MASTER OF LIBRARY & INFORMATION SCIENCE (MLIS)

SYLLABUS
(Course Structure under CBCS, 2017-18 onwards)

DEPARTMENT OF
LIBRARY AND INFORMATION SCIENCE

FAKIR MOHAN UNIVERSITY
VYASA VIHAR, NUAPADHI, BALASORE
ODISHA-756020
Web: www.fmuniversity.nic.in
The MLIS programme under Semester-Cum-Choice based credit system shall comprise of 24 papers spread over 4 semesters and carrying a total credit of 96 credit hours. Each theory paper and practical paper shall carry a load of 4 credits respectively. Each credit hour shall consist of 10 classes of one hour duration. Semester wise distributions of the papers along with their respective titles are given below:

**STRUCTURE OF THE COURSE**

**First Semester:**

<table>
<thead>
<tr>
<th>Paper No.</th>
<th>Paper Title</th>
<th>Credit</th>
<th>Mark Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLIS-101</td>
<td>Foundations of Library and Information Science</td>
<td>4</td>
<td>10 40 50</td>
</tr>
<tr>
<td>MLIS-102</td>
<td>Information Needs and Seeking Behaviour of Users</td>
<td>4</td>
<td>10 40 50</td>
</tr>
<tr>
<td>MLIS-103</td>
<td>Reference and Information Sources</td>
<td>4</td>
<td>10 40 50</td>
</tr>
<tr>
<td>MLIS-104</td>
<td>Knowledge Organisation (Classification Theory)</td>
<td>4</td>
<td>10 40 50</td>
</tr>
<tr>
<td>MLIS-105</td>
<td>Knowledge Organisation (Classification Practice)</td>
<td>4</td>
<td>- 50 50</td>
</tr>
<tr>
<td>MLIS-106</td>
<td>Library and Information Organisations and Networks</td>
<td>4</td>
<td>10 40 50</td>
</tr>
</tbody>
</table>

**Second Semester:**

<table>
<thead>
<tr>
<th>Paper No.</th>
<th>Paper Title</th>
<th>Credit</th>
<th>Mark Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLIS-201</td>
<td>Management of Library and Information Centres (Part-I)</td>
<td>4</td>
<td>10 40 50</td>
</tr>
<tr>
<td>MLIS-202</td>
<td>Information Services</td>
<td>4</td>
<td>10 40 50</td>
</tr>
<tr>
<td>MLIS-203</td>
<td>Fundamentals of Computer</td>
<td>4</td>
<td>10 40 50</td>
</tr>
<tr>
<td>MLIS-204</td>
<td>Knowledge Organisation (Cataloguing Theory)</td>
<td>4</td>
<td>10 40 50</td>
</tr>
<tr>
<td>MLIS-205</td>
<td>Knowledge Organisation (Cataloguing Practice)</td>
<td>4</td>
<td>- 50 50</td>
</tr>
<tr>
<td>MLIS-206</td>
<td>Records Preparation, Presentation &amp; Viva</td>
<td>4</td>
<td>- 50 50</td>
</tr>
</tbody>
</table>
### Third Semester:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Contact</th>
<th>TLM</th>
<th>Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLIS-301</td>
<td>Information and Communication</td>
<td>4</td>
<td>10</td>
<td>40</td>
<td>50</td>
</tr>
<tr>
<td>MLIS-302</td>
<td>Management of Library and Information Centres (Part-II)</td>
<td>4</td>
<td>10</td>
<td>40</td>
<td>50</td>
</tr>
<tr>
<td>MLIS-303</td>
<td>Research Methodology</td>
<td>4</td>
<td>10</td>
<td>40</td>
<td>50</td>
</tr>
<tr>
<td>MLIS-304</td>
<td>Application of Information &amp; Communication Technology</td>
<td>4</td>
<td>10</td>
<td>40</td>
<td>50</td>
</tr>
<tr>
<td>MLIS-305</td>
<td><strong>Choice Based Paper</strong></td>
<td>4</td>
<td>10</td>
<td>40</td>
<td>50</td>
</tr>
<tr>
<td>MLIS-306</td>
<td>Information &amp; Communication Technology Practice</td>
<td>4</td>
<td>-</td>
<td>50</td>
<td>50</td>
</tr>
</tbody>
</table>

