6.1.13 Scheme of B.L.I.Sc., Papers

Paper No.	Subject	Internal Assessment Marks	Examination Marks	Duration	Total Marks	Credit
First Semester						
B-101	Library, Information and Society	30	70	3 Hours	100	4TH=4
B-102	Library Classification (Theory)	30	70	3 Hours	100	4TH=4
B-103	Library Classification (Practical)	30	70	3 Hours	100	4TH=4
B-104	Basics of Information Technology in LIS (Theory)	30	70	3 Hours	100	4TH=4
B-105	Basics of Information Technology in LIS (Practical)	30	70	3 Hours	100	4TH=4
B-106	Project Work in LIS a) Literature Survey b) Field Survey	30	70	3 Hours	100	4TH=4
				Total Marks 600		
Second Semester						
B-107	Management of Library and Information Centres	30	70	3 Hours	100	4TH=4
B-108	Information Sources and Services	30	70	3 Hours	100	4TH=4
B-109	Library Cataloguing (Theory)	30	70	3 Hours	100	4TH=4
B-110	Library Cataloguing (Practical)	30	70	3 Hours	100	4TH=4
B-111	Internship Programme					
	a) Report on Training Activities		70			
	b) Viva-Voce (based on Internship Training)		30		100	
	Total Marks: 500 **Grand Total: 1100**					

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. Successful completion of the programme is a must for their final results.

6.1.14 Other Instructions
i) Medium of instruction and examination of the course will be English.
ii) The teachers in the Department will assign marks on account of 'Internal Assessment'. The Head of the Department will send the 'Internal Assessment' marks to the University at the end of each semester.
iii) Subject to provision of Ordinance VII, no candidate shall be deemed to have pursued a regular course of study for the academic year unless he/she has attended not less than 75 percent of the lectures, tutorials and discussion classes, taken together, held in each semester and not less than two third of the aggregate of the lectures, tutorials and discussion classes taken together for the two semesters combined.

A candidate who does not fulfil the attendance requirement as above at the end of the semester-I, shall not be allowed to appear in the II semester examination. Such a candidate will have to re-join the course in semester-II in the year immediately following, if otherwise, eligible in the following year, provided requisite attendance is put in by such a candidate in the semester- II and the aggregate of his/her attendance in the semester-I in the previous year and Semester- II of the current year will determine his/her eligibility to appear at the examination of semester- II of current year.

iv)   The pass marks required for each paper will be 40% and 45% in aggregate of a semester. Marks secured by the candidates in the internal assessment will be included in total marks of each paper.

v)   The total marks obtained in the first semester and the second semester examination will determine the classification of the final result which will be as follows:

Minimum marks to secure a place in the first division will be 60 percent, in the second division 50 percent, and in the third division and pass 45 percent.

vi)   Failed Candidates

a)   A candidate who fails in one or more papers in the first semester or the second semester examination will be allowed to reappear in 4 succeeding semesters.

b)   A candidate who has secured 40 percent or more marks in any paper shall not be permitted to reappear in that paper at a subsequent examination.

vii)   Library Tour/ Educational Tour
Every year the Department organises visits to reputed Libraries/Documentation Centres in Delhi and outside Delhi in which participation by B.L.I.Sc., students shall be compulsory. An estimated expense to be incurred by the students is approximately Rs.6,000/-.

6.1.15 Courses of Study for B.L.I.Sc.*

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

<u>**First Semester**</u>

Paper B-101: LIBRARY, INFORMATION AND SOCIETY

UNIT – I: Role of Libraries
Library as a Social Institution
Development of Libraries in India
Role of Library and Information Centres 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

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 Organisation (1993), Vikas, New Delhi.
7. **MARTIN (W J):** The information Society (1988) Aslib, London.
8. **PRASHER (R G):** Information and its Communication (1991), MedallionPress, 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. **VENKTAPPAIAH (V) and MADHUSUDHAN (M):** Public Library Legislation in the new Millennium (2006), Bookwell, New Delhi.

Paper B-102: 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 B-103: 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 INLIS (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, PowerPoint 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.

Paper B-105: BASICS OF INFORMATION TECHNOLOGY INLIS (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 PowerPoint
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 GENISIS23 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 FIELDSURVEY

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.

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SECOND SEMESTER

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Paper B-107: MANAGEMENT OF LIBRARY ANDINFORMATION CENTRES

UNIT – I: Principles of Library Management
Management Vs Administration
General Principles and their Application
Library Organisation 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, Encyclopaedias, Biographical, Geographical, Bibliographies, Indexing and Abstracting, Newspaper Indexes and Digests, Statistics, Handbooks and Manuals
Tertiary Information Sources: Directories, Year books, 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)** (E d.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), Ranganthan 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-volumed 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 of Internship Programme:
   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.

6.2 MASTER OF LIBRARY AND INFORMATION SCIENCE

A one-year full-time course after the Bachelor of Library and Information Science (B.L.I.Sc.,) leading to the degree of Master of Library & Information Science (M.L.I.Sc.,).

The objectives of the course are:
a)   to impart the students a thorough understanding of patterns of knowledge development and its organization;
b)   to train the students in the advanced skills of information/knowledge, gathering, processing, organization and retrieval;
c)   to train the students in information/ knowledge analysis, repackaging and marketing;
d)   to provide the advanced practical training in ICT applications in information environment including library automation, digitization, networking and communication system;
e)   to train the students in the analysis, planning and management of the systems of library and information centres; and
f)   to provide an understanding of research methods and activities of research organizations.

6.2.1 Duration

The Master of Library and Information Science (M.L.I.Sc.,) course will be full time course of one academic year of two semesters.

6.2.2 Intake

46 seats (including candidates belonging to Scheduled Castes, Schedules Tribes and OBC candidates) are divided equally under Category-I and Category-II. Admission to Category-I is on the basis of Merit (Direct Admission), and Category-II through Entrance Test. However, the intake of the Foreign Students (Maximum 4) will be in addition to the prescribe intake of 46 seats.

Break-up of seats for General, Scheduled Caste, Scheduled Tribe and OBC in each category is as under:

(a)   **Total Seats Available for Category -I:**   **23**
General	:	12
Scheduled Castes	:	03
Scheduled Tribe	:	02
OBC	:	06

(b)   **Total Seats Available for Category- II:**   **23**
General	:	12
Scheduled Castes	:	03
Scheduled Tribes	:	02
OBC	:	06

6.2.3   Eligibility Conditions

Category -I: Admission through Entrance Test

a)   Bachelor's Degree examination under (10+2+3) pattern of education from University of Delhi or any other University whose examination is recognized as equivalent to University of Delhi, **and**   50% or above marks in aggregate;

b)   B.L.I.Sc., or B.Lib.Sc., Course from University of Delhi or any other University whose examination is recognized as equivalent to University of Delhi; and fulfills other conditions of eligibility for admission to BLISc., Course.   50% or above marks in aggregate;

Category-II: Direct Admission (Merit Category)

a)   B.L.I.Sc., or B.Lib.Sc., from **University of Delhi only**; and   60% or above marks in aggregate;

b)   Fulfils other conditions of eligibility for admission to BLISc., Course.

Note:
i)   In the event of any short fall of admission under Category-II, being reserved for candidates who had done B.L.I.Sc., or B.Lib.Sc., **from the University of Delhi only**, the remaining seats will be offered to the candidates of Category-I who have qualified the entrance test and are in the waiting list in order of merit or vice-versa;
ii)   Candidates having passed their B.L.I.Sc., or B.Lib.Sc., from the University of Delhi, are advised to apply for online admission to M.L.I.Sc., through Entrance Examination also;
iii)   However, in the event of his/her selection in both the categories, he/she will not be considered for admission to M.L.I.Sc., under Category-I: Entrance Test based Merit.

6.2.4   Age Requirement

Applicant must be 21 years of age on the 1st October of the year in which he/she seeks admission to the course.

6.2.5   Procedure for Admission

Candidate seeking admission to M.L.I.Sc., Course will have to apply online <www.du.ac.in>. For further details regarding Registration of M.L.I.Sc., course, please refer to *Bulletin of Information, Admission to PG Programmes*, which is available online from **Post Graduate Admissions (2017-18) portal of the University of Delhi**.

Category -I: Direct Admission (Merit Category)

Candidates seeking admission on the basis of merit, obtained in the B.L.I.Sc./B.Lib.Sc., exam of the University of Delhi Only, will have to apply for admission Online together with copies each of the detailed mark sheet of B.L.I.Sc./B.Lib.Sc., exam., Graduation Degree, Matriculation/Secondary School Certificate bearing date of birth. Please check online at DU Website <www.du.ac.in> and/or Department Website <http://dlis.du.ac.in>. Last date of Application is: 24-05-2016 (Tuesday).

Category -II: Admission Through Entrance Test

Candidates seeking admission through Entrance Test will have to apply for admission Online together with copies of each of the detailed mark sheet of B.L.I.Sc./B.Lib.Sc., exam., Graduation Degree, Matriculation/ Secondary School Certificate bearing the date of birth. Please refer Bulletin of Information and visit PG admission portal of the University of Delhi < http://admission.du.ac.in/pg16/index.php/site/login>. Last Date of Online Application is 24-05-2016 (Tuesday).

