

## As Per NEP 2020

### University of Mumbai



#### Title of the program

- A- P.G. Diploma in Library and Information Science
- B- Master of Library and Information Science

#### Syllabus for

#### Semester – Sem I & II

Ref: GR dated 16<sup>th</sup> May, 2023 for Credit Structure of PG

## **Preamble**

### **1) Introduction**

#### **The National Education Policy 2020**

The National Education Policy (NEP) was announced by Government of India in 2020 with the aim to transform Higher Education Institutes into large multidisciplinary universities, colleges and knowledge hubs. The aim is to deliver high-quality education with equity and inclusion. The NEP 2020 envisages a holistic and multidisciplinary education system that would aim to develop all capacities of aspirants –intellectual, aesthetic, social, physical, emotional, ethical, and moral in an integrated manner. Such education will help to develop well-rounded individuals that will possess critical 21<sup>st</sup> century capacities across the diverse subject field.

#### **History of Department of Library and Information Science**

Library Education was initiated in the form of a Diploma in Librarianship by the then Bombay University Library in 1943 at the Fort Campus. The increasing demand of the course led to the establishment of the Department of Library Science in 1964 and the Diploma course was converted into full time degree course of Bachelor of Library Science. In 1967 the Master of Library Science course was introduced. In 1984 the Department was shifted from the Fort Campus to the Jawaharlal Nehru Library at Vidyanagari Campus.

The Bachelor of Library Science course was first revised in 1978, so as to strengthen the professional contents and to include the modern techniques of Documentation and Information studies. A project report was also added as a component to introduce an element of research in the course. Practical in Indexing and Abstracting were also added. In 1995-96, project work was replaced by practical on Computer. A separate computer laboratory was set up in the Department so as to provide hands on experience to the students on computer applications. New topics in tune with the current developments in the field were introduced.

From the academic year 1997- 98 the nomenclature of the Bachelor's degree was changed to Bachelor of Library & Information Science and Master's degree was changed to Master of Library & Information Science respectively. The nomenclature of Department was also changed to the Department of Library and Information Science. The course was further revised in 1995-96 and partly in 2000, 2005 and 2006.

The Ph.D. programme in Library Science was initiated from the year 1995-96. The Credit Based Semester System for the Bachelor of Library & Information Science Course was introduced from the academic year 2012-2013.

Based on UGC guidelines the one year Bachelor of Library & Information Science (B.Lib.I.Sc.) and one year Master of Library & Information Science (M.Lib.I.Sc.) courses

were converted into two years integrated Master of Library & Information Science course from the academic year 2015-16. It is designed, keeping in view the changing ICT trends in the Library Science profession as well as the requirements of the academic, public and corporate sector libraries. This integrated course has replaced the earlier one year B.Lib.I.Sc. and one year M.Lib.I.Sc. courses. B.Lib.I.Sc. course was ceased during the revision. Choice Based Credit System (CBCS) was introduced from academic year 2016-2017. The National Education Policy 2020 recommended a complete restructuring of UG and PG education system. Accordingly, Department prepared a revised Curriculum for MLISC programme. It will be implemented from the academic year 2023-2024 in progressive manner.

The Department functions as a unit with University Library and is housed in 'D' wing of J. N. Library building. The Department has made substantial contribution in the field of Library & Information Science by producing eminent professionals who are occupying key positions in Universities, Government Departments, Public Sector Undertakings and industrial establishments in India and abroad. This forms a strong and resourceful network of Alumni. The Department makes constant efforts for suitable job placements of students through its Job Watch Service.

## **2) Aims and Objectives:**

- i. To educate graduates to make them capable for managing the various types of libraries effectively.
- ii. To develop critical thinking skills of students to handle the diverse task of libraries.
- iii. To educate them with ICT skills to work in digital era.
- iv. To demonstrate about the different manifestations of information resources and its evaluation.
- v. To prepare graduates to explore, identify and use information for its dissemination to library users.
- vi. To create LIS professionals who will work for the fulfilment of Institutional aims and objectives

## **3) Learning Outcome**

- i. Effective and fluent communication. Producing students who are capable in speaking fluent English in any type of libraries (Academic, Corporate, Special)
- ii. Critical Thinking – students will demonstrate clarity of thought and unity of action in various situations.
- iii. Knowledge and awareness of latest trends in ICT and its application to libraries.
- iv. Inculcation of the desire to give service and satisfy the readers need for information in the quickest possible time.

