2. Acquisition: Policies for different types of materials - books, non-book, non-print, digital selection criteria, methods of acquisition ( traditional, online), accessioning, records maintenance. Serials Management: policies, selection criteria, methods of subscription and procurement, e-journals, binding of periodicals, access to back volumes of e- journals, records maintenance Collection Management Policies, selection, acquisition, maintenance.
  3. Technical Processing: Policies, Classifying, Cataloguing, Physical Processing, Records Maintenance. Storage and Maintenance: policies; storage requirements, stack; maintenance and upkeep, stock verification, inventory control, weeding, preservation, binding, electronic storage, records maintenance. Computer applications to Library and Information Work.
    - i. In-house operations – acquisition, ordering and membership database, circulation, serials control, receipts and expenditure, library fines, retrospective conversion, accounting, stock verification, archiving of rare material, library security systems.
    - ii. Preservation: Preservation, conservation, restoration of print, non-print, electronic material, archiving of digital and non-digital material.
  4. Library Services:
    - i. Circulation Services : Policies, Methods and Procedures, Barcoding, Interlibrary loan, records maintenance.
    - ii. Extension Services: Policies, branches, outreach methods - extension counters, mobile libraries, display and exhibitions, extension lectures, discussion groups, cultural and other extra-mural activities.
    - iii. Information Services: Search through CD-ROM, Internet, online databases and e-journals, retrieval from electronic archival material.

## Course 4: Computer Applications to Libraries

### Objectives:

- a. To understand the fundamentals of Computer, its hardware, software
- b. To get familiar with applications of Computers and Information Technology in libraries
- c. To know the concept of RDBMS in library environment

#### 1. Introduction to Computers:

- i. Essential components of computer system, overview of historical developments.
- ii. Data representation and storage – binary system, character codes, barcodes, records and files.

Hardware: Memory – core and auxiliary, storage media – magnetic tapes, disks, optical discs, pen drive, input and output devices – keyboard, mouse, monitors, printers, scanners, OCR, communication ports – serial, parallel, USB.

#### 2. Software Concepts:

- i. System Software – operating systems e.g. Windows, Unix, Linux, Programming Languages, Assemblers, Compilers, Interpreters.
- ii. Application Software – features of word processing software, spreadsheet, Database Management Systems (DBMS), desktop publishing.

#### 3. Information and Communication Technology: Basic concepts and application to Library and Information Science, transmission media-cables, microwave, satellite. Data Communication Systems : Introduction, band-width and channel capacity, WiFi, PDA, bluetooth, smart phone, teleconferencing, ipod, RFID, data security systems.

##### Networks and Networking:

- i. Network topology
- ii. Networking – LAN, MAN, WAN, Intranet, Extranet, Internet.
- iii. Networks in India with special reference to library networks– INFLIBNET, UGC-INFONET, DELNET, ERNET.

#### 4. Database : Concepts, components and use, database management tools, an outline of WINISIS. RDBMS – MS Access, SQL, MySQL, Oracle, and information retrieval system, database design – bibliographic and non-bibliographic databases, Library Management Software: SOUL- Introduction to open source software: KOHA.

## **Practical**

### **P1: Cataloguing and Classification I**

Books: Personal Authors [single to multiple authors including collaborators/translators (Shared Responsibility)] [Note: Single, compound and multi-volume books to be covered.]

Book classification using DDC, simple number building without tables

Minimum fifty examples of Classification and Cataloguing respectively.

**P2: Computer:** Use of Operating System, MS-Office and Creation of database using MS Access and WINISIS

MS-Office 1 Credit

WINISIS 1 Credit

## Semester 2

### Course 5: Reference Sources and Services

#### Objectives:

- a. To understand the basic concept of reference and information service and its organization
  - b. To be familiar with different categories of reference and information sources with examples
  - c. To develop the skills of critical evaluation of reference sources
- 
1. Reference Service: Concept, definition, need & scope, Reference & Information Sources: types, criteria for selection and Evaluation (authority, scope, treatment, arrangement, special features and utility) different physical formats (print, non-print, internet, electronic reference sources); Reference Librarian : role, functions, qualities.
  2. Categories of Reference and Information Sources: Dictionaries, Encyclopedias, Yearbooks, Directories, Handbooks, Bibliographies and Abstracts; News Digest, Indexes including 'Citation Indexes', Biographical Sources, Statistical Sources, Geographical Sources.
  3. Reference Services: Ready reference service, bibliographical and fact finding assistance, advisory and guiding assistance, quick and long range reference service, pro active and responsive services. Referral Service, user education, Reference Service Delivery in different types of libraries such as public, academic, special, Steps in reference service, reference interview.
  4. Internet based information services, Subject gateways.

