To,
Dean Academics
CSJM University, Kanpur

Subject: Notification of Updated Syllabus for the Department of Library and Information Science

I am writing to inform you that the syllabus for the Department of Library and Information Science has been updated for the academic session 2024-25. The revisions have been made in accordance with the National Education Policy (NEP) and the guidelines issued by the University.

In anticipation of approval by the Academic Council, I kindly request that the revised syllabus be circulated to all affiliated colleges to ensure its implementation for the upcoming academic session.

Thank you for your attention to this matter. I look forward to your support in facilitating the dissemination and adoption of the updated syllabus.

Yours sincerely,

Enclosure – Updated syllabus

(Dr. Ashish Kumar Srivastava)
Coordinator- Dept. of Lib. & Inf. Sc.
CSJM University, Kanpur

PMU Cell

Kindly upload the new syllabus on college portal.

24/7/24

Bachelor of Library and Information Science (B. Lib. & Inf. Science)

Internal Evaluation : 25 Marks - Midterm exam +Assignment +Attendance + quiz)
External Evaluation : 75 Marks - QP Format will be decided as per University regulations.
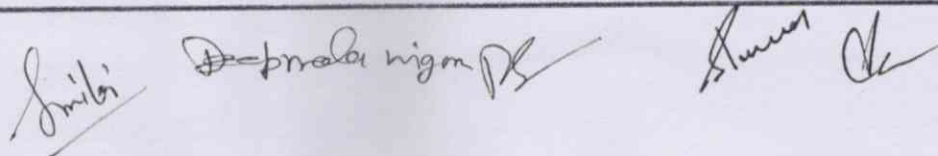
Curriculum Structure

First Semester

Course Code	TYPE	Course Title	Theory/ Practice	Credits	Internal Marks	Exam Marks	Total
BLS-101	CORE/SKE	Foundations of Library and Information Science	Theory	4TH=4	25	75	100
BLS-102	EEC	Management of Libraries and Information Centers	Theory	4TH=4	25	75	100
BLS-103	CORE/SKE	Library Classification	Theory	4TH=4	25	75	100
BLS-104	CORE/SKE	Library Classification (Practice)	Practice	4P=4	25	75	100
BLS-105	EEC/SKE	Information Processing and Retrieval	Theory	4TH=4	25	75	100
BLS-106	EC	ICT in Libraries (SWAYAM Portal)	Theory	4TH=4	25	75	100
		Maximum Marks of I Sem.		24	150	450	600

Second Semester

Course Code	TYPE	Course Title	Theory/ Practice	Credits	Int. Marks	Ext.Marks	Total
BLS-201	SEC	Open Access and E-resources (Open Elective)	Theory	4TH=4	25	75	100
BLS-202	CORE/SKE	Information Sources and Services	Theory	4 TH =4	25	75	100
BLS-203	CORE/SKE	Library Cataloging	Theory	4 TH =4	25	75	100
BLS-204	CORE/SKE	Library Cataloging (Practice)	Practice	4 TH =4	25	75	100
BLS-205	EEC	Information Communication Technology in LIS (Practical)	Practical	4 P =4	25	75	100
BLS-206	SEC	Project Work in LIS- Field Survey/ Library Tour	Project	6 = 6	Project = 75 Viva = 25		100
		Maximum Marks of II Semester		26	150	450	600
		Total Marks		50	300	900	1200

SEC- Skill Enhancement Course, **EEC**-Employability Enhancement Course; **EC**-Entrepreneurship Course

Foundations of Library and Information Science (Theory)
(Paper Code : BLS 101 CORE/SKE)

Credits: 4	Core Compulsory
Max. Marks: 25+75	Min. Passing Marks: 33

| Total No. of Lectures :Tutorials-Practical (in hours per week): L-T-P: 4-0-0 |||

Unit	Topics	No. of Lectures
I	**Information, Knowledge and Society** • Information: Meaning and characteristics • Data, Information, Knowledge, Wisdom • Information transfer Cycle; Generation, Storage and Dissemination of Information	15
II	**Conceptual framework, definitions and history of libraries** • Development of Libraries & Information Centres in India, • Types and Function of Libraries, Five Laws of Library Science • Contribution of S.R. Ranganathan, Melvil Dewey in Library and Information Science. • Public Relation, User Education, Extension Service.	15
III	**Laws relating to Libraries and Information centers** • Library Legislation-Need and essential Features; Library Acts in India; • Press and Registration Act, Delivery of Books Act • Intellectual Property Right	15
IV	**Library Associations & Organizations for Promotion of Libraries** • Librarianship as a Profession, Library Ethics. • Role of Library Association /Organizations: Objectives, Functions. • National Associations: ILA, IASLIC, RRRLF, UGC, INFLIBNET, NISSAT, INSDOC, DESIDOC • International Associations: IFLA, American Library Association (ALA), ASLIB, UNESCO and CILIP.	15

Learning Outcomes:

After studying this paper, students shall be able to:

- To understand the concept, objectives and development of libraries and its importance to society. Able to classify libraries on the basis of their purpose and functions.
- Able understands the professional ethics of librarianship and the five laws of library science with their implications on various services of the libraries.
- Understand the importance of Library legislation and features of library acts IPR and familiarize with the role of various National and International Library Associations and Organizations.
- Highlight role of various library promoters at the national and international level.

Recommended Books :

1. Jafferson, G: Library Cooperation. London : Andre Deutsch, 1977
2. Kent, Allan: Resource sharing in libraries. New York: Dekker, 1974.
3. Khanna, JK : Library and Society. Kurukshetra : Research Publications, 1987.
4. Pandey, SK Sharma: Libraries and Society. New Delhi :EssEss, 1992.
5. Ranganathan, SR: The Five Laws of Library Science. Bangalore :SardaRanganathan Endowment for
6. Library Science, 1988.
7. Sukula, Shiva: Librarianship : Redefining and Redesigning Beyond the Customary Craft. New Delhi, EssEss Publications, 2016.

Suggestive digital platforms web links :

https://egyankosh.ac.in/

https://epgp.inflibnet.ac.in/

https://www.nios.ac.in/online-course-material/sr-secondary-courses/library-and-information-science.aspx

Paper Name: Management of Libraries and Information Centers (Theory)

Paper Code : BLS – 102EEC

Credits: 4		Core Compulsory	
Max. Marks: 25+75		Min. Passing Marks: 33	
Total No. of Lectures – Tutorials-Practical (in hours per week): L-T-P: 4-0-0			
Unit	Topics		No. of Lectures
I	Management: Concept, history, functions and Principles of management. Concept and principles of scientific management, school of classical management thoughts Total Quality Management (TQM) : Definition, concept, elements, benefits Management by Objectives (MBO) Human Resource Management -Characteristics Job description, analysis, evaluation		15
II	Financial management: Need, functions and sources of finance Budgeting : Concept, Objectives, and functions, and purpose Methods of financial estimation: PPBS, Zero - based Budgeting, etc. Library Statistics and Methods and Scope of Library Statistics		15
III	Library Administration and Organization structure, Library Authority and Committees: need and functions. Library building, equipment and furniture		15
IV	Collection development, policies and procedures, collection evaluation and weeding, Preservation, Conservation, archiving Stock Verification-Policies, procedures Management of Library in-house Operations. APUPA Pattern		15

Learning Outcomes:
After studying the paper, students shall be able:

- To understand the concept and scope of management in detail.
- Understand the administrative functions and the principles of library management.
- Efficiently carry out various operations of Library and Information Centers.
- Know the library budgeting techniques and method. Describe the factors behind the selection, procurement and accessioning of documents.