6.2.6   Other Conditions

i)   An eligible applicant for the academic session 2016-17 must familiarize with the contents of this Bulletin of Information.

ii)   Changes made in M.L.I.Sc., Course after the release of this Bulletin shall become effective from the date it is posted on PG admission portal http://admission.du.ac.in/pg16.

iii)   University reserves the right to revise, amend, update, or delete any part of this Bulletin without giving any prior notice. Any change so made shall be updated on the PG admission portal

iv)   Applicants are responsible for regularly checking the portal for any updates.

v)   For Each Course separate form need to be submitted.

vi)   Information once filled cannot be changed.

vii)   Only a single candidate can apply from a registration.

viii)   No change will be permitted after the submission of completed online application.

ix)   Registration Fee is Non-Refundable.

x)   Incomplete application form will be rejected and the Entrance Test Fee sent along with the Application Form will be forfeited. Examination Test fee will also be forfeited in case the applicant is not found eligible to appear in the Entrance Test.

xi)   Applicant must keep the scanned copies of following documents handy for application

a) Passport size photograph, max size 50KB and dimensions 140px (min. width) X 130px (min. height)

b) Signature, max size 50KB and dimensions 140px (min. width) X 60px (min. height)

c) ID Proof (Self Attested), max size 100KB, any one of the following Aadhar Card, Driving License, PAN Card, Voter's Identity Card, Passport, College Identity Card.

d) Class 10th Certificate (Self Attested) as Date of Birth proof, max size 100KB.

e) Caste Certificate (Self Attested), max size 100KB.

6.2.7 Conduct of Entrance Test

i)   The Entrance Test will be conducted on **25 June, 2017**[*] (Tentative).

ii)   The Entrance Test will be conducted by the University of Delhi, Delhi-110007 with the help of Head, Department of Library and Information Science. Candidates are required to reach the examination centre as per the date and time mentioned in the Admit Card.

iii)   The medium of Entrance Test shall be English and the standard of the Test will be as per the Syllabus of B.L.I.Sc./B.Lib.Sc., of the subject concern prescribed by the University of Delhi.

iv)   Issue of Admission Ticket for Entrance Test to be collected online. No Correspondence in any for in this regard will be entertained.

v)   Instructions to the candidates with regard to the conduct of Entrance Test and other details, please refer Bulletin of Information and visit the PG admission portal.

vi)   Entry in any of the Admission Entrance Test Paper shall not be allowed after the commencement of the Exam.

vii) The Entrance Test would be based on the topics listed in the syllabus of B.Lib.Sc./B.L.I.Sc., University of Delhi which shall include the basics of subject areas, namely, Classification, Cataloguing, Reference Sources, Reference Service, Library, Information and Society, Library Management, Information Science, and Computer Applications in Library and Information Science. The test would comprise of **100 Multiple Choice Questions (objective type) and two hours duration.**

* Any change in the date and time of the M.L.I.Sc., Entrance examination would be notified in the leading newspapers, and DU Website <www.du.ac.in>, or Department website <http://dlis.du.ac.in>.

6.2.8 List of Selected Candidates

(a)   First List of Category -I
List of candidates selected on Merit Basis (General & Reserve Categories) will be displayed on the Notice Board of the Department on or before 27-07-2017. The information related with the subsequent lists, if any, will be available on the PG admission portal/Notice Board of the Department.

(b)   First List of Category -II
List of candidates selected through Entrance Test (General and Reserved Categories) will be displayed, on the Notice Board of the Department on or before 07-07-2017. No personal Communication will be sent to the concerned candidates by the Department. The information related with the subsequent lists, if any, will be available on the PG admission portal.

6.2.9 Reservations

The under mentioned categories carry the reservation to their admission:

(a) Scheduled Castes/Scheduled Tribes
15% for Scheduled Castes and 7½ % for Scheduled Tribes of the total seats. Please refer other details regarding reservation at section 6.1.7 (a).

(b) Physically Handicapped Candidates
The admission of the Physically Handicapped candidates (3%) shall be subject to their medical examination and appropriate recommendations of the Chief Medical Officer, WUS Health Centre (North Campus), University of Delhi. The recommendation of the Board shall be final for all practical purposes. They should annex Medical Certificate from competent medical authorities along with their application form for admission.

(c) Children/Widows of the Officers and Men of the Armed Forces including Para-Military Personnel killed or disabled during hostilities and who died on duty

5% seats in all the courses for Children/Widows of personnel of Armed Forces including Para-Military Forces killed/disabled in action during the hostilities and who died on duty;

(d) Other Backward Classes (OBC) (Non-creamy layer)
27% seats are reserved for the OBC candidates as per the University of Delhi directives on the subjects in accordance with Central Educational Institutional Act 2006. Please refer other details regarding reservation at section 6.1.7(d).

Note: In case sufficient number of eligible candidates mentioned at (a),(c) and (d) above are not available, then the seats will be treated as UNRESERVED in the respective categories.

6.2.10 Relaxation in the Minimum Eligibility Conditions for Reserved Categories
Candidates belonging to the following categories shall be allowed concession in the minimum eligibility requirements as detailed below:

(a) Scheduled Caste/Scheduled Tribe Candidates
Candidate belonging to Scheduled Caste/Scheduled Tribe shall be allowed concession of 5% marks in minimum eligibility requirements;

(b) Physically Handicapped Candidates
Candidates belonging to Physically Handicapped Category shall be allowed concession of 5% marks in the minimum eligibility requirement subject to their medical examination and appropriate recommendation of the Chief Medical Officer, WUS Health Centre (Main Campus), University of Delhi;

(c) Children/Widows of the Officers and Men of the Armed Forces including Para-Military personnel killed or disabled during hostilities and who died on duty.
Candidates under this category shall be allowed concession of 5% marks in the minimum eligibility requirement. Their provisional candidature is subject to production of Entitlement Card from the competent authority in this regard.

Note:- Admission under the above categories (a), (b) and (c) is open to Indian Nationals only.

6.2.11 Certificate Required from Reserved Category Candidates

(a)   Scheduled Caste/ Scheduled Tribe/OBC
For admission to a seat reserved for Scheduled Castes/Scheduled Tribes/Other Backward Class, a certificate in original from an approved district authority stating the Scheduled Caste/Tribe/Other Backward Class, to which the candidate belongs. A list of approved authorities is given below:
i)   District Magistrate/Additional District Magistrate/Deputy Commissioner/Collector/ Additional Deputy Commissioner/Deputy Collector/I Class Stipendiary Magistrate/City Magistrate (not below the rank of 1st Class Stipendiary Magistrate, Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/ Assistant Commissioner (not below the rank of 1st Class Stipendary Magistrate).
ii)   Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
iii)   Revenue Officer not below the rank of Tehsildar.
iv)   Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.
v)   Administrator/Secretary to Administration/ Development Officer (Locadive & Minicoy Islands).

(b)   Physically Handicapped Candidates

i)   The Physically Handicapped candidates should annex Medical Certificate from competent medical authorities along with their application form for admission.

ii)   The admission of the Physically Handicapped candidates shall be subject to his/her medical examination and appropriate recommendations of the Chief Medical Officer, WUS Health Centre (North Campus), University of Delhi, Delhi - 110007

(c)   Children/Widows of the Officers and Men of the Armed Forces including Para-Military personnel killed or disabled during hostilities and who died on duty

For admission for Wards/Children/Widows of Personnel of Armed/Para Military Forces of Delhi killed/disabled in action during hostilities, Entitlement Card in original issued by the Record Officer of the Unit/Regiment of Armed Personnel of the Armed Forces in case of armed personnel or from the Home Ministry in case of Para-Military Forces.

The Children/widows of the Officers and men of the Armed Forces including Para-Military personnel who died on duty must submit a Certificate to that effect from the following authorities:

(i)   Secretary, Kendriya Sainik Board, Delhi.

(ii)   Secretary, Rajya/ZilaSainik Board.

(iii)   Officer-in-Charge, Record Office.

(iv)   I Class Stipendiary Magistrate.

Note: Candidates belonging to any of the above mentioned reserved category will note that a column has been provided in the Application Form for the purpose. They are required to disclose this fact and indicate the same and are also required to enclose two Photostat copies of the Scheduled Caste/Tribe Certificate/Entitlement Card/Medical Certificate, as the case may be.

6.2.12 Seats for Foreign Students and Procedure of their Admission

Application of foreign students will be considered by the Admission Committee on individual merit and maximum 4 seats will be offered to the foreign students and these will be in addition to the prescribed intake of 46 seats.

Foreign students, seeking admission to M.L.I.Sc., Course of the Department of Library and Information Science are required to apply directly to the Foreign Students' Advisor, Foreign Students' Registry, Faculty of Management Studies, University of Delhi, Delhi-110007 who will arrange for their admission in the Department. Foreign Students who are stationed in India and have passed last examination from Board/University in India may seek admission on the basis of merit along with other students after obtaining No Objection Certificate from the Foreign Students' Advisor.

Foreign national having qualifying degree from foreign University is exempted from the Entrance Test for admission in M.L.I.Sc., Course.