## Course 6: Information Services and Systems

### Objectives:

- a. To understand different methods of processing information
  - b. To be familiar with different the information centres at national and international level
  - c. To assess the information needs and to know the factors affecting information organization
- 
1. Information service: Concept, definition, need and scope.
  2. Information Processing: Need identification and design, different methods of processing: indexing- types of indexes – pre and post co-ordinate indexing, chain indexing, PRECIS, keyword indexing- KWAC, KWIC and KWOC; Citation Indexing, Thesaurus concept. Annotation, abstracting- types of abstracts – informative, indicative, statistical, special purpose- telegraphic, graphic, slanting. Standards for Information processing: ISO standard for abstracting and thesaurus. Consolidation and Repackaging: In-house information Products: Bibliographies, state-of-the-art reports, trend reports, newsletters, house journals, library manual, library websites, blogs; translation services .
  3. Information Dissemination: Need identification and design, indicative and substantive form, generalized and customized services, CAS and SDI services, RSS Feed; on line information services: Information Retrieval: Search process, search strategies, Boolean expressions, formulations of search statement, Document Delivery Services. Documentation and Information Centres: OCLC, INPADOC, I.S.I. (USA), NISCAIR, DRTC, DESIDOC, NASSDOC, SENDOC, CMIE, National Informatics Center. Information Systems: INIS, AGRIS, MEDLARS, INSPEC, COMPENDIX, PIS, India, Commercial Information Vendors: Knight Rider, EBSCO, Emerald.
  4. Information users and their needs: Categories of users and their information needs, information seeking behaviour, information seeking models, user studies – methods, techniques and evaluation, needs of distance users and e-learners.

Evaluation of information storage and retrieval systems: relevance, recall, precision, and other criteria, information audit.

Factors influencing organization of information: Information architecture, information overload, information anxiety, information analysis, Information Literacy.

## Course 7: Cataloguing and Classification II

### Objectives:

- a. To understand the different standards of subject approach to documents
  - b. To get familiar with the select schemes of classification
  - c. To analyze, apply and evaluate DDC Scheme
  - d. To acquaint with special schemes of classifications and latest development in the field of classification
- 
1. Subject Cataloguing: Subject headings, descriptors, choice of terms, subject heading lists e.g. LCSH, Sear's list of subject headings and Cataloguing standards including ISBD, ISBN, ISSN, MARC, CCF, ISO 2709. Metadata (Including Dublin Core, XML) MARC21: Background and Features, RDA, FRBR, Z39.50, Metadata Harvesting
  2. Practical aspects of Cataloguing:
    - i. Selective and simplified cataloguing
    - ii. Centralized (Cataloguing in Publication and Cooperative Cataloguing: use of Bibliographical Utilities like OCLC
    - iii. Cataloguing in the Internet and Digital Era
  3. Library Classification Schemes:
    - i. DDC – a detailed study (latest edition)
    - ii. UDC, CC., Library of Congress classification scheme– an introductory study
    - iii. Comparison of DDC, UDC and CC
  4. Special Classification Schemes: Needs and Purpose, Classification schemes for Patents, Pamphlets, Computer Science, Music, Mathematics, Medicine, LIS. Current development trends in classification: Ontology, Taxonomy, Folksonomy. Institutions in Classification: CRG, ISKO, B.S.O.