Recommended Books :

- Beard W. Ian & Holden, Len. (1996). Human Resource Management: A contemporary perspective. London: Longman.
- Bryson, Jo.(1996). Effective library and information management. New Delhi: JaicoPublising House.
- Evans, G. Edward &Layzell, Patricia. (2007). Management basics for information professionals. 2nd ed. London: Libraries Unlimited.
- Harvey, Poss. (1993). Preservation in libraries: a reader. London: R.R. Bowker.
- Johnson, P. (2014). Fundamentals of collection development and management. 3rd ed. Chicago: American Library Association.
- Koontz, H. &Weihrich, H. (2015). Essentials of management. 10th ed. Chennai, McGraw Hill Inc.
- Krishan Kumar, (2007). Library management in the electronics environment. New Delhi:Har -Anand Publications.
- Mittal, R. (2007). Library administration: Theory and practice. New Delhi:EssEss Publications.
- Narayana, G J. (1991). Library and information management. New Delhi: Prentice Hall of India.
- Stoner, James A.F. et al. (1996). Management: Global perspectives. 10thEd. New Delhi: McGraw Hill Inc.
- Stueart, Robert D. & Moran, B. (2007). Library and information center management, 7th, ed. London:Libraries Unlimited.
- Ranganathan, SR: Library Book Selection. Bombay: Asia Pub. House, 1966. 13.Brown, James Duff: Manual of Library Economy. London: Andre Deutsch, 1961.
- Mahapatra, PK and Chakrabarti, B: Preservation in Libraries. New Delhi:EssEss, 2003.
- Adhikari, Rajiv: Library Preservation and Automation. Delhi: Rajat Publications, 2002.
- Shivadas, K. K. (2015). Library Management. New Delhi: A.P.H.
- Krishnamuiti, K. (2013). Library Management. New Delhi: Commonwealth.
- Khanna, J. K. (2001). Hand book of Library Administrative. New Delhi: CREST.
- Ranganathan, S. R. (1935). Library Administration. New Delhi:EssEss.
- Sharma, C. K. (2006). Reference Service and Sources. New Delhi: Atlantic.

Suggestive digital platforms web links:

https://egyankosh.ac.in/

https://epgp.inflibnet.ac.in/

https://www.nios.ac.in/online-course-material/sr-secondary-courses/library-and-information-science.aspx

Paper Name: Library Classification (Theory)
Paper Code: BLS - 103 CORE/SKE

Credits: 4	Core Compulsory
Max. Marks: 25+75	Min. Passing Marks: 33
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 4-0-0	

Unit	Topics	No. of Lectures
I	Universe of Knowledge and Classification Universe of Knowledge- Nature and Attributes Modes of formation of subject, Types of Subject(Basic, Compound, Complex Library Classification: Definition, Need, and Purpose. Species of Classification. Major Schemes of Classification: DDC, CC, UDC: An Overview	15
II	**Normative Principles of Classification** Basic Laws Fundamental Laws Canons Principles Postulates	15
III	**Mnemonics, Notations and devices** Definition and types. Hospitality in Notational System.	15
IV	**Facet Sequence** Concept and Principles: Cow Calf, whole organ act and action tool. Library Classification and Trends	15

Learning Outcomes:

After studying this paper, the students shall be able:

- To understand the meaning, purpose, functions, theories and canons of library classification.
- Students will understand the importance of the various library classifications schemes used in different types of Libraries.
- They will understand the formation of subjects in the Universe if subjects,
- develop skills of classifications, skills in subject analysis and synthesis of different facets

Suggested Readings:

1. Ranganathan, S. R. (1962). Elements of library classification. Bombay: Asia Publishing
2. Bavakutty, M. (1981). Canons of library classification. Trivandrum: Kerala library Association
3. Ranganathan, S. R. & Gopinath, M. A. (1989). Prolegomena to Library Classification V.1 Bangalore: SaradaRanganathan Endowment for Library Science.
4. Sayers,W.C.Berwick (1955). Introduction to Library Classification: Theoretical, Historical and Practical with. London: Grafton and Company
5. Dutta, D.N. (1978). Library Classification: a manual. Calcutta: The World Press
6. Husain, Shabahat (2004). Library Classification: Facets and Analyses. Delhi: B.R. Publishing Corporation.
7. Krishna Kumar (1979). Theory of Classification. New Delhi: Vikas Publishing

Paper Name: Library Classification (Practice)

Paper Code: BLS - 104 CORE/SKE

Credits: 4	*Core Compulsory*
Max. Marks: 25+75	Min. Passing Marks: 33

Total No. of Lectures – Tutorials-Practical (in hours per week): L-T-P: 0-0-4

Unit	Topics	No. of Lectures
I	Section – A: Classification of documents (using DDC) DDC19th Edition with the following details: Main Classes, Divisions, Sectors, Sub-sectors, Auxiliary Tables. An Introduction of DDC 23rd Edition.	30
II	Section – B: Classification of documents (using CC) Classification of documents by Colon Classification 6th revised and Enlarged edition with following details Basic Subject, compound and complex subject, phase Relations, common isolates etc.	30

Learning Outcomes:

After studying the paper, students shall be able:

- Classify and construct the class numbers for complex titles using DDC scheme.
- Synthesize class numbers by using the tables and 'add to instructions' of DDC scheme.
- To classify and construct the class numbers for titles using Colon Classification Scheme.
- Synthesize class numbers by using common isolates and 'different devices of CC scheme.
- Able to use of different schedules, manual and relative index of Classification Schemes.

Recommended Books :

1. Dewey, Melvil: Decimal Classification and Relative Index. 19th ed. New York, Lake Placed Club, 1979.
2. Ranganathan, SR: Elements of Library Classification. 3rd ed. Bombay, Asia Pub. House, 1962.
3. Ranganathan, SR: prolegomena to Library Classification. Assisted by M. A. Gopinath. 3rd ed. Bangalore, SRELS, 1969.
4. Satija, MP: Colon Classification: a practical introduction. Delhi, EssEss, 1989.
5. Ranganathan, SR: Colon Classification. 6th rev ed. Bangalore, SRELS, 1968.
6. Satija, MP: Manual of Practical Colon Classification. 3rd revised. New Delhi, Sterling, 1995

Paper Name: Information Processing and Retrieval (Theory)
Paper Code: BLS - 105 EEC/SKE

Credits: 4	*Core Compulsory*
Max. Marks: 25+75	Min. Passing Marks: 33

Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 4-0-0

Unit	Topics	No. of Lectures
I	Information Need, Information Use Study: Meaning, scope and need User study and User Education - concepts, definition, characteristics, scope and methods Information Seeking behavior-Concept and models	15
II	Information Storage and Retrieval System: Concept, Purpose, Functions, Components; Features of ISAR. Index and Indexing – Pre-coordinate and Post Coordinate Indexing systems (Chain Indexing, PRECIS, POPSI) Keyword indexing, Citation Indexing Indexing Language Types and characteristics, Vocabulary Control, Thesaurus	15
III	Abstract types and guidelines Abstract Services- National and International National Chemical Abstracts, Biological Abstracts, Physical Abstracts, Indian Science Abstracts	15
IV	Search techniques –Boolean, Truncation, Phrase Feedback mechanism Information users and their types Evaluation of ISAR	15

Learning Outcomes:
After studying the paper, the students shall be able:

- To understand the concept of needs of human behavior, types of information needs, and the importance of user and user education in context to designing library services.
- Understand the various categories of users and different methods of user studies in libraries
- To understand the concept of Information retrieval system its type, functions and applications in library and information centers.
- Understand the concept of Indexing and its types and characteristics
- Understand the searching techniques useful in searching the information relevant and efficient.