6.2.13 Scheme of M.L.I.Sc. Papers

Paper No.	Subject	Internal Assessment Marks	Semester Examination	Duration	Total Marks	Credit
First Semester						
M-101	Information Systems and Programmes	30	70	3 Hours	100	4TH=4
M-102	Advanced Knowledge Organisation: Classification (Practical)	30	70	3 Hours	100	4TH=4
M-103	Advanced Knowledge Organisation: Cataloguing (Practical)	30	70	3 Hours	100	4TH=4
M-104	Information and Communication Technology Applications in LIS (Theory)	30	70	3 Hours	100	4TH=4
M-105	Research Methodology	30	70	3 Hours	100	4TH=4
M-106	Marketing of Library and Information Products and Services				100	4TH=4
				Total Marks	**600**	
Second Semester						
M-107	Information and Communication Technology Applications in LIS (Practical)	30	70	3 Hours	100	4TH=4
M-108	Information Storage and Retrieval System	30	70	3 Hours	100	4TH=4
M-109	Information Literacy Applications in LIS	30	70	3 Hours	100	4TH=4
M-110 Elective Papers (Opt any one course from the following courses)						
110(a)	Public Library and Information System	30	70	3 Hours	100	4TH=4
110(b)	Academic Library and Information System	30	70	3 Hours	100	4TH=4
110(c)	Research and Technical Library and Information System	30	70	3 Hours	100	4TH=4
110(d)	Health Science Library and Information System	30	70	3 Hours	100	4TH=4
110(e)	Agricultural Sciences Library and Information System	30	70	3 Hours	100	4TH=4
110(f)	Engineering and Technological Library and Information System	30	70	3 Hours	100	4TH=4
M-111* Elective Interdisciplinary Papers (Opt any one course from the following courses)						
111(a)	Print and Electronic Sources and Literature in Humanities	30	70	3 Hours	100	4TH=4
111(b)	Print and Electronic Sources and Literature in Natural Sciences	30	70	3 Hours	100	4TH=4
111(c)	Print and Electronic Sources and Literature in Social Sciences	30	70	3 Hours	100	4TH=4
M-112	Project work: a) Project Report b) Viva-Voce	70 30			100	4TH=4
Total Marks: 600				**Grand Total: 1200**		

The project work for paper M-112 shall start in the first semester and project report will be submitted at the end of second semester on the date to be decided by the Department.

6.2.14 Other Instructions

i)   Medium of instruction and examination of the course shall be English.

ii)   The teachers in the Department will assign marks on account of Internal Assessment. The Head of the Department will send the Internal Assessment marks to the University at the end of each semester.

iii)   "Subject to provision of Ordinance-VII; no candidate shall be deemed to have pursued a regular course of study for the academic year unless he/she has attended not less than 75 percent of the lectures, tutorials and discussion classes, taken together, held in each semester and not less than two third of the aggregate of the lectures, tutorials and discussion classes taken together for the two semesters combined.

A candidate who does not fulfil attendance requirements as above at the end of the semester-I, shall not be allowed to appear at the semester –I examination and shall be required to discontinue the course forth with.
Such a candidate may seek fresh admission in the following years in accordance with the eligibility conditions applicable at that time.

In case a candidate has put in the requisite attendance at the end of semester-I, but has not been able to put in the requisite attendance in the semester-II and/or in the aggregate of the two semesters, he/she shall not be permitted to appear at the semester-II examination. Such a candidate will have to re-join the course in the semester-II in the year immediately following, if otherwise eligible. In the following year, requisite attendance put in by such a candidate in the semester-II and the aggregate of his attendance in the semester-I in the previous year and semester-II of the current year will determine his eligibility to appear at the examination of semester-II of the current year.

iv)   The pass marks required for each paper will be 40 percent and45% in aggregate of a semester.

v)   The total of marks obtained in the first and second semester examination will determine the classification of results, which will be as follows: Minimum marks to secure a place in the first division will be 60%, second division 50% and for the third division and a pass 45% of the total marks.

vi)   Failed Candidates

(a)   A candidate who fails in one or more papers in the first semester examination or the second semester examination will be allowed to reappear in four succeeding semesters.

(b)   A candidate who has secured 40 per cent or more marks in any paper shall not be permitted to reappear in that paper at a subsequent examination.

(c)   A candidate who fails to secure 40 per cent marks in Paper M-112 of semester-II examination shall be required to submit a fresh Project Report on a subject to be assigned to him/her by the   Department, and for this purpose he/she shall be required to attend the Department occasionally for supervision of his/her project work.

vii)   Library Tour

Every year the Department organises visits to Libraries/Documentation Centres in Delhi and outside Delhi in which students participation is generally expected.

6.2.15 Courses of Study for M.L.I.Sc.[*]

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

FIRST SEMESTER

COMPULSORY COURSES

Paper M-101: INFORMATION SYSTEMS ANDPROGRAMMES

UNIT – I: Information Systems and Organisations
Information Organisation as a System: Basic Concepts, Types and Characteristics of an Information System
Kinds of Information System: Libraries, Documentation Centres and Information Centres
Data Centres, Information Analysis Centres, Referral Centres and Clearing Houses
Archives and Translation Pools: Functions and Services

UNIT – II: National Information System and Policy
Planning and Design of National Information System
National Information Policy National Information Systems: NISCAIR, DESIDOC, NASSDOC, SENDOC, NDCMC, ENVIS, etc.

UNIT – III: Global Information Systems
Programmes and Activities of UNESCO, UNISIST & IFLA,INIS, AGRIS, INSPEC & MEDLARS, etc.

UNIT – IV: Resource Sharing, Library Networks and Library Consortia
Programmes and Activities of INFLIBNET and DELNET
CSIR E-Journals Consortium, UGC-INFONET Digital Library Consortium

UNIT – V: Information Services and Information Products
Information Services
Literature Search
Documentation Services, Translation Services
CAS, SDI, Document Delivery Service, Alert Services and INTERNET Services
Information Products: Newsletter, In-house Journal, State of the Art Report, Trend Report, etc.

Recommended Books
1.   **ATHERTON (Pauline):** Handbook for information system and services (1997), UNESCO, Paris.
2.   **BAMAN (P)**: Studies on information systems, services and programs in India and abroad(1993) Ajanta, Delhi.
3.   **BARUA (B P)**: National policy on library and information systems and services for India: perspectives and projections. 1992. Popular Prakashan, New Delhi.
4.   **BURCH (J G) and GRUDNITSKI (G)**: Information systems: theory and practice (1986) Wiley, Singapore.
5.   **KENT (A):** Resource sharing in libraries: why, how, when next action step (1974) Marshal Dekker, New York.
6.   **KOCHTANEK (TR) and MATTHEWS (JR):** Library information systems: from library automation to distributed information access solutions (2002) Libraries Unlimited, West Westport.
7.   **NEELAMEGHAN (A) and PRASAD (K N),** Eds. Information systems, networks and services in India (2 vols. 1998), Ranganathan Centre for Information Studies, Chennai.
8.   **ROWLEY (J)**: The basics of information system (Ed 2, 1996) Library Association, London.
9.   **VICKERY (BC):** Information systems (1973) Butterworths, Washington.

Paper M-102: ADVANCED KNOWLEDGE ORGANISATION: CLASSIFICATION (Practical)

UNIT- I: Fundamentals of UDC
Introduction to *Universal Decimal Classification* (Latest Edition): Structure, Principles and Organisation
Classification of Simple and Compound Subject Documents

UNIT- II: Advance Applications of UDC
Introduction to Common Auxiliaries and Special Auxiliaries
Application of Common Auxiliaries, Special Auxiliaries, Devices, etc.
Classification of Complex Subject Documents

Recommended Books
1.   **FOSKET (A C):** Universal Decimal Classification (1973) Clive Bingley, London.
2.   **McLLWAINE (I C):** The Universal Decimal Classification: a guide to its use (2007) UDC Consortium, The Hague, Netherlands.
3.   **UNIVERSAL DECIMAL CLASSIFICATION:** (Latest Edition) British standards institution, London.

Paper M-103: ADVANCED KNOWLEDGE ORGANISATION: CATALOGUING (Practical)

Cataloguing of Non Book Material and Electronic Resources According to AACR (Latest Edition)

UNIT–I: Non-Book Materials
Complexities of Periodicals
Manuscripts
Cartographic Materials
Microforms Graphic Materials

UNIT–II: Electronic Resources
Sound Recordings
Motion Pictures
Video Recordings
Computer Files
Web Resources

Recommended Books
1.   **AMERICAN LIBRARY ASSOCIATION:** Anglo-American Cataloguing Rules (Latest Edition) Library Association, London.
2.   **LIBRARY OF CONGRESS SUBJECT HEADINGS:** (Latest Edition) Library of Congress, Washington.
3.   **WILKIE (Chris):** Managing film and video collections (1999) ASLIB, London.

Paper M-104: INFORMATION AND COMMUNICATION TECHNOLOGY APPLICATIONS IN LIS (Theory)

UNIT–I: Web Technologies in Libraries
Implication of WWW on Library Websites, Web OPACs
Web 2.0 and Web 3.0: Features and Functions
Web Directories, Subject Gateways, Library Portals, etc.
Weblogs (blogs), Podcasts, RSS Feeds, Instant Messaging, Wikis, Flickr, etc.

UNIT-II: Integrated Library Automation and Networking Software
Open Source Library Software and Applications
Web based Library Management Software
Library Software Securities Parameters
Virtual Library

UNIT–III: Multimedia and Institutional Repositories
Multimedia Applications in Libraries
Image Creation using Photoshop and Corel Draw etc.
Institutional Repositories: Greenstone Digital Library, Dspace, and E-prints, etc.

UNIT–IV: Introduction of Networks
Types of Networks: Network Components, Categories, LAN Standards and Inter-Network
Wireless Networking and Emerging Networking Technologies
Data Networks: Integrated Services Digital Network (ISDN), Digital Subscribers Line (DSL), Asynchronous Transfer Mode (ATM), etc. Network Software: Network Operating Systems, Domain Name System and Network Management Systems, etc.
OSI Network Model and TCP/IP Reference Model.