### Fourth Semester:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Contact</th>
<th>TLM</th>
<th>Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLIS-401</td>
<td>Information Processing and Retrieval</td>
<td>4</td>
<td>10</td>
<td>40</td>
<td>50</td>
</tr>
<tr>
<td>MLIS-402</td>
<td>Preservation and Conservation of Library Materials</td>
<td>4</td>
<td>10</td>
<td>40</td>
<td>50</td>
</tr>
<tr>
<td>MLIS-403</td>
<td>Academic Library System</td>
<td>4</td>
<td>10</td>
<td>40</td>
<td>50</td>
</tr>
<tr>
<td>MLIS-404</td>
<td>Digital Library System</td>
<td>4</td>
<td>10</td>
<td>40</td>
<td>50</td>
</tr>
<tr>
<td>MLIS-405</td>
<td>Library Tour (Public/Academic/Special)</td>
<td>4</td>
<td>-</td>
<td>-</td>
<td>50</td>
</tr>
<tr>
<td>MLIS-406</td>
<td>Seminar</td>
<td>4</td>
<td>-</td>
<td>-</td>
<td>50</td>
</tr>
</tbody>
</table>
DETAIL SYLLABUS

FIRST SEMESTER

MLIS-101: FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE

UNIT-1: Concept of Modern Library
Role of Library in the Society
Five Laws of Library Science

UNIT-2: Types and Functions of different Libraries:

UNIT-3: Library Legislation: Concept, Need and Components of Library Legislation
Odisha Public Library Act-2001, Right to Information Act-2005
Registration of Books Act, Delivery of Books (Public Libraries),
Intellectual Property Right Act
Library Movement in Odisha

UNIT-4: Library Resource Sharing: Concepts, Objectives, Need and Areas of Cooperation
Role of UGC in the growth and Development of Libraries and Information centers
Ethics of Librarianship

MLIS-102: INFORMATION NEEDS AND SEEKING BEHAVIOUR OF USERS

UNIT-1: User-Concept, Scope and Composition of User Community
Types of User and their use of Information
Assessment of Information Needs of Users
Information Seeking Behaviour and ISB Models

UNIT-2: User Study-Basic Concept and Types
i) Questionnaire Method
ii) Case Study Method
iii) Interview Method
iv) Observation Method
v) Survey Method

UNIT-3: Evaluation of User Studies- Concept, Need and Criteria for Evaluation
Evaluation of User Studies- Different Methods
Benefits of Evaluation

UNIT-4: User Orientation Vs. User Education
User Education- Need and various Methods
User Orientation in Internet Environment.
MLIS-103: REFERENCE AND INFORMATION SOURCES

UNIT-1: Definitions, Need and Types of Information Sources
Print Sources of Information: Primary, Secondary, Tertiary
Study of evaluation of different categories of reference tools such as
Dictionaries, Encyclopedias, Year Books, Hand Books, Manual,
Bibliographies & Biographical Sources of Information, Acquaintance with Odia reference materials

UNIT-2: Indexing and Abstracting Periodicals: Definition, Need and Function
Scopus, Web of Science

UNIT-3: Geographical Reference Sources: Maps, Atlas and Globes
Human Resources and Referral Systems, Mass Media

UNIT-4: Electronic Resources
Internet as a Source of Information
Open Access Information Resources – Virtual Library, E-journals, etc.

MLIS-104: KNOWLEDGE ORGANISATION (CLASSIFICATION THEORY)

UNIT-1 : Universe of Subject
Library Classification: Definition, Need and Purpose
Major Schemes of Classification: Type and Structure

UNIT-2 : Fundamental Categories, Facet Analysis, Facet Sequence, Phase Relations
Common Isolates and other Auxiliary Tables, Devices

UNIT-3 : Notation: Structures, Types and Qualities
Design of Call Number, Book Number and Collection Number
Comparative studies of CC and DDC

UNIT-4 : Modes of formation of Subject
Basic Laws of Library Classification
Canons for Idea Plane, Canons for Verbal Plane, Canons for Notational Plane

MLIS-105: KNOWLEDGE ORGANISATION (CLASSIFICATION PRACTICE)
(F.M= 25+25=50)

Part-I: Preparation of Class Numbers of the documents related to Basic, Compound and Complex
subjects by using standard subdivisions and other tables according to Dewey Decimal
Classification Latest Edition.