Suggested Readings:

1. Mohammad, Riaz (1989). Advanced Indexing and Abstracting Practices. New Delhi: Atlantic Publishers.

2. Chakraborty, A.R. and Chakraborty, B. (1984). Indexing: Principles, Process and Products. Calcutta: The World Press.

3. Sengupta, B. and Chatterjee,M.(1977) Documentation and Information Retrieval. Calcutta: The World Press.

4. Rajan, T.N. (1981). Indexing Systems: Concepts, Models and Techniques. Calcutta: IASLIC.

5. Ranganathan, S.R. (1963). Documentation and its Facts. London: Asia Publishing House.

6. Shera, J.H., Kent, A. and Pessy, J.W. (1957). Documentation in Action. New York: Reinhold Publishing.

7. Devarajan, G. (1995). Library Information User and Use Studies. New Delhi: Beacon Books

8. Guha, B. (1976). Techniques of User Studies. Paper 11.3 in DST Course Material. New Delhi: INSDOC.

9. Kawatra, P.S. (1996).Library User Studies: A Manual for Librarians and Information Science. Bombay:Jaico Publishing House.

10. Kumar, G & Kumar. K (1983). Philosophy of User Education. New Delhi:Vikas.

11. Banwell, L, & Coulson, G (2004). Users and User Study Methodology: The Jubilee Project. Information Research, 9(2).

12. Choudhury, G.G. (2001). Information Sources and Searching on the World Wide Web. London: Facet Publishing

13. Kowalskim G. J. & Maybury, M. T. (2006). Information Storage and Retrieval Systems:Theory and Implementation. Springer.

14. Korfhage, R. R. (1997). Information Storage and Retrieval. John Wiley & Sons

Suggestive digital platforms web links:

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https://epgp.inflibnet.ac.in/

https://www.nios.ac.in/online-course-material/sr-secondary-courses/library-and-information-science.aspx

Paper Name: ICT in Libraries (Theory)

Paper Code: BLS106 EC (PROF. KUNWAR SINGH –SWAYYAM, IGNOU)

Web link: - https://onlinecourses.swayam2.ac.in/nou24_lb19/preview

Credits: 4		*Core Compulsory*
Max. Marks: 25+75		Min. Passing Marks: 33
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 4-0-0		

Week	Topics
I	Unit-1- Computer Basics
II	Unit-2 Office tools • Introduction to Ubuntu operating system
III	Unit-3:Housekeeping operations • Library Automation: An introduction • Evolution of Library Automation • Task analysis of workflow Procedural model of library automation
IV	Unit-4: Library Automation packages • ILS: Open Sources and Open Standards • ILS in India: Categorization and Evaluation
V	Unit-5: Internet Basics • Computer Network • History of Internet • How does Internet work? • Setting up internet Connection • Internet Security
VI	Unit-6: Web tools • Web tools: An Introduction • FTP and TELNET • Email Services
VII	Unit-7: Web Based services • Web based library services • E Books and E journals

Learning Outcomes:

After studying the paper, students shall be able to:

- Understand how computers work?
- Understand Digital literacy library of automation and internet based tool and services
- Work with open Source OS- Ubuntu
- Use of open source software tools for day to day work.
- Use of open source library automation package.
- Use Internet and web 2.0 tools to provide day to day library services to the clientele.

Recommended Books:

1. Kumar, PSG: Computerization of Indian Libraries. Delhi, B. R. Publishing, 1987.

2. Pandey, SK Sharma: Library Computerization: theory and practice. New Delhi, EssEss, 1993.

3. Satyanarayana, NR: A manual of Library Automation and Networking. 2nd ed. Lucknow, New Royal Book, 2003.

4. Dhawan, A: Computers for Beginners. New Delhi, Frank Bros, 1990.

5. Sehgal, RL: An introduction to Library Networks. New Delhi, EssEss, 1996.

6. Devrajan, G and Rahelamma, AV: Library Computerization in India. New Delhi, EssEss, 1990.

7. Siddiqui, JA: Information Technology Application in Libraries. New Delhi, Shree Publishers & Distributors. 2019. ISBN 978-81-8329-988-6.

8. Sukula, Shiva: Demystifying Databases: A hands-on Guide to Database Management. New Delhi, EssEss Publications, 2016.

Suggestive digital platforms web links:

https://onlinecourses.swayam2.ac.in/nou24_lb19/preview

Paper Name: Open Access and E-Resources (Open Elective)

Paper Code: BLS - 201 SEC

Credits: 4	*Core Compulsory*
Max. Marks: 25+75	Min. Passing Marks: 33

| Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 0-0-4 |||

Unit	Topics	No. of Lectures
I	Open access –What and why, growth and development. Types of Resources: Concept, Definition, Objectives, Advantages and Limitations. Types of E-Resources, E-Journals, E-Books, open education resources, open access repositories, Databases, Electronic Theses and Dissertation	15
II	Consortia-National and International Information Access and Infrastructure License and agreement on online resources	15
III	Institutional Repository – Need, Purpose, Types and Tools Institutional Repository in India -ROAR, DOAR, SHERPA-ROMIO	15
IV	E resources life cycle, Selection and evaluation of E-resources Accessing Electronic Resources, Delivery of e-Resources & Access Management and Authentication Subject gateways electronic alerting services –SDI, CAS	15

Learning Outcomes:
After studying the paper, students shall be able:

- To understand the concept of Open access, its history, growth ,development and importance
- To- gain overview of the broad range of open access resources available in various subject's areas.
- Students will be able to explore various resources which may be useful to teaching and research in the future.
- Students will learn about open educational resources and how these can be utilized by the learners for lifelong education and evaluate and suggest open access resources which are very useful for learning.
- Aim to understand the e resources life cycle and its management

Recommended Books:

- Botyriute, Kristina (2018), Access to Online Resources: A Guide for the Modern Librarian, springer and open Switzerland

- Suber, Peter (2012), Open Access. MIT Press. Cambridge

- Rudasill (2013). Open access & digital library social science libraries. GERMANY, p.386

- JACOBS, NEIL. (2006). Open access. Oxford, Chandos,p.243

- Bajpai, M.(ED) (2016) Library Services in Digital environment: An innovative approach New Delhi: Consortium book.978-8192306049

- Sharma,A..K(ed) (2016) Current trends in library and information sciences in digital era.