UNIT–V: Emerging Technologies in Libraries
RSS Feeds Technology and Libraries
Library Security Technology: RFID, Barcode, Smart Card and CCTV, etc.
Video Conferencing and Audio Conferencing
Functional Requirements for Bibliographic Records (FRBR)
Digital Content Management System
Federated Search and Multimedia Databases Search
Protocols: Z39.50 Standard for Retrieval and OAI-PMH
Artificial Intelligence and Libraries
Expert Systems in Libraries

Recommended Books
1.   **BRADLEY (Phil):** How to use web 2.0 in your library (2007) Facet Publishing, London.
2.   **CLYDE (Laurel)**: Weblogs and libraries (2004) Chandos Publishing, Oxford.
3.   **EVANS (Woody):** Building library 3.0: issues in creating a culture of participation (2010) Chandos Publishing, Oxford.
4.   **GRIFFITHS (Peter):** Managing your internet and intranet services: the information professional's guide to strategy (Ed.2, 2004) Facet Publishing, London.
5.   **JANCZEWSKI (Lech)**: Internet and intranet security management: risks and solutions (2000) Idea, Hershey.
6.   **KROSKI (Ellyssa):** Web 2.0 for librarians and information professionals (2008) Neal Schuman Publishers, New York.
7.   **LIU (Jia):** Metadata and its applications in the digital library: approaches and practices (2007) Libraries Unlimited, Westport.
8.   **PRIMARY RESEARCH GROUP STAFF:** Academic library websites benchmarks (2008) Primary Research Group, New York.
9.   **VINCE (J):** Introduction to virtual reality (2004) Springer, London.
10.   **WISE (Richard):** Multimedia: a critical introduction (2000) Routledge, London.

Paper: M-105: RESEARCH METHODOLOGY

UNIT–I: Introduction to Research
Research: Concept, Need and Purpose
Research Problem and Research Design
Literature Review
Hypothesis: Definition, Types, Sources and Functions

UNIT–II: Types of Research Methods
Historical, Survey and Experimental
Case Study
Scientific Research and Statistical Research etc.

UNIT–III: Research Techniques
Research Techniques and Tools: Questionnaire, Interview, Observation, Schedule and Check-list, etc.
Library Records and Reports

UNIT–IV: Statistics and its Applications
Descriptive Statistics – Measures of Central Tendency: & Dispersion, Correlations and linear regression, Chi-Square test, t-test, z-test, f-test.51 52
Presentation of Data: Tabular, Graphic, Bar Diagram and Pie Chart, etc.
Report Writing
Statistical Packages – MS-Excel, SPSS, and Web-based Statistical Analysis Tools, etc.

UNIT–V: Metric Studies and Style Manuals
Scientometrics, Infometrics and Webometrics
Manual Structure, Style, Contents- ISI, MLA, APA, CHICAGO, etc.

Recommended Books
1. **ALVESSON (M) and SKOLDBERG (K):** Reflexive methodology: new vistas in qualitative research (Ed. 2 Rev. 2010) Sage Publication, London.
2. **BUSHA (CH):** Research methods in librarianship (1990) Academic Press, New York.
3. **GOODE (WJ) and HATT (PK):** Methods in social research (1982) McGraw-Hill, New York.
4. **GREENFIELD (T):** Research methods: guidance for postgraduates (1996) Hodder Arnold, London.
5. **KRISHAN KUMAR:** Research methods in library and information science (Rev. Ed. 1999) Har-Anand Publications, New Delhi.
6. **LANCASTER (F W) and POWELL (R R):** Basic research methods for librarians. 1985. Ablex publishing, New Jersey.
7. **POWELL (RR) and SILIPIGNI (CL):** Basic research methods for Librarians (Ed. 4, 2004) Libraries Unlimited, Westport.
8. **SINGH (SP):** Research methods in social sciences: a manual for designing questionnaires (2002) Kanishka, New Delhi.
9. **SLATER (M):** Ed. Research methods in library and information studies (1990) Library Association Publishing, London.
10. **YOUNG (PV):** Scientific social survey and research (Rev. Ed. 4, 1984) Prentice Hall, New Delhi.

Paper M-106: MARKETING OF LIBRARY AND INFORMATION PRODUCTS AND SERVICES

UNIT–I: Fundamental Concepts
Needs, Objectives and Philosophy
Marketing Environment: Producer, Consumer – Buyer Behaviour
Marketing Information System
Market Segmentation Marketing Mix

UNIT–II: Strategies and Techniques
Strategic Planning
Marketing Research
Marketing Process

UNIT–III: Promotion of LIS Products and Services
LIS Products and Services as a Marketable Commodity
Pricing, Distribution Channels and Communication Strategies
Advertising, Sales Promotion
Public Relations
Electronic Marketing

UNIT–IV: Management Consultancy
Evolution, Need and Objectives
Voluntary versus Authenticated Consultancy
Impact of Management Consultancy on Librarianship
Role of Library Associations and LIS Schools

UNIT–V: Information Analysis, Consolidation and Re-Packaging
Information Analysis and Consolidation: Concept, Need and Purpose
Packaging and Re-Packaging: Concept, Need, Purpose and Criteria
Information Consolidation Products: Concept, Types, Design and Development

Recommended Books
1. **BAKEWELL (K G):** Managing user-centred libraries and information services (Ed. 2, 1997) Maxwell, London.
2. **BUTCHER (Helen):** Meeting manager's information needs (1998) ASLIB, London.
3. **CARPENTER (J) and DAVIES (R):** Quantification of the overseas consulting market for professional consultancy services in librarianship and information science and information management (1992) Research and Development, British Library, London.
4. **COOTE (Helen) and BATCHELOR (Bridget):** How to market your library services effectively (Ed. 2, 1997) Aslib, London.
5. **GUPTA (D K):** et al. Marketing library and information services: international perspectives (2006) K.G. Saur, Munich.
6. **HELINSKY (Z):** A short-cut to marketing the library (2008) Chandos Publishing, Oxford.
7. **JAIN (Abhinandan K)**: et al. Marketing information products and services: a primer for libraries and information professionals (1999) TataMcGraw-Hill, New Delhi.
8. **KOTLER (Philip):L** Marketing management (Ed.12, 2002) Prentice Hall, Delhi.
9. **KOTLER (Philip) and ARMSTRONG (Gary)**: Principle of marketing (Ed. 7, 1996) Prentice- Hall of India, New Delhi.
10. **ROWLEY (Jenifer):** Information marketing (2001) Ashgate London.

Paper M-107: INFORMATION AND COMMUNICATION TECHNOLOGY APPLICATIONS IN LIS (Practical)

UNIT–I: Website Designing and Navigational Tools
Designing Static and Dynamic Library Websites
Designing Mobile Websites
Developing Web Directories, Subject Gateway and Library Portals
Designing and Developing Library Blogs, RSS Feeds, Wikis and Flickr etc.
Image Creation using Photoshop, Corel Draw, etc.

UNIT–II: Integrated Library Management Systems and Institutional Repositories
Installation and Configuration, Hands on Functional Modules of an Integrated Library Management System (Open Source)
Web based Library Management Software
Installation and Configuration, Hands on Collection Building using GLI in Local and Web Library Modes and Metadata Creation
Customization of Green stone Digital Library Software

UNIT–III: Audio and Video Conferencing
Audio Conferencing
Video Conferencing

UNIT–IV: Advanced Searching and Metadata Creation
Downloading MARC 21 Records using Z39.50 Protocol
Federated Search
Creation of Metadata

Recommended Books
1. **BATES (Chris):** XML in theory and practice (2003) John Wiley, Chichester.
2. **BRADLEY (Phil):** How to use web 2.0 in your library (2007) Facet Publishing, London.
3. **COX, (Christopher N):** Federated search: solution or setback for online library services (2006) The Haworth Press, Philadelphia.
4. **DONNELLY (V):** Designing easy-to-use websites: a hands-on approach to structuring successful websites (2000) Addison-Wesley, Boston.
5. **LOWERY (Joseph W):** Dreamweaver MX bible. (2002) Wiley Publishing, Indianapolis.
6. **LYNCH (P J) and HORTON (S)**: Web style guide: basic design principles for creating web sites. (Ed.3, 2010) Yale University Press, London.
7. **McCLELLAND (Deke):** Photoshop 7 bible. (2003) Wiley Publishing, New York.
8. **SIMMONS (Curt):** Microsoft office front page 2003 bible with CDROM (2003) Wiley Publishing, Indianapolis.
9. **ULLMAN (Larry)**: Building a web site with AJAX: visual quick proguide (2007) Peachpit Press, Berkeley.
10. **WITTEN (Ian H), BODDIE (Stefan) and THOMPSON (John):** Greenstone digital library user's guide (2006) New Zealand Digital Library Project, New Zealand.

Paper M-108: INFORMATION STORAGE AND RETRIEVAL SYSTEM

UNIT–I: Fundamental Concepts
Concept, Characteristics, Objectives, Types, Operations and Design
Compatibility of ISAR System
Information Retrieval Process and Search Strategy
Evaluation of ISAR System
Vocabulary Control Tools: Classification Schedules, Subject Heading Lists and Thesaurus
Need, Structure and Construction of Thesaurus
Principles and Evolution of Bibliographic Description

UNIT–II: Knowledge Management
Introduction to Indexing Systems
Introduction to Indexing in Corporate System
Introduction to Indexing in Research System

UNIT–III: Bibliographic Description
Rules for Bibliographic Description
Standards for Bibliographic Record Formats
Metadata Concept
Metadata Standards: Dublin Core, MARC 21, etc.

UNIT–IV: Search Techniques and Information Retrieval
Man and Machine Retrieval System
Search Strategies: Boolean Operations, Proximity Search, Heuristic Search, Navigational Search, etc.
Internet Searching and Meta Search Engines
Data Mining, Data Harvesting and Semantic Web Knowledge Management Retrieval

Recommended Books
1. **CHOWDHURY (GG):** Introduction to modern information retrieval (1999) Library Association, London.
2. **CLEVELAND (Donald B) and CLEVELAND (Ana D):** Introduction to indexing and abstracting (2001) Libraries Unlimited, Colorado.
3. **FOSKETT (AC):** Subject approach to information (Ed.5, 1996) Library Association, London.
4. **GOSH (S N) and SATPATHI (J N):** Subject indexing system: concepts, methods and techniques (1998) IASLIC, Calcutta.
5. **KORFHAGE (R R)**: Information storage and retrieval (1997) John Wiley, New York, USA.
6. **LANCASTER (F Wilfred):** Vocabulary control for information retrieval (Ed. 2, 1985) Information Resource Press, Arlington.
7. **LANCASTER (F Wilfred):** Indexing and abstracting in theory and practice (Ed. 3, 2003) University of Illinois, Urbana.
8. **ROWLEY (J):** The basics of information system (Ed. 2, 1996) Library Association, London.
9. **SOERGEL (D):** Indexing languages and thesauri: construction and maintenance (1974) John Wiley and Sons., New York.
10. **WALKER (G) and JANES (J)**: Online retrieval: a dialogue of theory and practice (1993) Libraries Unlimited, Englewood, London.