Part-II: Preparation of Class Numbers of the documents related to Basic, Compound and Complex
subjects by using the Devices, Systems and Specials, Common Isolates and Phase Relations
according to Colon Classification 6th Edition.
MLIS-106: LIBRARY AND INFORMATION ORGANISATIONS AND NETWORKS

UNIT-1 : Information Institutions- Concept and Type:
   a) Libraries
   b) Information Centers
   c) Data Centers
   d) Referral Centers

UNIT-2 : National Information Systems- NISCAIR, DESIDOC
   International Organisations of Information System - AGRIS, INIS, INSPECS and MEDLARS

UNIT-3 : Library Consortia: Definition, Meaning, Functions and Types
   Information Networks (Regional)- DELNET, CALIBNET, MALIBNET
   Information Networks (National)- INFLIBNET, NICNET, ERNET and OCLC

UNIT-4 : Library Associations: Meaning, Aims & Objectives, Programmes & Activities
   Library Associations in India- ILA, IASLIC, IATLIS
   Library Associations and Organizations at International Level- IFLA, ALA
   Library Associations in Odisha

SECOND SEMESTER

MLIS-201: MANAGEMENT OF LIBRARY AND INFORMATION CENTRES (PART-I)

UNIT-1 : Management: Basic Concept,
   Taylor and Fayol Principles of Scientific Management
   Management Functions: POSDCORB

UNIT-2 : Library Committee, Structure and Functions
   Management of different Sections of a Library:
   Acquisition Section: Book Selection, Purchasing, Ordering and Accessioning etc.
   Circulation: Functions of Circulation Section
   Browne and Newark Charging System
   Technical Processing Section and Serial Control Section

UNIT-3 : Library Building Planning, Standard Furniture and Equipments
   Stock Verification and Shelf Rectification
   Library Statistics and Records: Purpose and Type

UNIT-4 : Financial Management: Methods of Financial Estimations
   Sources of Library Finance
   Budgeting and Types
   Library Rules and Regulations
MLIS-202: INFORMATION SERVICES

UNIT-1: Information Services: Concept and Need, Information Services in Libraries, Information Service Agencies, Methods of Accessing Information Needs


UNIT-3: Current Awareness Service (CAS) Selective Dissemination of Information (SDI) Bibliographic Services Indexing and Abstracting Services

UNIT-4: Web-based Services Translation Services Reprographic Services Document Delivery Services

MLIS-203: FUNDAMENTALS OF COMPUTER

UNIT-1: Computer: Definition, Developments and Computer Generations Classification of Computers Basic Components of a Computer

UNIT-2: Computer Hardware: Components & Functions Processors, Memory, Storage and Input/Output Peripherals Operating Systems: Meaning, Types and Functions Programming Languages: Types, Characteristics and their Applications

UNIT-3: Software - System and Application Software (MS Word, MS Excel, MS PowerPoint) Software Packages: Word Processing Packages Desktop Publishing

UNIT-4: Database- Definition, Concept and Components Database Management Systems (DBMS) and RDBMS

MLIS-204: KNOWLEDGE ORGANISATION (CATALOGUING THEORY)

UNIT-1: Library Catalogue: Definition, Need and Purpose Library Catalogue Vs. Shelf List and Catalogue Vs. Bibliography Types of Library Catalogues History of Catalogue Codes

UNIT-2: Physical Forms of Library Catalogue Comparative Study of Classified and Dictionary Catalogue Kinds of Entries and their Functions according to AACR-II, Sear’s List of Subject Heading (SLSH)
UNIT-3: Canons of Cataloguing
General Normative Principles
Cataloguing of Non-print Materials: Cartographic Materials and Audio-Video Materials
Centralised and Cooperative Cataloguing

UNIT-4: International Standards for Bibliographic Description- ISBD
Common Communication Format (CCF)
Machine Readable Cataloguing (MARC)
OPAC and Web OPAC

MLIS-205: KNOWLEDGE ORGANISATION (CATALOGUING PRACTICE)
(F.M = 25+25=50)