- Mukhyadal,B.G. (ed) (2014) Advancement of electronic resources in libraries. Atharva Publications

- KaushalChouhan and R K Mahapatra. Open access resources in library and information sciences.ESS ESS Publications. p 559

Suggestive digital platforms web links :

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https://www.nios.ac.in/online-course-material/sr-secondary-courses/library-and-information-science.aspx

Paper Name: Information Sources and Services (Theory)
Paper Code: BLS - 202 CORE/SKE

Credits: 4		*Core Compulsory*	
Max. Marks: 25+75		Min. Passing Marks: 33	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 4-0-0			
Unit	Topics		No. of Lectures
I	**Sources of Information -** Concept, and overview **Primary sources of information -**Journal, conference proceedings, trade literature, Standards, Newspapers, patents, research reports, thesis etc.		15
II	**Secondary sources of information-** Bibliographical Sources; INB,BNB Encyclopedias – General and Special, Dictionaries – General and Special, Yearbooks, Biographical Source, Geographical Source, Index and Abstract etc.		15
III	**Tertiary source of information-** Concept and overview - Directories, List of Research in Progress, Bibliography of bibliographies, and guide to literature etc.		15
IV	**Information Service -**Responsive service: Personal visit by user, Telephone call, Written communication etc. **Anticipatory Service:** Bibliographic compilation on specific subjects, News Paper clipping, etc. Document Delivery Service, and Referral Service		15

Learning Outcomes:

After studying the paper, students shall be able:

- To understand the sources of information, the concept of reference and information sources and services provided in libraries.
- Understand criteria of evaluation of different sources of information.
- Understand the reference interview and various techniques of searching information.
- Understand the latest trends in Reference & Information Sources and Services.

Recommended Books:

1. Bradford, SC: Documentation. 2nd ed. London, Lockwood, 1953.
2. Foskett, AC: Subject approach to Information. 5th ed. London, Library Association, 1997.
3. Khanna, JK: Documentation and Information Services: systems and techniques. Agra, Y K Publishers, 2000.
4. Lancaster, FW: Information Retrieval Systems: Characteristics, Testing and Evaluation. New York, John Wiley, 1968.
5. Ranganathan, SR: Documentation and its facets. London, Asia Pub. House, 1963.
6. Prasher, RG: Index and Indexing. New Delhi, Medallion Press, 1989.
7. Sukula, Shiva: Information Retrieval. New Delhi, EssEss Publications, 2014.

Suggestive digital platforms web links: https://egyankosh.ac.in/

Paper Name: Library Cataloguing (Theory)

Paper Code: BLS - 203 CORE/SKE

Credits: 4	Core Compulsory
Max. Marks: 25+75	Min. Passing Marks: 33

Total No. of Lectures – Tutorials-Practical (in hours per week): L-T-P: 4-0-

Unit	Topics	No. of Lectures
I	**Library Catalogue** Definition, Need, Objective & Functions. Normative Principles of Cataloguing. Forms of Library Catalogue.	15
II	**Types of Library Cataloguing** Dictionary, Classified. Historical Development of Library Catalogue Codes– CCC and A.A.C.R.II.	15
III	**Subject Cataloguing** Concept, Principles, Chain Procedure, Lists of Subject Headings. Centralized and Cooperative Cataloguing: Need, CIS and CIP, Prenatal Cataloguing. Union Catalogue: Need, Rules for Compilation. DELNET, IndCat, WORLDCAT.	15
IV	**Indic Names** Problems and Rendering. Cataloguing Rules according to A.A.C.R.II and CCC for Joint authors, Corporate Authors and Pseudonyms.	15

Learning Outcome:-

After studying this paper, the students shall be able:

- To understand the concept and objectives of library catalogue.
- To know about the normative principles of cataloguing. Comprehend various forms (inner and outer) of library catalogue.
- Review the features and development of different cataloguing codes.
- Understand various approaches of deriving subject headings. Understand the concept of co-operative and centralized cataloguing.
- Examine the current trends in library cataloguing. Understand the complexities in rendering of entries and alphabetization.

Recommended Books:

1. Girja Kumar &Krishan Kumar (1975). Theory of cataloguing. New Delhi :Vikas Publishing House

2. Sharma, Pandey S. K. (1986). Cataloguing Theory. New Delhi: EssEss Publication.

3. Viswanathan, C. G. (1983). Cataloguing: Theory and Practice. Lucknow: Print House.

4. Shera, Jesse H. & Eagan, Margret E. (1956). Classified Catalog: basic principles and practices. Chicago: American Library Association.

5. Sengupta, B (1974). Cataloguing: Its theory & practice. Calcutta: World Press.

6. Krishan Kumar (2001). An Introduction to AACR-2 (Anglo-American Cataloguing Rules). New Delhi: Vikas Publishing.

7. Siddiqui, JA and Husain, Mohd Sabir. Library Cataloguing with AACR-II. New Delhi, EssEssPublications, 2018. ISBN 978-93-87698-03-1

8. Siddiqui, JA; Husain, Mohd. Sabir and Sharma, BK. Hindi GranthonkiSuchikaranPirkriya. Agra, Y. K. Publishers, 2018. ISBN 978-93-80668-97

Suggestive digital platforms web links:

https://egyankosh.ac.in/

Paper Name: Library Cataloguing (Practice)
Paper Code: BLS - 204 CORE/SKE

Credits: 4	*Core Compulsory*
Max. Marks: 25+75	Min. Passing Marks: 33

Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 0-0-4		
Unit	Topics	No. of Lectures
I	**Cataloguing of documents using AACR II (R)** Cataloging of books in accordance with AACR II(R) and Sears List of Subject Headings	20
II	**Cataloguing of documents using CCC** Cataloguing of books and periodicals in accordance with the Classified Catalogue Code (CCC) 5th Edition.	20
III	**Computerized Cataloguing through MARC–21**	20

Learning Outcomes:

After studying the paper, students shall be able:

- To use the AACR-2 and CCC cataloguing codes for cataloguing printed documents in a library. Preparation of catalogue for single personal author, joint personal author, and pseudonymous works. Preparation of catalogue for simple personal name entries in Hindi and Urdu by AACR-2.

- To Prepare different types of entries in order to fullfill various search approaches of users. Practically identify and describe various bibliographic elements of the documents.

- Derive subject headings using Sear's List of Subject Headings and Chain Procedure method for subject entries.

Recommended Books:

1. Ranganathan, SR: Classified Catalogue Code with additional rules for Dictionary Catalogue Code.

2. Assisted by A. Neelameghan. 5th reprinted ed. Bangalore, SRELS, 1988.

3. Anglo American Cataloguing Rules. (North American Text). Chicago, ALA, 1967.

4. Ranganathan, SR: Cataloguing Practice. Assisted by G. Bhattacharya. Bombay, Asia Pub. House, 1974.

5. Job, M.M. (1989). Theory and practice of Cataloguing. New Delhi:Metropolitan.

6. Gernert, Leigh (2003). A Textbook of Cataloguing. New Delhi: Dominant Publishers and Distributors.

7. Krishan Kumar (2001). An Introduction to AACR-2 (Anglo-American Cataloguing Rules).

8. New Delhi:Vikas Publishing.

9. Siddiqui, JA and Husain, MohdSabir(2018). Library Cataloguing with AACR - II. New Delhi, EssEss Publications. ISBN 978-93-87698-03-1

10. 8. Siddiqui, JA; Husain, Mohd. Sabir and Sharma, BK. Hindi Granthon ki Suchikaran Pirkriya. Agra, Y. K. Publishers, 2018. ISBN 978-93-80668-97

Paper Name: Information Communication Technology in LIS (Practical)

Paper Code: BLS - 205 EEC

Internal Evaluation : 25 Marks – Midterm exam +Assignment +Attendance

External Evaluation : 75 Marks – 50 (Practical) + 25 (Viva Voce)

Credits: 4	Core Compulsory
Max. Marks: 25+75	Min. Passing Marks: 33

Total No. of Lectures – Tutorials-Practical (in hours per week): L-T-P: 0-0-4		
Unit	Topics	No. of Lectures
I	Installation and Functions of Window Operating Systems Application and use of MS Word, Excel and PowerPoint.	15
II	Database Creation and Library Software Installation and Creation of Databases: Import, Export, Hyperlinks, Google applications, Blogs, web and social media.	15
III	Installation, Configuration and Functions of soul software.	15
IV	Online and Offline Searching, Web Searching, Advanced Internet Searching, through Meta Search Engines, Offline Databases Internet and E-mail.	15

Learning Outcome:

After studying the paper, students shall be able:

- To familiarize themselves with the use and application of MS Office and installation Windows operating system.
- To familiarize and make use of creating a database for different categories of documents.
- To make them understand and use Online and Offline Searching, Web Searching,
- Understanding the installation of Library management software SOUL.