Paper M-109: INFORMATION LITERACY APPLICATIONS IN LIS

UNIT–I: Fundamental of Information Literacy
Concept, Need and Objectives
Areas of Information Literacy
Standards and Models in Information Literacy
Role of Institution in Information Literacy

UNIT-II: Information Literacy Programmes
Scope of Information Literacy Programme
National Programmes in Information Literacy
International Programmes in Information Literacy

UNIT–III: Methodology of Information Literacy
Information Literacy Products: Library Brochure, Database Brochure, Web-based Access Instructions, Information Bulletin
Designing of Information Literacy Programme
Implementation of Information Literacy Programmes

UNIT-IV: Application of Information Literacy in Library and Information Centres
Information Literacy for Users
Information Literacy for Professionals
Information Literacy for Research and Development

UNIT-V: Trends in Information Literacy
Web based Information Literacy System
OPAC Information Literacy System
Life Long Learning System

Recommended Books
1.   **AMERICAN ASSOCIATION OF SCHOOL LIBRARIANS ANDASSOCIATIONS FOR EDUCATIONAL COMMUNICATIONSAND TECHNOLOGY:** Information Standards for Student Learning (1998) American Library Association, Chicago.
2.   **AMERICAN LIBRARY ASSOCIATION:** Information Literacy: a position paper on information problem solving (2000) availableat:www.ala.org/assl.positions/PS_infolit.html (accessed 21 July 2003)
3.   **ASSOCIATION OF COLLEGE AND RESEARCHLIBRARIES:** Objectives for Information Literacy Instruction: A Model Statement for Academic Librarians. (2001). ACRL, available at: www.ala.org/acrl/guides/objinfolit.html (accessed 21 July 2003).
4.   **BALDWIN (VA):** Information Literacy in Science & Technology Disciplines, Library Conference Presentation and Speech (2005) University of Nebraska, Lincoln. Available at: http://digitalcommons.unl.edu/library talks/11
5.   **DELCOURT (M) and HIGGINS (CA)**: Computer technologies in teacher education: the measurement of attitudes and self-efficacy. Journal of Research and Development in Education (1993) 27, 31-7.
6.   **EISENBERG (MB):** et al. Information Literacy: Essential Skills for the Information Age (2nd ed. 2004) Libraries Unlimited, Westport.
7.   **GRASSIAN (ES):** Learning to lead and manage information literacy instruction (2005) Neil Schuman Publishers, New York.
8.   **GRASSIN (ES) and KAPLOWITZ (J R):** Information Literacy Instruction: Theory and Practice (2001) Neal Schuman, New York.
9.   **SMITH (S):** Web-based Instruction: A Guide for Libraries (2001) American Library Association, Chicago.

10. **TIGHT (M):** Lifelong Learning: Opportunity or Compulsion? British Journal of Education Studies (Vol. 46; 3 September 1998); 251-263.

ELECTIVE COURSES (Opt Any One Course from the available Electives)

Paper M-110 (a): PUBLIC LIBRARY AND INFORMATION SYSTEM

UNIT–I: Public Libraries and their Development
Objectives and Functions
History and Development of Libraries with Special Reference to India
Role of Public Libraries in Society
Agencies and their Role in Promotion and Development of Public Libraries in India

UNIT–II: Collection Development and Management
Periodicals, Conference Literature, Grey Literature and Government Publications
Non-Book Materials
Electronic Sources and Online Databases

UNIT–III: Library Organization and Administration
Organizational Structure
Staff Manual, Library Surveys, Statistics and Standards, etc.

UNIT–IV: Information Services
CAS, SDI, Abstracting and Indexing Services
Library Bulletin, Newspaper Clipping Services
Computerized Services
Resource Sharing and Networking

UNIT–V: Financial and Human Resource Management
Determination of Finance, Sources of Finance
Types of Budget
Nature, Size, Selection, Recruitment, Qualification and Training
Responsibilities and Duties
Competency Development

Recommended Books
1. **BARUA (B P):** National policy on library and information systems and services for India: perspectives and projections (1992), Popular Bombay
2. **BATT (Chris):** Information technology in public libraries (1998), London Library Association Publishing, London.
3. **BHATT (R K):** UNESCO: development of libraries and documentation centres in developing countries (2004) KK Publications, New Delhi.
4. **HIGGINS (S E):** Youth services and public libraries (2007), Chandos Publishing, Oxford.
5. **IFLA**: Guidelines for public libraries (revised 2000), The Hague, IFLA.
6. **INDIA:** Advising committee for libraries (Ed. 2, 1958), Manager of Publications, Delhi.
7. **JAGANAYAK (S S):** Role of libraries in socio-economic, cultural and educational development. (1997), Classical Publication, New Delhi.
8. **PATEL (Jashu) and KRISHAN KUMAR:** Libraries and librarianship in India (2001), Greenwood Press, Westport, Connecticut.
9. **THOMAS (V K):** Public libraries in India: development and finance (1997), Vikas Publication, New Delhi.

10. **WOODRUM (Pat)**, Ed. Managing public libraries in 21st century (1989), The Hawork Press, New York.

Paper M-110 (b): ACADEMIC LIBRARY AND INFORMATION SYSTEM

UNIT–I: Academic Libraries and their Development
Objectives and Functions
History and Development of Libraries with Special Reference to India
Role of Libraries in Formal and Non-Formal Education System
UGC and its Role in the Development of College and University Libraries

UNIT–II: Collection Development and Management
Periodicals, Conference Literature, Grey Literature and Government Publications
Non-Book Materials
Electronic Resources and Online Databases61 62

UNIT–III: Library Organization and Administration
Organizational Structure
Staff Manual, Library Surveys, Statistics and Standards, etc.

UNIT–IV: Information Services
CAS, SDI, Abstracting and Indexing Services
Library Bulletin, Newspaper Clipping Services
Computerized Services
Resource Sharing and Networking: INFLIBNET, UGC-INFONET Digital Library Consortium, etc.
Information Literacy Programmes

UNIT–V: Financial and Human Resource Management
Determination of Finance, Sources of Finance
Types of Budget
Nature, Size, Selection, Recruitment, Qualification and Training
Responsibilities and Duties
Competency Development

Recommended Books
1. **BAKER (David),** Ed. Resource management in academic libraries (1997), Library Associations, London.
2. **BROPHY (Peter):** The academic library (2000), Library Association, London.
3. **BUDD (J M):** The academic library: the context, its purpose and its operation (1988), Libraries Unlimited, London.
4. **CHAPMAN (Liz):** Managing acquisitions in library and information Services (2001), Library Association, London.
5. **DOWLER (L**): Ed. Gateways to knowledge: the role of academic libraries in teaching, learning and research (1998), The MIT Press, London.
6. **JORDON (Peter):** The academic library and its users (1998), Gower Publishing Limited, London.
7. **LINE (Maurice B),** Ed. Academic library management (1990), Library Association, London.
8. **RANGANATHAN (S R):** School and college libraries (1942), Madras Library Association, Madras.
9. **WEBB (Sylvia P):** Personal development in information work (Ed2.1991), Aslib, London.
10. **WHITE (Carl M):** Survey of university of Delhi (1965), Planning Unit, University of Delhi, Delhi

Paper M-110(c): RESEARCH & TECHNICAL LIBRARY AND INFORMATION SYSTEM

UNIT-I: Research and Technical Libraries and their Development
Objectives and Functions
History and Development of Libraries with Special Reference to India
Role of Special Libraries and its Relationship with Parent Organization
Types and Functions of Special Libraries
Agencies and their Role in the Promotion and Development of Research and Technical Libraries

UNIT-II: Collection Development and Management
Periodicals, Conference Literature, Grey Literature, Patents, Standards, Specifications and Government Publications
Non-Book Materials
Electronic Resources and Online Databases

UNIT-III: Library Organization and Administration
Organizational Structure
Staff Manual, Library Surveys, Statistics and Standards, etc.

UNIT-IV: Planning and Organization of Various Information Services
CAS, SDI, Abstracting and Indexing Services
Library Bulletin, Newspaper Clipping Services
Computerized Services
Resource Sharing and Networks: RLIN, OCLC etc.

UNIT - V: Financial and Human Resource Management
Determination of Finance, Sources of Finance
Types of Budget
Nature, Size, Selection, Recruitment, Qualification and Training
Responsibilities and Duties
Competency Development

Recommended Books
1. **AUGER (C P):** Information sources in grey literature (Ed. 3, 1994), Bowker, London.
2. **CHAPMAN (Liz)**: Managing acquisitions in library and information services (2001), Library Associations, London.
3. **GROGAN (N):** Science and technology: an introduction to the literature (Ed. 4, 1982), Clive Bingley, London.
4. **HERNON (Peter) and WHITMAN (John R):** Delivering satisfaction and service quality: a customer-based approach for libraries (2001), American Library Association, Chicago.
5. **LAWES (Ann)**: Ed. Management skills for the information manager (19930 Gower Publishing, London.
6. **RAITT (David):** Ed. Libraries for the new millennium (1997), Library Association, London.
7. **SAHA (J):** Special libraries and information services in India and the USA (1969), Scarecrow, New York.
8. **SCAMMELL (AW):** Ed. Handbook of special librarianship and information work (Rev. Ed. 7, 1997), Aslib, London.
9. **SINGH (S P):** Special libraries in the electronic environment (2005), Bookwell, New Delhi.
10. **STRAUSS (L J):** Scientific and technical libraries: their organization and administration (Ed. 2, 1972), Beckey and Hayes, New York.