A) Preparation of Main Entry and Added Entries of printed materials according to AACR-II
   i) Personal Authors and Pseudonymous Authors
   ii) Corporate Authors
   iii) Simple Periodicals

B) Preparation of Main Entries according to AACR-II of the following Non-Book Materials:
   i) Cartographic Materials
   ii) Audio-Video Materials

MLIS-206: RECORDS PREPARATION, PRESENTATION & VIVA

Note: The students shall prepare the following records and submit, which will be evaluated by the Internal and External examiners

A. Preparation of the following Records

<table>
<thead>
<tr>
<th>No.</th>
<th>Record</th>
<th>Entries</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Accession Register</td>
<td>50</td>
</tr>
<tr>
<td>2.</td>
<td>Shelf-List Card</td>
<td>10</td>
</tr>
<tr>
<td>3.</td>
<td>Book Selection Cards</td>
<td>10</td>
</tr>
<tr>
<td>4.</td>
<td>Library Classification Records:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>i) CC</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>ii) DDC</td>
<td>20</td>
</tr>
<tr>
<td>5.</td>
<td>Library Cataloguing Records:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>i) AACR-II (Book Materials)</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>ii) AACR-II (Non-Book Materials)</td>
<td>5</td>
</tr>
<tr>
<td>6.</td>
<td>Preparation of a Subject Bibliography</td>
<td>10</td>
</tr>
<tr>
<td>7.</td>
<td>Evaluation of Reference Tools</td>
<td>5</td>
</tr>
</tbody>
</table>

B. Presentation

10 Marks

C. Viva Voce

15 Marks
THIRD SEMESTER

MLIS-301: INFORMATION AND COMMUNICATION

UNIT-1: Information - Definition, Characteristics, Nature, Type, Value and Use of Information
Difference between Data, Information and Knowledge
Information Industry - Generators, Providers and Intermediaries

UNIT-2: Communication of Information: Types, Levels, Process, Media
Communication Channels, Models and Barriers

UNIT-3: Information as an Economic Resource
Information as a Marketable Commodity
Marketing of Information Product and Services
Market Demand and Factors influencing the demand for Information Products

UNIT-4: Impact of Information on different sectors,
Impact of Information on Library & Information Systems and Services
National Information policy: Need and Issues
Concept of Information society, Impact of Information society on Information profession.

MLIS-302: MANAGEMENT OF LIBRARY AND INFORMATION CENTRES (PART-II)

UNIT-1: Management School of Thoughts
MBO-Process of MBO, Relevance in the field of Lib.& Inf. Centres
Organisational Chart-Different patterns of organization, Advantages and Disadvantages

UNIT-2: Personnel Management- Elements of Human Resource Planning (HRP)
Techniques of HRM- Job Analysis, Job Description and Job Evaluation
Staff Recruitment, Selection and Training
Human Resource Development: Need and Mechanism

UNIT-3: Delegation of Authority
Motivation-Types and theories of Motivation
Leadership- Functions and Activities, Leadership in Libraries

UNIT-4: Management of Information system (MIS)- Basic Concept, Process of MIS Development
Total Quality Management (TQM) - Basic Concepts, Methods and Benefits of TQM

MLIS-303: RESEARCH METHODOLOGY

UNIT-1: Research-Definition and Need of Research
Types of Research: Pure, Applied, Team, Relay
Identification of Research Problems

UNIT-2: Methods of Research
(i) Scientific Method, Spiral of Scientific Methods
(ii) Historical method
(iii) Survey Method  
(iv) Case Study method

UNIT-3: Research Design-Its concept and steps  
Formulation of Hypothesis  
Report Writing- Concept, Purpose, Qualities and Outline of Research Report  
Bibliographic Citation: APA, ISI & MLA

UNIT-4: Methods of Data Collection: Questionnaire, Interview and Observation  
Data Representation: Tables, Charts, Graphs  
Data Interpretation: Frequency Studies, Measures of central value

MLIS-304: APPLICATION OF INFORMATION & COMMUNICATION TECHNOLOGY

UNIT 1: Information Technology - Definition, Need, Scope, Objectives and Components  
Softwares - System and Application Softwares  
Operating Systems - Single and Multi-user,  
Basic features of MS-DOS, MS Windows and LINUX

UNIT 2: Library Automation: Definition, Need and Purpose  
Application of Computers in Library House Keeping Operations  
Basic Features/Modules of Library and Information Management Software: SOUL, COHA, NewGenLib.