Recommended Books:

1. Kumar, PSG: Computerization of Indian Libraries. Delhi, B. R. Publishing, 1987.
2. Pandey, SK Sharma: Library Computerization: theory and practice. New Delhi, EssEss, 1993.
3. Satyanarayana, NR: A manual of Library Automation and Networking. 2nd ed. Lucknow, New Royal Book, 2003.
4. Dhawan, A: Computers for Beginners. New Delhi, Frank Bros, 1990.
5. Sehgal, RL: An introduction to Library Networks. New Delhi, EssEss, 1996.
6. Devrajan, G and Rahelamma, AV: Library Computerization in India. New Delhi, EssEss, 1990.
7. Shiva Sukuma: Information Technology: Bridge to the Wired Virtuality, New Delhi, EssEss Publications, 2008.
8. Shiva Sukula: Electronic Resource Management: What, why and how, New Delhi, EssEss Publications, 2010.

Suggested weblinks:

www.inflibnet.ac.in

Paper Name: Project Work in LIS -Field Survey/ Library Tour

Paper Code: BLS - 206 SEC

The student shall prepare a Project Report on Field survey/Library Tour work under the supervision of an allotted supervisor and submit the report at the end of the semester before the scheduled examination. The evaluation of report carries 75 marks followed by Viva Voce of 25 marks.

Masters of Library and Information Science (M.Lib.I.Sc)-One Year

Internal Evaluation : 25 Marks - Midterm exam +Assignment +Attendance+ quiz
External Evaluation : 75 Marks - Format will be decided as per the University regulations.

(First Semester)

Course Code	TYPE	Course Title	Theory/ Practical	Credits	Internal Marks	Exam Marks	Total
MLS–101	CORE/SKE	Knowledge, Information & Communication	Theory	4	25	75	100
MLS–102	EEC/SKE	Advanced Information Retrieval System (IRS)	Theory	4	25	75	100
MLS–103	EEC/SKE	Marketing of Library and Information Products and Services	Theory	4	25	75	100
MLS-104	SKE/EC	Library Automation and Digitization (SWAYAM Portal)	Theory	4	25	75	100
MLS-105	CORE/SKE	Knowledge Organization and Information Processing: Classification Practice(UDC) (Practical)	Practical	4	25	75	100
MLS -106	SKE	Advance Knowledge Organization and Information Processing: Cataloguing AACR-II (R) (Practical)	Practical	4	25	75	100
		Maximum marks of I semester		24	150	450	600

(Second Semesters)

Course Code	TYPE	Course Title	Theory/ Practical	Credits	Internal Marks	Exam Marks	Total
MLS -201	SEC	Useful Skills and resources in open learning environment (Open Elective Paper)	Theory	4	25	75	100
MLS -202	SKE	Research Methods and Statistical Techniques	Theory	4	25	75	100
MLS -203	CORE/SKE	Introduction to Bibliometrics and Scientometrics	Theory	4	25	75	100
MLS–204	CORE/SKE	Information Systems and Programmes	Theory	4	25	75	100
MLS-205	SKE/EC	Application of Information and Communication Technology (Practical)	Practical	4	25	75	100
MLS-206	SEC	Internship	Project	6=6	25	75	100
		Maximum Marks of II Semester		26	150	450	600
		Total marks of I & II Semester		50	300	900	1200

SKE- Skill Enhancement Course, **EEC**-Employability Enhancement Course; **EC**-Entrepreneurship Course

Note: As per the ordinance of Department of Library Science of the CSJM University Kanpur, each student shall have to undergo an internship of 30 days . The internship may break in to two halves i.e for 15 days in each semester- ODD/EVEN immediately after the end semester examination. The original certificate of such training has to be submitted to the concerned college/university (where student is enrolled) for Final Result. A viva–voce and report based on training will be evaluated by the internal examiner.

Paper Name: Knowledge, Information & Communication (Theory)

Paper Code: MLS – 101 CORE/SKE

Credit : 4		Core: Compulsory	
Max. Marks :25+75		Min. Passing Marks:33	
Number of Lecture (per Week) :4 Hours			
Unit	Topic		No. of Lectures
I	**Information Nature and attributes.** Information: Nature, Properties, Types and Scope. Conceptual difference between Data, Information and Knowledge. Information Generation: Modes and forms, Information Theory, Information Diffusion Process.		15
II	**Knowledge Management** Knowledge Management: Definition, concept, need, and models. Components and process of Knowledge Management, Types of Knowledge, Information Management Vs Knowledge Management		15
III	**Communication Process** Communication: Genesis and Characteristics Communication Process, Types and Media Communication Channels and Models Communication of Information and Barriers to I.C.		15
IV	**Information Policies: National Program and Policies** National Information Policy (NIP) National Mission on Libraries(NML) National Knowledge Commission (NKC) Changing role of Library and Information Centre in modern Information Society.		15

Learning Outcome:

Upon successful completion of the course, students will be able to:

- Understand the concept of data information and knowledge, its attributes and information generation.
- They will know about the Communication process and its different models and channels.
- Shall be able to know the concept of Knowledge Management and its different models.
- Will be able to extend their knowledge about the roleof the nation in information policies.

Suggested Reading:

- Khan, M.T.M. (1998). Information organization and communication. New Delhi:EssEss Publications.
- Parashar, R.G. (2003). Information and its communication. New Delhi: Medallion Press. 3-Rakowski, R. (2007). Knowledge Management: Social, cultural and theoretical perspective.U.K.: Chandos Publishing
- Sharma,S.& Gopal S.(2011). Applications of Knowledge Management in the digital era. New Delhi: GNOSIS.

Suggestive Digital Platforms Web links: https://inflibnet.ac.in

Paper Name: Advanced Information Retrieval System (IRS) (Theory)
Paper Code: MLS -102 EEC/SKE

Credit : 4	Core: Compulsory
Max. Marks : 25+75	Min. Passing Marks:33

Number of Lecture (per Week):4 Hours

Unit	Topic	No of Lectures
I	**Information retrieval** IRS: concept and definition objectives operation and design of information retrieval system. IRS evaluation: precision, recall, vector scale, response time. IR Model: General Introduction,	15
II	**Standard in Bibliographic Record format &description** ISBD, MARC 21, CCF, FRBR, Bib frame, Dublin core Standards for bibliographic information exchange and Communication: ISO - 2709, Z39.50, Z39.71	15
III	**Indexing: Specific Aspects** Indexing: Concept, definitions, functions. Citation Indexing: concept definitions: SCI and SSCI. Thesaurus Construction	15
IV	**Search Techniques** Search Strategy: Concept, Meaning, Preparation of search strategy Search Techniques: Boolean operator, Fuzzy searching, Case sensitive searching, Truncation, proximity.	15

Learning Outcome:

- Know about the different Information Retrieval systems, design of IRS and its evaluations.
- Understand the Standards in Bibliographic Record format that are used in libraries;
- Able to identify the Indexing service search techniques and strategy.
- Understand the searching techniques helpful in retrieving the information effectively and efficiently.