## Course 8: ICT in Library

### Objectives:

- a. To introduce the elements of Information and Communication Technology
  - b. To familiarize with internet and digital libraries
  - c. To understand the managerial aspect of computer application in LIC
- 
1. Information Technology (IT) in libraries: Components of IT, impact of IT on libraries, IT based library and information services. Current developments: listserv, push and pull technology, e-learning, web 2.0 - social tagging, YouTube, Library 2.0, Data and Information Mapping.
  2. Internet
    - i. Internet : Basic features and tools. Connectivity – Dial up, lease lines, microwave, ISDN, cable modem
    - ii. Protocols – Telnet, FTP, HTTP.
    - iii. Digital Subscriber Lines
    - iv. E-mail, SMTP, wireless, POP3.
    - v. Web browsers – Netscape Navigator, Internet Explorer, Mozilla, Google Chrome
    - vi. Web servers – Apache, Internet Information Server.
    - vii. Server side scripting language – PHP/ASP
    - viii. Database Connectivity – ODBC, IDBC.
    - ix. Search Engines and Meta Search Engines and their evaluation.
    - x. Web design – SGML, HTML, DHTML, XML
    - xi. Evaluation of websites
    - xii. Internet security – Firewalls, proxy servers.
  3. Digital Library: Concept, definition, evolution, emerging trends in Digital Library
    - i. Digital Libraries of the world – Gutenberg, Alexandria, World Digital Library, Digital Library of India
    - ii. Image formats: JPEG, GIF/BMP
    - iii. Audio formats : WAV, MIDI, MP3 MPEG, AV1, QuickTime
    - iv. Storage media formats: ISO 9660, DVD
    - v. Software-Digital library software: D-Space and GreenStone, OCR and image editing software.
    - vi. Input / capture devices: Scanners, scanning and digitization process, digital and movie cameras.
    - vii. Data warehousing, data mining.

4. Managerial aspects of Computerization: Maintenance of hardware, software security, Planning for Information and Communication Technology in Libraries: assessment of needs, priority settings, hardware selection, software evaluation and selection, website and portal development. Institutional repositories, consortia, aggregators, J-store. Design and implementation of Information and Communication Technology in Libraries: restructuring of physical set up, ergonomics, staff training, financial aspects, maintenance aspects, web content management, data migration.

## **Practical**

### **P3: Reference and Information Sources**

### **P4: Cataloguing and Classification II**

Corporate Authors, Serial Publications and Non-Book Materials

Building class numbers using tables

Minimum Fifty examples each to be covered

## Semester 3

### Course 9: Information, Communication and Society

#### Objectives:

- a. To understand the role of library in the communication process
  - b. To understand the concept of information society and its implications
  - c. To study the role of professional library associations
- 
1. Information and Information Science: Concept, Characteristics, definitions, scope and objectives. Applications of information in different fields of knowledge including components of Information Sciences. Economics of Information and Information Economics, Information Science.
  2. Information Society-its genesis, characteristics, Impact of information society on libraries, National Information Policy, Censorship, IPR, Fair Use.
  3. Library and Communication: Communication Process in Society- Personal and mass communication, scholarly communication process, scientific communication, channels, models and barriers, role of libraries in communication process.
  4. Library Profession: Concept, criteria LIS as profession, its relationship with other subjects, professional ethics, Role of professional associations and federations; ILA, IASLIC, IATLIS, ALA, SLA, CLIP, ASLIB, IFLA, Education and training in LIS in USA, UK and India. Library cooperation, resource sharing and library networking, Knowledge Commission.

## Course 10 Library Management

### Objectives:

- a. To get familiar with principles and techniques of management
- b. To apply the concepts of planning, marketing, Human Resource Development and control- both budgetary and non-budgetary in libraries and information centres
- c. To monitor and evaluate library performance

#### 1. Management approach to Library:

- i. Management – concept, definition and scope, management styles and approaches.
- ii. Systems approach: Concept – Library as a system, environmental influence and responses,.
- iii. Management of change.
- iv. Knowledge Management.

#### 2. Planning: Need and importance of planning.

- i. Types of plans – Short Term, Long Range, Strategic, components of planning process, time and motion study, data flow diagram, SWOT analysis.
- ii. Planning tools – MBO, PERT/CPM, DELPHI, MIS, decision tree, brainstorming.
- iii. Planning of library building and its interior.
- iv. Organizing: Purpose and need for organizing, organizational structure, line and staff functions, departmentalization, organization charts, authority and decentralization, quality circles, total quality management, quality audit, matrix structure
- v. Marketing: Marketing of library services: need, policies, methods, annual reports, publicity, Public Relations, library promotion programmes, library guides  
Identification of markets for libraries, market segmentation, information as a marketable commodity, marketing of library services and products, promotion techniques including use of electronic media, , best and innovative practices, extension services, outreach services.

### 3. Human Resource Management:

- i. Staffing – job description, recruitment, job analysis, training and development, people skill: personal competencies, skills for communication, negotiation, decision making, assertiveness, time management, interpersonal relations, motivation, job enrichment, evaluation and appraisal.
- ii. Leadership and Creativity – effective leadership in library, functions, activities and qualities of library managers, creativity and innovation, entrepreneurship.
- iii. Communication in library – methods and barriers.