- v. Awareness of equality: providing information to all regardless of any bias.
- vi. Respect all manifestations of information carrier's weather print or digital.
- vii. Green Libraries – Creating in novice librarian and awareness of and respect for the environment with the goal of creating Green Libraries in the future.
- viii. Soft skill and Library Environment – providing the workforce who is trained in skills to increase the footfalls in the libraries.
- ix. LIS Professional Ethics- the future librarians are taught the importance of ethics, moral responsibility and accountability of their action in the working environment.

**4) Any other points** (if any) :An exit option is provided after successful completion of two semester of Master of Library and Information Science. The nomenclature of the degree awarded will be “P. G. Diploma in Library and Information Science”.

## 5) Baskets of Electives:

| Sr. No | Course Name                                   | Semester | Type of Elective | Credits |
|--------|-----------------------------------------------|----------|------------------|---------|
| 1      | Academic Library System                       | I        | DSE              | 4       |
| 2      | Public Library System                         | I        | DSE              | 4       |
| 3      | Soft Skills for LIS Professionals             | II       | DSE              | 2       |
| 4      | Communication Skills and Technical writing    | II       | DSE              | 2       |
| 5      | SWAYAM course on Soft skills                  | II       | DSE              | 2       |
| 6      | Statistics in Research                        | III      | DSE              | 4       |
| 7      | Commerce & Management Librarianship           | III      | DSE              | 4       |
| 8      | Science and Technology Librarianship          | III      | DSE              | 4       |
| 9      | Social Sciences Librarianship                 | III      | DSE              | 4       |
| 10     | Law Librarianship                             | III      | DSE              | 4       |
| 11     | Medical Librarianship                         | III      | DSE              | 4       |
| 12     | Content Writing                               | IV       | DSE              | 4       |
| 13     | Library Metrics                               | IV       | DSE              | 4       |
| 14     | Information Resources in Science & Technology | IV       | OE               | 4       |
| 15     | Modern Research Support Tools                 | IV       | OE               | 4       |
| 16     | Information Resources in Social Sciences      | IV       | OE               | 4       |