Suggested Readings:

1. Chowdhury, G.G. (2010). Introduction to model information retrieval system (3rded.). London: Facet Publishing.

2. Lancaster, F.W. (2003). Indexing and abstracting in theory and practice. Urabana: University of Illions.

3. Rajan, T.M. (1981). Indexing Systems: concepts, models and techniques. Calcutta: IASLIC.

4. Salton G. & McGill, M.J. (1983).Introductionto modern informationretrieval. NewYork: McGraw-Hill.

5. Chu,Heting (2003)Information Representation and Retrieval in Digital age.-2nd edition [s.l.]:Information Today.

Suggestive Digital Platforms Web links:

https://egyankosh.ac.in/

https://inflibnet.ac.in

https://nios.ac.in/media/documents/SrSecLibrary/LCh-015B.pdf

https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=9JW4FTxyrU+Wsr8xl8vgiw

Paper Name: Marketing of Library and Information Products and Services (Theory)
Paper Code: MLS -103 EEC/SKE

Credit : 4	Core: Compulsory
Max. Marks :25+75	Min. Passing Marks:33

Number of Lecture (Per Week):4 Hours		
Unit	Topic	No. of Lectures
I	- Information Analysis Centre's (IAC) and Consolidation - Indexing and Abstracting Periodicals - Reviews and State of Art Report - Progress Report and Trend Report - Conference Report and Statistical Report	15
II	- Marketing: Concept, Definitions, Need, Functions. - Information as a Marketable Commodity - Information Products: Concept, Nature, Definition, Types with Examples - Information Analysis - Packaging and Repackaging of Information	15
III	- Distribution and Marketing of Information, Channels. - Marketing Mix. - Marketing Strategy - Techniques and Tools of Market Analysis	15
IV	- E-Marketing: Concept, strategies, Use, Advantages, - Information Audit: Role, Scope, Methodology, - Market Segmentation. - Electronic Content Creation	15

Learning Outcomes:
Upon successful completion of the course, students will be able to:

- Make the required information reach larger audience in accessible and usable form.

- Develop vibrant professional for the information marketing and optimum utilization of information resources.

- Make intensive use of information in wide range of development activities.

- Enable students to assess information user needs.

- Inculcate the skills of information analysis, evaluation, synthesis, packaging and repackaging of information product.

- Define the process of information consolidation and describe its role and potential benefits in satisfying information need of users.

Suggested Readings:

1. Gupta, D. K., et al.(2006). Marketing Library and Information service: International perspectives. Munich: K. G. Saur.

2. Kotter, Philip.(2002). Marketing Management. Delhi: Prentice Hall.

3. Chopra, H.S.(1996). Information marketing. Jaipur: Rawat Pub.

4. Jain, Abhinandan K.,ET.al.(1999). Marketing information products and services: A primer for libraries and information professionals. New Delhi: Tata McGraw Hill.

5. Asghar. M & Bhatti, R (2012). Marketing of Library and Information Services and Products. LAP Lambert Academic Publishing.

6. Chaddham K (2014). Marketing of Library and Information Products and Services: Using Services Marketing Mix. IGI Global.

7. Chopra, H.S. (1996). Information marketing. Jaipur: Rawat

8. Gordon, V. S (2016). Marketing for special and Academic Libraries. Rowman & Littlefield

9. Jain, A. K.; Jajoo, B. H.; Jambhekar, A.; Rao, T. P. R. & Rao, S. S (1999).

10. Product Design and Test Marketing of information product and services. Delhi: Oxford & IBH Pub. Co.

11. Lackie, R. J & Wood, M. S (2015). Creative Library Marketing and Publicity: Best Practices. Rowman& Littlefield Publishers.

Suggestive Digital Platform Web links:

https://inflibnet.ac.in

Paper Name: Library Automation and Digitization
(Theory) BY PROF. UMA KANJILAL (IGNOU, SWAYYAM)

Link: https://onlinecourses.swayam2.ac.in/nou24_lb25/preview

Paper Code: MLS – 104 SKE/EC

Credit :4		Core: Compulsory
Max. Marks :25+75		Min Passing Marks: 33
Week I	Module 1: Library Automation: An Introduction Module 2: Evolution of Library Automation: A Saga of Five Decades Module 3: ILSs in India: Categories and Evaluation	
Week II	Module 4: Procedural Model of Library Automation Module 5: Library Automation: Functional and System-Level Requirements Module 6: Library Automation: Global Recommendations and RFP	
Week III	Module 7: ILS: Open Source and Open Standards Module 8: Introduction to Koha ILS Module 9: MARC 21 Based Cataloguing: An Introduction	
Week IV	Module 10: MARC 21 Cataloguing in Practice: Bibliographic and Authority Data Management Module 11: Library Automation work-flow: Acquisition and Serials Control Module 12: Library Automation work-flow: Circulation and MIS	
Week V	Module 13: OPAC and Enhanced OPAC Module 14: ILS Administration Module 15: Major Trends and Future of Library Automation	
Week VI	Module 16: Searching and Browsing in WINISIS Module 17: Open Access to Information Module 18: Self Archiving	
Week VII	Module 19: Digitization Module 20: DSpace Module 21: Digital Library Software and Evolution criteria	
Week VIII	Module 22: DSpace Administration - 1 Module 23: DSpace Administration - 2 Module 24: DSpace Administration - 3	
Week IX	Module 25: Metadata Module 26: Dublin Core Module 27: Member, Subscription and Submission	
Week X	Module 28: Lucene Search Engine Module 29: Persistent Identifiers and CNRI Handles in DSpace Module 30: OAI PMH	
Week XI	Module 31: Harvesting In DSpace Module 32: Backup / Export and Import Module 33: DSpace Statistics	
Week XII	Module 34: DSpace Installation Module 35: Technology of Digital Library	

Learning Outcomes - Upon successful completion of the course, students will be able to:

- Deal with the knowledge of hardware, software, networking, interactive media, telecommunication, library automation and digitization, and new emerging devices and technologies related to ICT.
- Develop and implement support strategies of effective news of Information Technology
- Implement policies and procedures necessary to ensure effective, secure and appropriate use of information resources and services
- Efficiently manage procurement and acquire new hardware and software
- Develop social skills data essentials for cooperative and collaborative learning based around ICT

Suggested Readings:

1. Anderson, C. G., & Maxwell, D. C. (2004). Starting a Digitization Center. USA: Chandos Publishing

2. Chopra, H. S. (1999). Library Information Technology in Modern Era: Libraries and Librarian in New Millennium. New Delhi: Commonwealth.

3. Dahl, M. V; Banerjee, K &Spalti, M (2006). Digital Libraries: Integration Content and System. 2006. Chandos publishing.