Paper M-110 (d): HEALTH SCIENCE LIBRARY AND INFORMATION SYSTEM

UNIT–I: Health Science Libraries and their Development
Objectives and Functions
History and Development of Libraries with Special Reference to India
Role of Medical Libraries
Information Policies in Health and Family Welfare
Agencies and their Role in the Promotion and Development of Medical Libraries in India

UNIT–II: Collection Development and Management
Periodicals, Conference Literature, Grey Literature, Patents, Standards, Specifications and Government Publications
Non-Book Materials
Electronic Resources and Online Databases

UNIT–III: Library Organization and Administration
Organizational Structure
Staff Manual, Library Surveys, Statistics and Standards etc.

UNIT–IV: Information Services
CAS, SDI, Abstracting and Indexing Services
Library Bulletin, Newspaper Clipping Services
Computerized Services
Resource Sharing and Networking
Information Literacy Programmes

UNIT–V: Financial and Human Resource Management
Determination of Finance, Sources of Finance
Types of Budget
Nature, Size, Selection, Recruitment, Qualification and Training
Responsibilities and Duties
Competency Development

Note: Reading list to be provided by the concerned Teacher.

Paper M-110(e): AGRICULTURAL SCIENCES LIBRARY AND INFORMATION SYSTEM

UNIT–I: Agricultural Science Libraries and their Development
Objectives and Functions
History and Development of Libraries with Special Reference to India
Role of ICAR, Committees and Other Agencies in the Development of
Agricultural Libraries in India

UNIT–II: Collection Development and Management
Periodicals, Conference Literature, Grey Literature, Patents, Standards, Specifications and Government Publications etc.
Non-Book Materials
Electronic Resources and Online Databases

UNIT–III: Library Organization and Administration
Organizational Structure
Staff Manual, Library Surveys, Statistics and Standards etc.

UNIT–IV: Information Services
CAS, SDI, Abstracting and Indexing Services
Library Bulletin, Newspaper Clipping Services
Computerized Services
Resource Sharing and Networking: AGRIS, INAGRIS, CABI, etc.
Information Literacy Programmes

UNIT–V: Financial and Human Resource Management
Determination of Finance, Sources of Finance
Types of Budget
Nature, Size, Selection, Recruitment, Qualification and Training
Responsibilities and Duties
Competency Development

Recommended Books
1. **BHATT (V S):** Information resources in agricultural research in 40 years of agricultural research in India (1989) ICAR, New Delhi.
2. **CHOTEY LAL (C):** Agricultural libraries and information systems: a hand book for users (1998), R K Techno Science Agency, New Delhi.
3. **DAYMATH (Y) and RUTTAN (V W):** Agricultural development: an international perspective (1979), John Hopkins, Baltimore.
4. **DESHMUKH (P P):** Standardization of library and information services with special reference to scientific and agricultural libraries (1990), ABC, New Delhi.
5. **KUMAR (P S G):** Agricultural librarianship: M.L.I.Sc. Elective paper (2008), B.R. Publication, New Delhi.
6. **SHARMA (R D):** The agricultural information network for India (1989), Society for Information Science, New Delhi.
7. **SUBBAIHA (R):** Agricultural librarianship in India: an overview (1988), Metropolitan, New Delhi.
8. **SWAMINATHAN (M S):** Report of the working group on agricultural research and education for the formulation of the eighth plan (1989) Planning Commission, ICAR, New Delhi.

Paper M-110 (f): ENGINEERING &TECHNOLOGICAL LIBRARY AND INFORMATION SYSTEM

UNIT–I: Engineering and Technological Libraries and their Development
Objectives and Functions
History and Development of Libraries with Special Reference to India
Role of Engineering and Technological Libraries
Role of Agencies in the Growth and Development of Engineering and Technological Libraries in India

UNIT–II: Collection Development and Management
Periodicals, Conference Literature, Grey Literature, Patents, Standards,
Specifications and Government Publications67 68
Non-Book Materials
Electronic Resources and Online Databases

UNIT–III: Library Organization and Administration
Organizational Structure
Staff Manual, Library Surveys, Statistics and Standards, etc.

UNIT–IV: Information Services
CAS, SDI, Abstracting and Indexing Services
Library Bulletin, Newspaper Clipping Services
Computerized Services
Resource Sharing and Networking: INDEST – AICTE Consortium
Information Literacy Programmes

UNIT–V: Financial and Human Resource Management
Determination of Finance, Sources of Finance
Types of Budget
Nature, Size, Selection, Recruitment, Qualification and Training
Responsibilities and Duties
Competency Development

Note: Reading list to be provided by the concerned teacher.

ELECTIVE INTERDISCIPLINARY COURSES
(Opt any one Course from the available electives)

Paper M-111 (a): PRINT, ELECTRONIC SOURCES AND LITERATURE IN HUMANITIES

UNIT–I: Historical Development
Scope of the Discipline and its Development
Research Trends in Humanities: Religion, Philosophy, Fine Arts and Literature

UNIT–II: User Studies and Information Seeking Behaviour
Information Needs of Users
Information Seeking Behaviour
User Studies: Importance, Objectives and Types
Planning User Survey
Methods of User Service

UNIT–III: Information Sources and Evaluation
Primary, Secondary and Tertiary Sources
Evaluation of Secondary Sources: Print and Electronic Resources

UNIT–IV: Databases and Internet Services
Networked and Distributed Databases
Consortia and Subject Gateways
Internet Resources and Services

UNIT–V: Role of Contributors and Institutions
Activities of Research Institutions and Professional Organisations in the Growth and Development of Humanities with Particular Reference to India, UK and USA
Contributions made by the Prominent Thinkers in the field of Religion, Philosophy, Fine Arts and Literature

Recommended Books
1.   **ASHEIM (Lester):** et al. Humanities and the library: problem in the interpretation, evaluation and use of library materials (1970), ALA, Chicago.
2.   **BALAY (Robert)**, Ed. Guide to reference books (Ed.11, 1996), ALA, Chicago.
3.   **CHANDLER (G):** How to find out about literature (Rev. Ed. 5, 1982), Pergamon Press, Oxford.
4.   **CRANE (R S)**: Idea of the humanities (v. 1. 1967), University of Chicago Press, Chicago.
5.   **JONES (W T):** Sciences and the humanities: conflict and reconciliation (1965), University of California Press, Berkeley.
6.   **KENNA (Stephanie) and Ross (Seamus),** Ed., Networking in the humanities: Proceeding (1995), Bowker-Saur, London.

Paper M-111 (b): PRINT, ELECTRONIC SOURCES AND LITERATURE IN NATURAL SCIENCES

UNIT–I: Historical Development
Scope of the Discipline and its Development
Research Trends in Natural Sciences: Physical and Biological Sciences

UNIT–II: User Studies and Information Seeking Behaviour
Information Needs of Users
Information Seeking Behaviour
User Studies: Importance, Objectives and Types
Planning User Survey
Methods of User Service

UNIT–III: Information Sources and Evaluation
Primary, Secondary and Tertiary Sources
Evaluation of Secondary Sources: Print and Electronic Resources

UNIT–IV: Databases and Internet Services
Networked and Distributed Databases
Consortia and Subject Gateways
Internet Resources and Services

UNIT–V: Role of Contributors and Institutions
Activities of Research Institutions and Professional Organisations in the Growth and Development of Natural Sciences with Particular Reference to India, UK and USA
Contributions made by the Prominent Natural Scientists in the field of Physical and Biological Sciences

Recommended Books
1.   **AMERICAN CHEMICAL SOCIETY**: Searching the chemical literature (1979), American Chemical Society, Washington.
2.   **BERNAL (J D):** Social function of science (1964), MIT Press, Cambridge.
3.   **BROWN (C H):** Scientific serials (1956), Association of College and Research Libraries, Chicago.
4.   **DAMPIER (William Cecil):** History of science and its relations with philosophy and religion (1961), Cambridge University Press, London.
5.   **GROGAN (Denis):** Science and technology: introduction to the literature (Ed. 4, 1982), Clive Bingley, London.

6. **MOSER (Diane K) and SPANGENBUR (G):** The history of science (1994), University Press, New Delhi.
7. **SPANGENBURG (R) and MOSER (D K):** The History of Science in the 19th century (1994), University Press, Hyderabad.
8. **WELFORD'S GUIDE TO REFERENCE MATERIAL: (**Vol.1, Ed.8, 1999), Library Association, London.