### 4. Financial Management:

- i. Control: Techniques, budgetary and non-budgetary techniques.
- ii. Financial Planning – Sources of funds, funds generation, different types of budgets, accounting and auditing practices, costing, cost analysis of library services.
- iii. Library Insurance, Disaster Management.
- iv. Evaluation and Feedback: Standards, measurement of performance, evaluation of services, Balanced Scorecard, corrective measures.

## **Course 11: Research Methodology**

### **Objectives:**

- a. To understand the value of research in Library and information Science
- b. To understand the process of research in Library and Information Science
  1. Research Process and elements: Relevance of RM in LIS, Definition and meaning of research, characteristics of scientific research, Spiral of scientific research, types of research – pure, applied, action, qualitative and quantitative approaches to research.
  2. Research Design: Problem identification, selection of suitable approach and method, steps in research, formulation of hypotheses, variables – dependent and independent. scales of measurement.
  3. Research Methods: Historical, Experimental, Descriptive Methods, Survey, Use and User Study, Case Study, Delphi method, content analysis, operations research, evidence based librarianship. Data Collection: Sources – individuals, documentary and non-documentary sources, instruments – questionnaire, interview, observation, Checklist, field visit.
  4. Research report writing: Structure, style, content; style manuals – Chicago, MLA, APA, E-Citations.

## **Course 12: Statistics and Computer Application in Research**

### **Objectives:**

- a. To understand the importance of qualitative and quantitative aspects of research and management
  - b. To interpret and infer based on data/information
1. Data Analysis :
    - Sampling, need for sampling, types of samples Morgan Table
    - Descriptive statistics – Concept of Validity and Reliability, Tabulation and Generalization, Measures of central tendency, mean, mode, median, measures of dispersion, variance, standard deviation, graphical presentation.
    - Inferential statistics – outlines of parametric and non-parametric tests, z and t-tests, correlation, regression – linear and non-linear, chi square test, ANOVA, sociometry,
  2. Use of Excel and Statistical Packages
  3. Bibliometrics: Concept, method, application
    - Laws of bibliometrics – Bradford, Zipf, Lotka, analysis of bibliometric data, quantitative content analysis, citation analysis, co-citation analysis.
    - Librametry, informetrics, scientometrics, webometrics. Impact Factor.
  4. Current trends in Library and Information Science research, criteria for research evaluation, peer reviewing, research ethics, plagiarism. Plagiarism detection software.

### **P5: Abstracting, Indexing and Thesaurus Construction**

### **P6: Information Communication Technologies**

- Advanced Internet Search and RSS Feed, Folksonomy, [Internet based Reference Service]
- Blog Creation
- Web Page Creation
- Creation of Digital Library and Content Management using Open Source Software

## **Semester IV**

### **Course 13: Soft skills and Communication**

#### **Objectives:**

- a. To prepare students to get into the profession and society
- b. To train students to be employable
- c. To know the current trends in Library and Information Science

- Soft skills: Listening, Facing interviews.
- Tactful handling of library problems with internal and external customers.
- Work Culture, organizational culture: Building support within the organization.
- Written and spoken communication skills. Building image of the library and LIS profession.
- To acquaint with periodical literature in LIS.

### **Course14: Dissertation (12 Credits)**

#### **Dissertation (8 Credits)**

#### **Seminar Presentation ( 2 Credits)**

#### **Viva (2 Credits)**

#### **Objectives:**

- a. To develop independent thinking and problem-solving skills
- b. To apply research methods to a project
- c. To acquaint with report writing skills