4. Gopal, K (2002). Intellectual Freedom in Digital Libraries. Authors Press.

5. Jeevan, V. K. J (2003). Digital Libraries. New Delhi: EssEss.

6. Lesk, M (2005). Understanding Digital Libraries. USA.MKP

7. Limb, P (2004). Digital Dilemmas and Solution. Oxford: Chandos

8. Muller, J. F (2003). A librarian's Guide to the Internet: Searching and Evaluating Information. Chandos Publishing.

9. Muller, J. F. (2003). A Librarians Guide to the Internet. Oxford: Chandos.

10. Papy, F (2007). Digital libraries. London: John Wiley.

11. Witten, I. H & Bainbridge, D (2003). How to Build Digital Library. Elsevier Science

Suggesting Digital Platform Web Link :

https://onlinecourses.swayam2.ac.in/nou24_lb25/preview

Paper Name : Knowledge Organization and Information Processing: Classification Practice (UDC) (Practice)

Paper Code : MLS – 105 CORE/SKE

Credit :6	Core: Compulsory
Max.Marks:25+75	Min.PassingMarks:33
Number of Lecture (Per Week):4 Hours	

Classification by Universal Decimal Classification Scheme(3rd AbridgedEd.1961)

- Introduction of scheme: History, Structure, Principles

- Introduction to common Auxiliaries and Special Auxiliaries

- Adequate Number of titles from all Disciplines

- Use of common and special Auxiliaries

- Candidates will be required to Classify 10-15 titles

Note: Assessment will be done by the Internal/ External Examiner. TA and DA will be as per university rules.

Learning Outcomes: After practice this paper student shall be able to classify depth subject in special libraries and institutes by using Universal Decimal Classification This scheme. Course will also make them efficient, to use and classify complex subjects.

Paper Name: Advance Knowledge Organization and Information processing: Cataloguing Practice AACR-II (R) (Practical)

Paper Code: MLS – 106SKE

Credit :4	Core: Compulsory
Max. Marks :25+75	Min. Passing Marks:33
Number of Lecture (per Week):4 Hours	

Unit	Topic	No. of Lectures
I	**Cataloguing of Multi-volume and Composite books.** • Cataloguing of Multi Volume Books. • Cataloguing of Composite Books.	15
II	**Cataloguing of Corporate authorship** • Government Publications • Institution publications • Conference Proceedings	15
III	**Cataloguing of Periodicals and Non-Book Materials** • Serial/ Journal Publications. **Non-Book Materials** • Cartographic Materials • Manuscripts • Sound Recordings • Motion Pictures and Video recordings • Microforms/Computer File.	15
IV	**Cataloguing in MARC -21**	15

Note: Library of Congress List of Subject Headings will be followed.

Assessment will be done by the Internal/ External Examiner. TA and DA will be as per university rules.

Learning Outcomes:

Upon successful completion of the course, students will be able to:
- Able to catalog the reading material as books and periodical according to AACR-2R.
- Besides they will be abreast to catalog non book material.
- They will also exposed and learn the modern technology of Machine-readable catalog (MARC -21 R).

Suggested Reading:
1. AACR-2 Ed 1978
2. Krishan Kumar. An Introduction to Cataloguing Practice. New Delhi: Vikas Publishing.
3. J.N. Gautam. Advance Cataloguing: CCC and AACR-2. Agar: Y.K. Publishers.
4. Cataloguing Practiceretrieved from: https://egyankosh.ac.in/handle/123456789/33025
5. Anglo-American Cataloguing Rules (AACR, AACR2, AACR2R) https://www.librarianshipstudies.com/2018/12/anglo-american-cataloguing-rules-aacr.html

Paper Name : Useful Skills and resources in open learning environment (Open Elective Paper)

Paper Code : MLS – 201 SEC

Credit :4	Core: Compulsory
Max. Marks :25+75	Min. Passing Marks:33

Number of Lecture (per week) :4 Hours		
Unit	Topic	No. of Lectures
I	Open access and Open Publishing models Open education resources-Initiatives by India-SWAYAM, NPTEL, Shodhganga, NDL, ePGPathshala, IRINS, Vidwan etc	15
II	Internet Information resources and Evaluation of Internet Information resources	15
III	Research Writing Plagiarism Academic Integrity, Research Ethics Copyrights and licensing	15
IV	Research support Services Journal search and Citation databases: Web of Science, Scopus, etc. Impact Factor of journal as per journal citation report, SNIP, SJR, Cite Score	15

Learning Outcomes: Upon successful completion of the course, students will be able to:

- Capability to critically analyze open access resources and to make effective use
- Capable of demonstrating the ability to understand professional ethics along with moral values based on the Indian values and ethos.
- Capable of self-paced and self-directed learning aimed at personal development; for improving knowledge and skills through continuing educational opportunities.
- Apply problem solving skills while providing support services for teaching, learning and research and for formulating appropriate strategies to use technologies, databases, platforms, resources.

Paper Name: Research Methods and Statistical Techniques (Theory)
Paper Code: MLS – 202 SKE

Credit :4	Core: Compulsory
Max. Marks :25+75	Min. Passing Marks:33

Number of Lecture (per Week) :4 Hours		
Unit	Topic	No. of Lecture
I	Research: Concept & Types of Research Steps of Research Research Design: Essentials of good research design & its importance. Types of Research Designs. Overview of Hypothesis	15
II	Research Methods Scientific Method Historical Method Descriptive Method: Survey Method & Case Study Method, Delphi Method Experimental Method, Spiral of Scientific Method	15
III	Research Techniques and Tools Data Sources: Primary and Secondary data. Questionnaire and Schedule Interview Observation Rating Scales Sampling Techniques and types	15
IV	Data Analysis &Interpretation Tabulation and Graphical Presentation of Data Descriptive Statistics: Measures of Central Tendency; Mean, Mode, Median, Test- t-Test Z test, ANOVA, Chi- Square test	15

Learning Outcomes: Upon successful completion of the course, students will be able to:

- Familiarize with the process of research and different research methods.
- Develop the skills for quantitative data analysis and consolidation.
- Write cohesive and succinct reports
- Understand research Techniques& tools, style manuals and Reference management software.

Suggested Readings:

1. Andres,A.(2009). Measuring Academic Research. How to undertake a bibliometric study? Oxford:

2. Chandos. Cameron, D. &Ostapowicz, L. (Eds.). (2015). Research Methods in Library and Information Science. Oakville, Canada:

3. Delve. Connaway, L.S. & Radford, M.L. (2016). Research Methods in Library and Information Science. (6th Ed.). Englewood: Libraries Unlimited.

4. Creswell,J.W.(2009). Research Design: qualitative, quantitative and mixed methods approach. (3rd Ed.). New Delhi: Sage.

5. Creswell.J. W. (2014). Research Design: Qualitative, Quantitative, and Mixed Methods Approaches. (4th Ed.). New Delhi: Sage.

6. Dane, F.C. (2017). Evaluating Research: methodology for people who need to read research. (2nd Ed.). New Delhi: Sage.

7. Alvesson, M &Skoldberg, K. (2009). Reflexing Methodology: new vistas in qualitative research (2nd rev. Ed.). London: Sage Publications.

8. Devrajan, G. (2011). Prolegomena to Research Methodology. New Delhi:EssEss Publishing.

9. Das,S. (2012). Research Methodology: methods, tools & techniques. Jaipur:Yking books.

10. Sharma, C.K. & Jain, M.K. (2009). Research Methodology. New Delhi: Shree Publishers.

11. KrishanKumar (1992) Research Methods in Library and Information Science .NewDelhi:Vikas Publishing House.

12. Busha, C. H. & Harter, S. H. (1988). Research Methods in Librarianship:Techniques and Interpretations. New York: Academic Press.