Paper M-111 (c): PRINT, ELECTRONIC SOURCES& LITERATURE IN SOCIAL SCIENCES

UNIT–I: Historical Development
Scope of the Discipline and its Development
Research Trends in Social Sciences: History, Political Science, Economics and Sociology

UNIT–II: User Studies and Information Seeking Behaviour
Information Needs of Users
Information Seeking Behaviour
User Studies: Importance, Objectives and Types
Planning User Survey
Methods of User Service

UNIT–III: Information Sources and Evaluation
Primary, Secondary and Tertiary Sources
Evaluation of Secondary Sources: Print and Electronic Resources

UNIT–IV: Databases and Internet Services
Networked and Distributed Databases
Consortia and Subject Gateways
Internet Resources and Services

UNIT–V: Role of Contributors and Institutions
Activities of Research Institutions and Professional Organisations in the Growth and Development of Social Sciences with Particular Reference to India, UK and USA
Contributions made by the Prominent Social Scientists in the field of History, Political Science, Economics and Sociology

Recommended Books
1. **DEUTCHER (C G):** et al. 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. **MAJUMDAR (R C):** Historiography in modern India (1970), Asia Publishing House, Bombay.
4. **MANN (Peter H):** Methods of sociological enquiry (1968), Schocken Books, New York.
5. **McKENZIE (W J M):** Ed. Guide to the social sciences (1966), Weidenfied and Nicolson, London.
6. **UNNITHAN (T K N):** Ed. Sociology for India (1967), Prentice Hall, New Delhi.
7. **WHITE (C M):** et al. Sources of information in the social sciences (Ed. 2, 1973), Bedminster Press, Tolowa, N.J

Paper M-112 : PROJECT WORK
The Work for Paper shall start in the beginning of the second semester for which each student will be allotted a topic for writing the Project Report. The Project Report will be submitted at the end of second semester on the date to be decided by the Department.

6.3 MASTER OF PHILOSOPHY (M.Phil.)

A one-year full-time course of two semesters after the Master's degree in Library and Information Science leading to the Master of Philosophy (M.Phil.) in Library & Information Science.

The main objectives of the M.Phil. Course are:
a)   to make the student proficient in methods and techniques of research and their application to the problems in Library and Information Science;
b)   to give the students specialised knowledge in respect of selected areas in Library and Information Science; and
c)   to prepare the students for further research leading to Ph.D. or other research degree.

6.3.1 Eligibility Conditions
Candidates seeking admission to the course shall satisfy the following conditions:
a)   A graduate degree (i.e., B.A/B.Com/B.Sc., etc.) in any discipline and Bachelor's degree in Library and Information Science, both degrees with 50% or more marks from the University of Delhi or from any other University recognized as equivalent thereto.
b)   Master's degree in Library and Information Sciences with a minimum of 55% marks from the University of Delhi or from any other University recognized as equivalent thereto. However, the above condition of minimum marks shall not apply in the case of the teachers of the University of Delhi
c)   They must fulfil other conditions as may be laid down by the M.Phil. Committee from time to time with regard to age, knowledge of language(s), admission test/interview, etc.
d)   Any Candidate, other than the Teachers of the University of Delhi, who is employed, shall not be admitted to this course unless he/she produces a valid certificate of leave from the employer.
e)   In all cases of admission the decision of the M.Phil. Committee of the Department shall be final.

6.3.2 Procedure for Admission

For further details regarding Registration of M.Phil., please refer to Bulletin of Information, Admission to M.Phil/Ph.D. Programme, which is available online from **M.Phil./ Ph.D. Admissions (2017-18) portal** of the University of Delhi.

6.3.3   Scheme of M.Phil. Papers

Paper No.	Subject	Internal Assessment Marks	Examination Marks	Duration	Total Marks
First Semester (Part I)					
I	Research Methods	25	75	3 Hours	100
II	Library Planning and Management	25	75	3 Hours	100
III	**Opt any one of the following:**				
III (a)	University and College Library System	25	75	3 Hours	100
III (b)	Research and Technical Library System	25	75	3 Hours	100
III (c)	Public Library System	25	75	3 Hours	100
III (d)	Information Processing and Organisation	25	75	3 Hours	100
III (e)	Information Transfer and Dissemination	25	75	3 Hours	100
III (f)	Comparative Librarianship	25	75	3 Hours	100
III (g)	Education for Library and Information Science	25	75	3 Hours	100
			Total Marks		**300**
Second Semester (Part-II)					
Dissertation		150			
Viva-Voce Examination		50			200
Total Marks: 200				**Grand Total: 500**	

Note:-

(a)   The topic and the other details of the Dissertation for each candidate   shall   be   finalized   by   the M.Phil., Committee. Other rules in this regard shall be as given in Ordinance-VI with regard to the M.Phil., Programme.

(b)   The dissertation shall be submitted only when the supervisor concerned   is/are   satisfied   that   the dissertation is worthy of consideration in part   fulfilment of the M.Phil., degree, provided that the application for submission of dissertation shall also be countersigned by the Head of the Department concerned. The dissertation may include results of original research, a fresh interpretation of existing facts and data, or a review article of critical nature, or may take such other form as may be determined by the M.Phil., Committee.

6.3.4   Other Instructions

i)   Medium of instruction and examination of the course shall be English.

ii)   Students shall be required to work on full-time basis for both the semesters. However, this condition shall not be applicable in the case of teachers of Library Science working in this University.

iii)   Marks on account of Internal Assessment will be assigned by the teacher(s) concerned in the Department on the basis of participation by the student in the seminars, colloquia, assignments etc.

iv)   No candidate shall be deemed to have pursued a regular course of study unless it is certified by the Head of the Department of Library and Information Science that the candidate has attended not less than $3/4^{th}$of the lectures, seminars, colloquia, and delivered/organised during the course of each semester.

v)   For other details, please refer to *Bulletin of Information, Admission to M.Phil./Ph.D. Programme*, which is available online from M.Phil./ Ph.D. admission portal of the University of Delhi.

6.3.5   Time Schedule

Semester –I:

20-07-2017 (Thursday)   (Tentative): Classes begin

November/December, 2017: Examination for Semester- I

Semester- II:
January, 2018: Semester begins

June 2017: Submission of Dissertation and Viva-Voce

Note: Any change in the above time schedule will be notified accordingly by the Department.

6.3.6   Final Result

a)   Pass: 50% marks separately in the aggregate of written papers, aggregate of practical papers and in the project report/dissertation including viva-voice.

b)   First Division 60% marks in the aggregate.

c)   First Division with Distinction: 75% marks in the aggregate.

6.3.7   Failed Candidates

a)   Provided that a student who clears at least two courses in the Semester-I (Part-I) examination may be allowed to proceed with his/her dissertation work. Such a student shall be permitted to submit his/her dissertation when he/she has passed the examination in all the courses as prescribed in Part I. In the

case of students who have not cleared all the courses at the examination as prescribed in Part I, the M.Phil. Committee of the Department will arrange special examinations in the remaining courses at a suitable stage of the programme.

b)   A Candidate who fails in one or more Courses in the first semester examination will be allowed to reappear in the following Semester.

c)   A candidate who has secured 50% or above in any Course shall not be permitted to reappear in that paper at a subsequent Examination.

d)   A candidate who fails to secure 50% in dissertation shall be required to submit a fresh dissertation on a subject to be assigned to him/her by the M.Phil. Committee and for this purpose he/she shall be required to meet his/her Supervisor regularly.

6.3.8   Courses of Study for M.Phil[*]

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

Semester-I
COURSE-I: RESEARCH METHODS

Nature and role of research in library and information science.

Design of a scientific research study. Research methods and their application to library and information science

Collection and analysis of data: Statistical methods. Survey method

Experimental method. Analysis and interpretation of data. Writing of report including presentation of data

Case study of research methodology used in survey reports and other Studies of libraries/documentation centres/information centres, etc.

COURSE-II: LIBRARY PLANNING AND MANAGEMENT

Planning methodology

Comparative analysis of recent managerial philosophies and practice with a special reference to attitudes, motivation, problem solving, decision making, organization theory, human relations, personnel management, etc.

Organization structures; Library system

Government of the library

Personnel management; Human relations in management, staffing, staff Development

Applications of system study techniques to library organizations and library situations

Evaluation of library procedures and services. Time and motion studies Performance testing

Cost benefit analysis

Financial management

COURSE-III (a): UNIVERSITY AND COLLEGE LIBRARY SYSTEM

Changing perspective in higher education and their implication for development of libraries

Types of Universities (including Open University) and their impact on library services

Current state of university and college libraries in selected developed and developing countries.

Library government: Constitution and powers

Changing patterns in library organizations: Library system structure and provision of services

Library Personnel

Library Finance	:	Cost benefit studies and analysis
Library collections	:	Use and evaluation
University and college	:	Their relationship with other library networks at National and international levels
Library services	:	Their evaluation and effectiveness Use of computers and other mechanical devices Planning for future development Plans

COURSE-III (b): RESEARCH AND TECHNICAL LIBRARYSYSTEM

Changing perspectives in R & D and their implication for the development of libraries

Current state of research and technical libraries in selected developed and developing countries. NISSAT

Library government	:	Constitution and power
Changing patterns in library organization	:	Library systems, Structure and provision of service
Library Personnel	:	
Library Finance	:	Cost benefit studies and analysis
Library Collection	:	Use and Evaluation
Research and technical library networks	:	Their relationship with other library networks at national and international levels
Library service	:	Their evaluation and effectiveness Use of computers and other mechanical devices
Planning for future development	:	Preparation of development plans, case studies of selected research and technical libraries

COURSE-III (c): PUBLIC LIBRARY SYSTEM

Changing perspective in education and society and their implications for the development of Public Libraries

Current state of public libraries in selected development and developing countries

Library government	:	Constitution and power
Changing patterns in library organization	:	Library systems, Structure and provision of service
Library Personnel	:	
Library Finance	:	Cost benefit studies and analysis
Library Collection	:	Use and Evaluation
Research and technical library networks	:	Their relationship with other library networks at national and international levels
Library service	:	Their evaluation and effectiveness Use of computers and other mechanical devices
Planning for future development	:	Preparation of development plans,

COURSE-III (d): INFORMATION PROCESSING ANDORGANIZATION

Classification	:	Recent development and trends for the future
Subject indexing	:	Critical study of the different lists of subject headings Thesaurus and Thesauro facets methodology for developing Thesaurus

Pre-coordinate and post-coordinate systems of subject indexing: PRECIS, POPSI.