UNIT 3: Telecommunications - Need, Purpose and Objectives  
Modes (Simplex, Half Duplex, Full Duplex)  
Communication Tools and Techniques - E-mail, Teleconferencing/Video Conferencing, Voice Mail, Web Portals, Social Networking Tools like Facebook, Twitter.

UNIT 4: Network - Concept, Components, Topologies and Types (LAN, MAN, WAN)  
Library Networks - Need, Purpose and Objectives  
Internet - Concept, Definition, Origin, Need and Purpose, Internet Services

MLIS-305: Choice Based Paper

MLIS-306: INFORMATION COMMUNICATION TECHNOLOGY PRACTICE

(1) Hands on experience with Computer Operations with reference to  
   (a) Input/ Output devices
(2) Practical Experience with  
   (a) Ms-DOS  
   (b) WINDOWS  
   (c) Ms-WORD, Ms-Excel, Ms-PowerPoint
(3) Practical experiences with Internet  
   (a) E-mail  
   (b) Online Database Searching  
   (c) Searching Through Web OPAC
FOURTH SEMESTER

MLIS-401: INFORMATION PROCESSING & RETRIEVAL

UNIT-1: Subject analysis and representation- Contribution of Cutter, Kaiser, Ranganathan
Information Retrieval Thesaurus: Construction and usefulness.
Recall and precision devices in indexing languages

Study of different Indexing Techniques
Abstracting: Types, Usefulness and preparation of Abstract.

UNIT-3: Information Retrieval System (IRS): Definition, Components
Evaluation of IRS: Purpose, Criteria and Steps
Evaluation Experiments: Cranfield

UNIT-4: The Process of Searching, Search Techniques
Machine Readable Databases: CD-ROM databases, online databases
Recent trends in information retrieval

MLIS-402: PRESERVATION AND CONSERVATION OF LIBRARY MATERIALS

UNIT-1: Concept, Need and purpose of Preservation and Conservation
Preservation Policy
Weeding out Policy of Library Materials

UNIT-2: Palm leaves and Birch Bark: Their Nature and Preservation
Preservation of Manuscripts, Books, Periodicals, Newspaper, Pamphlets
Preservation of Non-Book Materials: CDs, Tapes, Maps and globes, Microfilms and Microfiches

UNIT-3: Digital Preservation: Meaning and scope.
Preservation of Digital data
Binding: Concept, Need and Types

UNIT-4: Environmental Hazards-Temperature, Humanity, Water, Light, Air-Pollution, Smoke and Dust etc.
Biological Hazards: Fungi, insects, Pests
Chemical Hazards: Chemicals used in preservation.

MLIS-403: ACADEMIC LIBRARY SYSTEM

UNIT-1: Academic Library: Objectives, Functions and Types
Role of Academic Library in Education
Library Committee and Commissions

UNIT-2: Role of UGC in promoting Academic Libraries
Library Services in Academic Libraries
Financial Management of Academic Libraries
UNIT-3: Collection Development policy
Problems in Collection Management
Collection Development Programmes

UNIT-4: Staffing Pattern
Personnel Management in Academic Library
Resource Sharing: Meaning, Need and Objectives
Library Network: Meaning, Need and Advantage

MLIS-404: DIGITAL LIBRARY SYSTEM

UNIT-1: Digital Library: Definition & Concept
Difference of Electronic, Digital and Virtual Library
Essential elements/Components of Digital Library
Organizational Issues: Economic, Legal & Social

UNIT-2: Formats of Digital Information-Text, Images, Sound, Multimedia
Digital Preservation: Meaning, Purpose and Issues
Interoperability Standards: Metadata

UNIT-3: Meaning and Types of Digital Collections
Collection Management in Digital Libraries
Evaluation of Digital Collections

UNIT-4: Planning and Designing of Digital Library
Steps involved in designing a Digital Library
Basic Tools for designing Digital Library

MLIS-405: LIBRARY TOUR
(Public/Academic/Special)

MLIS-406: SEMINAR
(Seminar to be evaluated by an External Examiner and Internal Examiner.)