13. Devarajan, G. (2011). Prolegomena to Research methodology. New Delhi:EssEssPublishing

14. Guthrie. G. (2010). Basic research methods: an entry to social science research.London: Sage.

15. Kothari, C.R. (2009). Research Methodology: Methods and Techniques.New Delhi. New Age

16. Leo, E. & Rousseau, R. (2001). Elementary Statistics for Effective Library and Information Service Management. London: Aslib.

17. Oliver, P. (2010). Understanding the Research Process. New Delhi: Sage Publication.

Suggestive Digital Platform Web links:

https://inflibnet.ac.in

Paper Name: Introduction to Bibliometrics and Scientometrics (Theory)
Paper Code: MLS -203 CORE/SKE

Credit :4	Core: Compulsory
Max. Marks :25+75	Min. Passing Marks:33

Number of Lecture (per Week) :4 Hours		
Unit	Topic	No. of Lectures
I	**Informetrics/Scientometrics/Bibliometrics/and Webometrics** • Informetrics-Concept and definition, Evolution, Scope ,purpose • Scientometrics-Concept and definition, Evolution, Scope ,purpose • Bibliometrics-Concept and definition, Evolution, Scope , purpose • Webometrics-Concept and definition, Evolution, Scope , purpose • Sociometry - Concept and definition, Evolution, Scope , purpose	15
II	**Theory and Laws** • Bradford Law, Lotka'sLaw, Zip's Law • Bibliographic Coupling	15
III	**Citation Analysis and relevance in research** Definition, Scope, Evaluation& Overview Style Manuals - Chicago Manual of Style, MLA &APA Reference Management Software: Zotero or Mendeley	15
IV	**Metrics-** • Journal Impact Factor • H Index • Index i-10 • g–index	15

Learning Outcomes: Upon successful completion of the course, students will be able to:

- Be familiar with the concept of bibliometrics, informetrics, scientometrics, Journal Impact factor, cybermetrics, webometrics and altmetrics.

- Carry out quantitative studies on various subject fields.

- Get acquainted with the concept of citation analysis, different forms of citation, impact factor, theory and laws etc.

- Apply qualitative as well as quantitative techniques in library and information science.

- The courses focus on new trends in research perspective as Journal Impact factor, utility of bibliometric, informatics laws, cyber metrics laws. Information science and its features and relation with other subjects.

Suggested Reading:

1. Dhawan, K.S. (2001). Reading in Library Science. New Delhi: Commonwealth.

2. Sardana, J.L.,Ed. (2002). Libraries and information studies in retrospect and prospect: Essay in Honour of D. R. Kalia. New Delhi: Concept publishing company.

3. Baruah, A. (2004). Library Science: Prospects in 21st century. New Delhi:Kilaro Books.

4. Melntosh, J. (Ed.). Library and Information Sciences: Parameters and Perspectives. Canada: Apple Academic Press.

5. Kawatra, P.S. (2000). Textbook of Information Science. New Delhi: A.P.H. Publishing

Paper Name: Information Systems and Programs (Theory)
Paper Code: MLS – 204 CORE/SKE

Credit :4		Core: Compulsory	
Max. Marks :25+75		Min. Passing Marks:33	
Number of Lecture (per Week) :4 Hours			
Unit	Topic		No. of lectures
I	**Information System** • Information Systems: Concept, Definition, Characteristics, Objectives, Types and constraints. • Information Centre: Data Banks, Clearing Houses		15
II	**National organization and Programme** • Planning and Designing of National Information System. • National Information System in India: NASSDOC, ENVIS, DESIDOC,SENDOC		15
III	**Information System & Organizations** • INFLIBNET • DELNET • ICAR • ICMR • CSIR • E-ShodhSindhu • NKRC (National knowledge Resource consortia)		15
IV	**International organizations and Programmes** • AGRIS,INIS,OCLC,MEDLARS		15

Learning Outcomes:

Upon successful completion of the course, students will be able to:

- Understand the functioning and usefulness of Information systems.
- Provide the services to the users by using national and international information centers and systems.
- They will be able to use national and International information systems and services rendered by prestigious institutes.

Suggested Reading:

1. Grassian, E.S. (2005). Learning to lead and manage information literacy instruction. New York: Schuman Publishers.
2. Vickery, B.C. (1987). Information Systems. Washington:Butterworths.
3. Baman, P. (1993). Studies on Information Systems, Services and Programmes in India and abroad.
4. Delhi:Ajnata.
5. Atherton, Pauline. (1997). Handbook of Information System and Services. Paris: UNESCO

Suggestive Digital Platform Web links:

https://inflibnet.ac.in

Paper Name: Application of Information and Communication Technology (Practical)

Paper Code: MLS – 205 SKE/EC

Course Outcome		
Credit :4	Core: Compulsory	
Max. Marks :25+75	Min. Passing Marks:33	
Number of Lecture (per week) :4 Hours		

Unit	Topic	No. of Lectures
I	Web Page/Blog Creation	15
II	Content Management System and Software's	15
III	Library Automation Software –SOUL	15
IV	Advance Search/Federated search Remote access tools-Team Viewer, AnyDesk, etc.	15

Note: -Only paper (MLIS-205) Information Technology (Practical) of 75 marks will be evaluated by an Internal and external Examiner appointed by the university. TA and DA will be as per university rules.

Learning Outcomes: Upon successful completion of the course, students will be able to:

- Install and used library software and besides he/she will be able to design websites./blog content management software and LMS (SOUL).
- Understand the practical aspect and knowledge of remote access tools and advance search/federated search.

Suggested Readings:

1. Brown, Christopher & Bell, Suzanne (2018). Librarian's guide to online searching: cultivating database skills for research and instruction. 5th ed. London: Libraries Unlimited
2. Clayton, Marlene (2018). Managing library automation. 2nd ed. London: Routledge.
3. Markey, Karen (2019). Online searching: A guide to finding quality information efficiently and effectively. 2nd ed. Lanham, Maryland:Rowman& Littlefield Publishers.
4. Marmel, Elaine (2015). Office 2016 Simplified. Hoboken. New Jersey: John Wiley & Sons.
5. Mishra, Vinod Kumar (2016). Basics of library automation, Koha library management software and data migration: Challenges with case studies. New Delhi:EssEss Publications
6. Singh, Prem and Khanna, J. K. (1994). Information technology in the Libraries. Delhi:Pragati Publication.
7. Frye, Curtis. (2002). Microsoft Access Version 2002.Delhi: Prentice Hall.
8. Parashar, R.G. (1991). Indian Library in IT environment. Ludhiana:Medallian press.
9. Blake,U. Computer network: protocols, standard and interfaces 2nd edition, New Delhi: Prentice hall
10. 10-Ackermann (Ernest). Learning to use the Internet: An introduction with examples and experiences. BPB.

Suggestive Digital Platform Web links: https://inflibnet.ac.in

Paper Name: Internship

Paper Code: MLS -206 SEC

Each student shall have to undergo an internship of 30 days immediately after the second-semester examination or may be divided into the semester separately like 15 days internship after the first semester and 15 days after the second semester as per the convenience. The original certificate of such training has to be submitted to the concerned college/university (where the student is enrolled) for the Final Result. The internal examiner will evaluate a viva voce and report based on training.

The recommended criteria for the internship include:

- Certificate   25 marks
- Report   50 marks
- Viva Voce   25 marks