Standards for bibliographical description	:	National and international Evaluation of information systems

COURSE III (e): INFORMATION TRANSFER ANDDISSEMINATION

Role of information in planning, decision making, management etc.

Information communication media and methods

Trends in communication of information

Barriers to communication

Information marketing

Information gathering habits of the users

Information services CAS, SDI, abstracting services, digests, technical notes, state-of the art and trend reports, etc. and their evaluation

Search strategy

Document delivery systems; translation; reprography

COURSE-III (f): COMPARATIVE LIBRARIANSHIP

Definition and scope of comparative librarianship. Librarianship in ancient, medieval and modern times.

Comparative study of library development of different library systems Merits and demerits of library systems

Issues in modern librarianship

COURSE III (g): EDUCATION FOR LIBRARY ANDINFORMATION SCIENCE

Sociology of library and information science education

Trends in library and information science education: National and International levels

Level of courses in education for librarianship and their objectives

Curriculum design: Methodology

Teaching techniques and evaluation of student performance

Faculty development

Development of research programme in library and information science

Manpower planning and its impact on library and information education programme.

6.4   DOCTOR OF PHILOSOPHY (Ph.D.)

The Department offers Ph. D. Programme in Library and Information Science. Hence, the programme is inter-disciplinary in nature and carried comparative perspective. Keeping the importance of research in present scenario and to enhance the quality of research the syllabus for the Course Work, named as the Ph.D. Course Work, as a pre-requisite to continue with the programme in the department, has been redesigned. The programme aims at facilitating research students joining the programme from the current academic year (2015-16) onwards to understand essentials of quality research. The course further aims at familiarizing the perspectives, pedagogy and their implications in various areas of investigations. The course aims at developing the following skills: (i) Investigation, (ii) Evaluation, (iii) Reasoning, (iv) Comprehension, (v) Analysis, (vi) Writing, and (vii) Editing, Proof Reading and Designing.

Research in Library problems leading to the Ph.D. degree. Candidates seeking admission to Ph.D. programme will have to apply for admission Online together with copies of each of the detailed mark sheet of M.Phil., M.L.I.Sc., B.L.I.Sc./B.Lib.Sc. examination, Graduation Degree, Matriculation/ Secondary School Certificate bearing the date of birth. **Please visit M.Phil./Ph.D. Admissions (2017-18) portal of the University of Delhi.**

For further details regarding Registration of Ph.D., please refer to **Bulletin of Information**, **Admission to M.Phil./Ph.D. Programme**, which is available online from M.Phil./ Ph.D. Admissions 2017-18 portal of the University of Delhi.

6.4.1 Major Research Areas in Library and Information Science

Marketing of LIS Products , Cataloguing, History of libraries in India and Information Systems, Library, Information and Society, Library Cataloguing, ICT Application in Libraries and Information Activities; Web Designing and Content Development; Library Classification, Bibliometrics, Scientometrics and webometrics studies; Government of India Publications, Indian Official Documents, Public Library System, Designing and evaluation of websites, Web-OPACs, e-journals, Social Networking Sites, Syntax, Discourse, Psycholinguistics.

6.4.2 Eligibility Conditions

Candidates seeking admission to the course shall satisfy the following conditions:
a) They must possess Master's degree in Library and Information Science with minimum of 55% marks from the University of Delhi or from any other University recognized as equivalent thereto.
b) They must fulfil other conditions as may be laid down by the Departmental Research Committee (DRC) from time to time with regard to age, knowledge of language(s), admission test/interview, etc.
c) Any Candidate, other than the Teachers of the University of Delhi, who is employed, shall not be admitted to this course unless he/she produces a valid certificate of leave from the employer.
d) In all cases of admission the decision of the DRC of the Department shall be final.

6.4.3 Admission to the Programme: As per **Ordinance –IV B** of the University of Delhi.

6.4.4 Number of Seats: As per the vacancies available every year, please refer to *Bulletin of Information, Admission to M.Phil./Ph.D. Programme*, which is available online from M.Phil./ Ph.D. admission portal of the University of Delhi.

6.4.5 Ph.D. Course Work

As per the university ordinance and new guidelines, the research scholars who are provisionally registered under the Ph. D. Programme in academic year 2015-16 onwards will have to undergo a Ph.D. Course Work.

6.4.6 Programme Structure

The Ph. D. Course work shall comprise of one Semester (i.e. 6 months) in which there shall be three compulsory papers:

Semester	Name of the Paper	Theory	Internal Assessment (Assignments, Attendance & Seminar)**	Max Marks	Time
Semester- I	**Paper-I:** Research Methodology In Library and Information Science	75	25	100	3 Hrs
	Paper-II: Application and Tools of Technologies in Library and Information Science	75	25	100	3 Hrs
	Paper-III: Advances in Specific Research Area	75	25	100	3 Hrs

a) Medium of instruction: English
b) Each paper will be of 6 hours instruction/studies per week.
c) The student shall be evaluated at the end of semester. Total marks for Semester-I is 300 (Paper-I 100 marks, Paper-II 100 marks and Paper-III 100 marks). **Pass marks is 50% in each paper.** If a student is not able to complete a course with 50% marks, the student shall be allowed to reappear only once in the examination in the subsequent academic year (As per the University Ordinance-VI-B).
d) The final research proposals will be presented before the DRC within the stipulated period as prescribed by the ordinance.
e) The minimum attendance required during the Course Work period is not less than 75% of the total classes.

6.4.7 Courses of Study for Ph.D. Course Work

PAPER –I: RESEARCH METHODOLOGY IN LIBRARY AND INFORMATION SCIENCE

Unit-1: Introduction to Research Methodology

Research Problem and Research Design
Formulation of Hypotheses

Unit-2: Research Methods in LIS

Types of Research Methods: Quantitative and Qualitative
Research Techniques and Tools: Questionnaire, Interview, Observation, Schedule, Check-list, Library Records and Reports.
Metric Studies in LIS

Unit-3: Data Analysis and Interpretation

Data Analysis: Statistical Methods
Data Analysis: Computer Processing
Interpretation and Presentation of Results

Unit-4: Report Writing

Research Report Writing
Style Manuals
IPR and Plagiarism

Reference Books:

1. **CONNAWAY (L S) & POWELL (R R).** Basic research methods for librarians (Ed.5), (2010) Libraries unlimited. California.
2. **GLOOTENBERG (A).** Research methodology in Library and information science, (2013) Uxbridge: Koros.
3. **GOODE (WJ) and HATT (PK):** Methods in social research. McGraw-Hill, (1982) New York.
4. **KOTHARI (C R).** Research methodology: Methods & Techniques (Rev. Ed.), (2006) New Age International. New Delhi.
5. **ROIG (M).** Avoiding plagiarism, self-plagiarism, and other questionable writing practices: A guide to ethical writing, (2006)
6. **VAUGHAN (L).** Statistical methods for the information professional: A practical, painless approach to understanding, using and interpreting statistics (Ed. 2), (2004) Information Today, Medord.
7. **WILLEMESE (I).** Statistical methods and calculation skills (Ed. 3), (2009) Juta. Cape Town.

PAPER – II: APPLICATION AND TOOLS OF TECHNOLOGIES IN LIBRARY AND INFORMATION SCIENCE

Unit-1: Data Analysis Tools

Spreadsheet
SPSS
Citation Analysis Tools:
Refwork, Mendeley, etc.
Citation Data Bases: Web of Science and Scopus

Unit-2: Citation and Anti- Plagiarism Tools

Online Citation Tools: EasyBib, Biblio, Endnote etc.
Anti-Plagiarism Tools: Turnitin, Authenticat, Urkund, etc.

Unit-3: Online Data Search

Advance Search Techniques: Federated Search Systems
Online Data Systems: Subject Gateways, Institutional Repository, Web Directory, etc.

Unit-4: Web Designing and Development of Information System

Website Designing
Content Management Systems

Reference Books:

1. **CLYDE (Laurel)**: Weblogs and Libraries (2004) Chandos Publishing, Oxford.
2. **EVANS (Woody)**: Building Library 3.0: Issues in Creating a Culture of Participation (2010) Chandos Publishing, Oxford.

3. **KROSKI (Ellyssa)**: Web 2.0 for Librarians and Information Professionals (2008) Neal Schuman Publishers, New York.
4. **PRIMARY RESEARCH GROUP STAFF**: Academic Library Websites Bench Marks (2008) Primary Research Group, New York.
5. **SPINK (A) & HEINSTROM (J)**. Library and Information Science Trends and Research: Europe (2012) Emerald Group Publishing, Bingley.
6. **ZHANG (LIANG-JIE)**. Web services research for emerging applications: Discoveries and Trends (2010) Information Science Reference, Hiershey.

PAPER – III: ADVANCES IN SPECIFIC RESEARCH AREA

Unit-1: Historical Development in Research Area

Growth and Development in Research Area
Contributors in Research Area
Institutions in Research Area

Unit-2: Trends in Research Area

Changing Perspective in Research Area
International Trends in Research Area
Current State in Research Area

Unit-3: World Literature in Research Area

Print Information Resources
Electronic Information Resources
Selection of Information Sources

Unit-4 Scope and Objectives of Research Area

Scope of Research Area
Objectives of Research Area
Assumptions and Prepositions in Research Area

References:

Note: List of Reference Books will be provided by the concern Teacher.

7. GENERAL INFORMATION FOR ADMISSION AND COURSES

7.1 Admission Committee

Admission to B.L.I.Sc. and M.Phil. Courses are made by the Library Science Courses Admission Committee. Admission to M. Phil. Course is made by the M.Phil. Committee and Ph.D. course by Departmental Research Committee (DRC). The decision of the respective Admission Committees will be final in all cases.