**DSE : Discipline Specific Elective**

**OE : Open Elective**

**6) Credit Structure of the Program** (table as per Annexure 1 with sign of HOD and Dean) :

R\_\_\_\_\_ Credit structure of the Programme

**PG Diploma in Library and Information Science (after 3 years Degree)**

| Year<br>(2<br>Yr<br>PG)                                                                                                                                                                                                                                                                                           | Level                            | Sem<br>(2Yr) | Major                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                    | RM                                                                                         | OJT/FP                                                                                             | RP | CUM.<br>CR. | Degree                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|----|-------------|----------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                   |                                  |              | <b>Mandatory</b>                                                                                                                                                                                                                                                                                                                              | <b>Electives</b>                                                                                                                                                                                                                   |                                                                                            |                                                                                                    |    |             |                                                                            |
| 1                                                                                                                                                                                                                                                                                                                 | 6                                | Sem I        | <u>Course 1 Credit 4</u><br>Foundation of Librarianship (TH)<br><br><u>Course 2 Credit 4:</u><br>Knowledge Organisation :Library Classification (TH: 2 Cr& PR : 2 Cr)<br><br><u>Course 3 Credit 4:</u><br><br>Fundamentals of Library Management (TH : 4 Cr)<br><br><u>Course 4 Credit 2:</u><br>Computer Application to Libraries(TH : 2 Cr) | <u>Credit 4 (Any One)</u><br><br>AcademicLibrary System (TH: 4 Cr)<br><br><b>OR</b><br><br>Public Library System (TH : 4 Cr)                                                                                                       | <u>Credit 2</u><br><br>Research Methodology in Library and Information Science (TH : 2 Cr) | <u>Credit 2</u><br><br>Internship at Knowledge Resource Centre at University of Mumbai (On-Campus) |    | 22          | <b>PG Diploma in Library and Information Science (after 3 Year Degree)</b> |
| <b>Credits of Sem I</b>                                                                                                                                                                                                                                                                                           |                                  |              | 14                                                                                                                                                                                                                                                                                                                                            | 4                                                                                                                                                                                                                                  | 2                                                                                          | 2                                                                                                  |    | 22          |                                                                            |
|                                                                                                                                                                                                                                                                                                                   |                                  | Sem II       | <u>Course 1 Credit 4:</u><br>Knowledge Organisation :Library Cataloguing (TH: 2& PR: 2 Cr)<br><br><u>Course 2 Credit 4:</u><br>Reference Services and Sources (TH: 2 Cr& PR: 2 Cr)<br><br><u>Course 3 Credit 4:</u><br>ICT Application to Libraries (TH:4 Cr)<br><br><u>Course 4 Credit 4:</u><br>Knowledge Society (TH: 4 Cr)                | <u>Credit 4 (Any Two)</u><br><br>Soft Skill for LIS Professionals (TH : 2 CR)<br><br><b>OR</b><br>Communication Skills and Technical Writing (TH : 2 CR)<br><br><b>OR</b><br>Any 1 Swayam course on Soft Skill of minimum 2 credit |                                                                                            | <u>Credit 2:</u><br><br>Field Visits                                                               |    | 22          |                                                                            |
|                                                                                                                                                                                                                                                                                                                   | <b>Credits of Sem II</b>         |              | 16                                                                                                                                                                                                                                                                                                                                            | 4                                                                                                                                                                                                                                  |                                                                                            | 2                                                                                                  |    | 22          |                                                                            |
|                                                                                                                                                                                                                                                                                                                   | <b>Credits of Sem I &amp; II</b> |              | 30                                                                                                                                                                                                                                                                                                                                            | 8                                                                                                                                                                                                                                  | 2                                                                                          | 4                                                                                                  |    | 44          |                                                                            |
| i. Exit option will be available on the successful completion of MLISC Sem I and Sem II. However, students will get a Degree of “P. G. Diploma in Library and Information Science.<br>ii. Lateral entry to MLISC Sem III will be available to MLISC students of other Department/ College providing MLISC Degree. |                                  |              |                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                    |                                                                                            |                                                                                                    |    |             |                                                                            |

## Master of Library and Information Science (after 3 years UG + 1 Year PG Degree)

| Year (2 Yr PG)                                                                                                  | Level | Sem (2Yr)     | Major                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                              | RM                                                          | OJT/FP                                   | RP                                                 | CUM . CR. | Degree                                           |
|-----------------------------------------------------------------------------------------------------------------|-------|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|------------------------------------------|----------------------------------------------------|-----------|--------------------------------------------------|
|                                                                                                                 |       |               | Mandatory                                                                                                                                                                                                                                                                                                                    | Electives <b>(Any One)</b>                                                                                                                                                                                                                                                                                                                   |                                                             |                                          |                                                    |           |                                                  |
| 2                                                                                                               | 6.5   | Sem III       | <u>Course 1 Credit 4:</u><br>Readers Advisory Services (TH: 4 Cr)<br><br><u>Course 2 Credit 4:</u><br>Management of Libraries and Information Centers (TH: 4 Cr)<br><br><u>Course 3 Credit 4:</u><br>Electronic Resource Management (TH: 4 Cr)<br><br><u>Course 4 Credit 2:</u><br>Information Services & Systems (TH: 2 Cr) | <u>Credit 4</u><br>Statistics in Research (TH: 4 Cr)<br><b>OR</b><br>Commerce & Management Librarianship (TH: 4 Cr)<br><b>OR</b><br>Science and Technology Librarianship (TH: 4 Cr)<br><b>OR</b><br>Social Science Librarianship (TH: 4 Cr)<br><b>OR</b><br>Law Librarianship (TH: 4 Cr)<br><b>OR</b><br>Medical Librarianship (TH : 4 Cr)   | <u>Credit 2</u><br><br>Research and Publication Ethics (TH) |                                          | <u>Credit 2</u><br><br>Preparing Research Proposal | 22        | <b>Master of Library and Information Science</b> |
| <b>Credits of Sem III</b>                                                                                       |       |               | 14                                                                                                                                                                                                                                                                                                                           | 4                                                                                                                                                                                                                                                                                                                                            | 2                                                           |                                          | 2                                                  | 22        |                                                  |
|                                                                                                                 |       | Sem IV        | <u>Course 1 Credit 4:</u><br>Digital Library (TH : 4 Cr)<br><br><u>Course 2 Credit 4:</u><br>LIS based Web Technologies (PR: 4 Cr) <ul style="list-style-type: none"> <li>Creation of IR with DSpace</li> <li>Creation of Library Webpage with Joomla/WIX</li> <li>Library Blog Writing</li> </ul>                           | <u>Credit 4</u><br>Content Writing (TH : 4 Cr)<br><b>OR</b><br>Library Metrics (TH: 4 Cr)<br><b>OPEN ELECTIVES</b><br>Information Resources in Science & Technology (TH: 2 Cr & PR: 2 Cr)<br><b>OR</b><br>Modern Research Support Tools (TH: 2 Cr & PR: 2 Cr)<br><b>OR</b><br>Information Resources in Social Sciences (TH: 2 Cr & PR: 2 Cr) |                                                             | <u>Credit 4</u><br>Off-Campus Internship | <u>Credit 6:</u><br><br>Dissertation               | 22        |                                                  |
|                                                                                                                 |       | <b>Sem IV</b> | 8                                                                                                                                                                                                                                                                                                                            | 4                                                                                                                                                                                                                                                                                                                                            |                                                             | 4                                        | 6                                                  |           |                                                  |
| <b>Sem III &amp; IV</b>                                                                                         |       |               | 22                                                                                                                                                                                                                                                                                                                           | 8                                                                                                                                                                                                                                                                                                                                            | 2                                                           | 4                                        | 8                                                  | 44        |                                                  |
| <b>Total credit (Sem I +II+III+IV)</b>                                                                          |       |               | 52                                                                                                                                                                                                                                                                                                                           | 16                                                                                                                                                                                                                                                                                                                                           | 4                                                           | 8                                        | 8                                                  | 88        |                                                  |
| Students will be awarded a degree of "Master of Library and Information Science" after completion of 4 Semester |       |               |                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                              |                                                             |                                          |                                                    |           |                                                  |