### **P 8: Internship: Four Weeks (4 Credits)**

## Select Reading List

### Course 1: Fundamentals of Librarianship

1. Ashworth, W. : *Special librarianship*. London, Clive Bingley, 1979.
2. Atkinson, F.: *Librarianship: An Introduction to the profession*. London, Clive Bingley, 1974.
3. Beenham, R & Harrison, C. : *The Basics of librarianship*. London, Clive Bingley, 1985.
4. Bhatt, R. K. : UNESCO : *Development of libraries & Documentation Centers in Developing Countries*. New Delhi, KK, 2004.
5. Brophy, P. *The Academic Library*. London: Library Association. 2000.
6. Brophy, P. *The library in the 21st Century: new services for the information age*. London: LA Publishing.2001
7. Coblans, H. : *Librarianship and documentation*. London, Andre Deutsch, 1974.
8. Devarajan, G. *Users' approach to information in libraries*, New Delhi: EssEss Publication.1989
9. Dhiman, A. *Handbook of special libraries & librarianship*.EssEss.2008
10. Dossett, P. : *Handbook of special librarianship and information work*, 6<sup>th</sup> Ed. London, Aslib, 1992.
11. George, K. M. (Eds.). *Indian Libraries: trends and perspectives*. Calcutta: Orient Longmans.1985
12. Guha, B. *Documentation and information: services, Techniques and systems*. 2nd Edition. Calcutta: World Press.1983
13. Gupta, O.P. : *Library & information services in University & College Libraries in India*. New Delhi, Reliance, 1998.
14. *Handbook of special librarianship and information Work*. (1992) 6th ed. London: Aslib.
15. Harrison, C. & Beenham, R. *The basics of librarianship*.3rd Edition. London: Clive Bingley. 1991.
16. Infoliberalian <http://www.infoliberalian.com/>
17. Johnson, Elmer D. & Harris, Michael H. : *History of libraries in the Western World*. Scarecrow, New Jersey, 1976.
18. Kapoor, S. K.. ***Fundamental of Library Science and Librarianship***. New Delhi: Cyber Tech Pub.2010
19. Kaul, H.K. (Ed.) : *National library services : ICONLIS 2004*. Calcutta, The National Library, 2004.
20. Krishan Kumar. *Library Organization*. New Delhi: Vikas.1987
21. Kumar, P.S.G. *Foundations of Library and Information Science*. Delhi: B. R. Publishing.2003
22. Kumar, P.S.G. *Library and Users*. Delhi: B. R. Publishing. 2004.
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### **Course 13: Soft skills and Communication**

Butterfield, Jeff.; *Soft Skills for Everyone and Over*, CENGAGE Learning, 2011

## **Recommended Websites**

### **ALA**

[www.ala.org](http://www.ala.org)-  
[www.liszen.com](http://www.liszen.com)

### **ARIADNE**

[www.ariadne.ac.uk](http://www.ariadne.ac.uk)

### **Morton Grove Public Library's Webrary**

[www.webrary.org](http://www.webrary.org)

### **D- Lib Magazine**

[www.dlib.org](http://www.dlib.org)

### **National Knowledge Commission**

[www.knowledgecommission.gov.in](http://www.knowledgecommission.gov.in)

### **Directory of Open Access Journals**

[www.doaj.org](http://www.doaj.org)

### **Online Computer Library Centre**

[www.oclc.org](http://www.oclc.org)

**DLST**

[www.dlist.sirarizona.edu](http://www.dlist.sirarizona.edu)

**Open Archives Initiative – Protocol for Metadata Harvesting**

[www.openarchives.org](http://www.openarchives.org)

**Dublin Core Metadata Initiative**

**<http://dublincore.org-19-Open J – Gate>**

[www.openjgate.org](http://www.openjgate.org)

**Emerald Publishers**

[www.emeraldinsight.com](http://www.emeraldinsight.com)

**Project Gutenberg**

[www.gutenberg.org](http://www.gutenberg.org)

**First Monday**

[www.firstmonday.com](http://www.firstmonday.com)

**PubMed service of the US National Library of Medicine**

[www.ncbi.nlm.nih.gov/pubmed](http://www.ncbi.nlm.nih.gov/pubmed)

**HowStuffworks – Learn how everything Works**

[www.firstmonday.com](http://www.firstmonday.com)

**Researching Librarian**

[www.researchinglibrarian.com](http://www.researchinglibrarian.com)

**Infoliberalian**

[www.infolibrarian.org](http://www.infolibrarian.org)

**Special Library Association**

[www.sla.org](http://www.sla.org)

**International federation of Library Association**

[www.ifla.org](http://www.ifla.org)

**SourceForge.net : the source code repository**

<http://sourceforge.net>

**Librarian's Index to Internet**

[www.lii.org](http://www.lii.org)

**University of Mumbai**

[www.mu.ac.in](http://www.mu.ac.in)

**Librarian World**

[www.librarianworld.com](http://www.librarianworld.com)

**World Wide Web Consortium**

[www.w3c.org](http://www.w3c.org)

**Digital library of India**

<http://www.dli.cdacnoida.in/>