**Credit Structure Outline: P. G. Diploma in Library and Information Science****PG Programme : Level 6****SEMESTER I****ProgrammeCode : 4940261**

| <b>Subject Code</b> | <b>Courses</b>                                                            | <b>Course Type</b> | <b>Theory</b> | <b>Practical</b> | <b>Total Credits</b> |
|---------------------|---------------------------------------------------------------------------|--------------------|---------------|------------------|----------------------|
| 50111               | Foundation of Librarianship                                               | Core               | 4             | -                | 4                    |
| 50211               | Knowledge Organization: Library Classification                            | Core               | 2             | 2                | 4                    |
| 50311               | Fundamentals of Library Management                                        | Core               | 4             | -                | 4                    |
| 50411               | Computer application to Libraries                                         | Core               | 2             | -                | 2                    |
| 50511               | Academic Library System                                                   | Elective           | 4             | -                | 4                    |
| 50512               | Public Library System                                                     | Elective           | 4             | -                | 4                    |
| 50513               | Research Methodology in Library and Information Science                   | RM                 | 2             | -                | 2                    |
| 50514               | Internship at Knowledge Resource Centre, University of Mumbai (on-campus) | OJT                | -             | 2                | 2                    |
|                     | <b>Total Credits: Sem I</b>                                               |                    | <b>18</b>     | <b>4</b>         | <b>22</b>            |

**SEMESTER II****ProgrammeCode : 4940262**

| <b>Subject Code</b> | <b>Courses</b>                              | <b>Course Type</b> | <b>Theory</b> | <b>Practical</b> | <b>Total Credits</b> |
|---------------------|---------------------------------------------|--------------------|---------------|------------------|----------------------|
| 52111               | Knowledge Organization: Library Cataloguing | Core               | 2             | 2                | 4                    |
| 52211               | Reference Services and Sources              | Core               | 2             | 2                | 4                    |
| 52311               | ICT Application to Libraries                | Core               | 4             | -                | 4                    |
| 52411               | Knowledge Society                           | Core               | 4             | -                | 4                    |
| 52511               | Soft Skills for LIS Professional            | Elective           | 2             | -                | 2                    |
| 52512               | Communication Skills & Technical Writing    | Elective           | 2             | -                | 2                    |
| 52513               | SWAYAM course on Soft skills                | Elective           | 2             | -                | 2                    |
| 52514               | Field Visit                                 | FV                 | -             | 2                | 2                    |
|                     | <b>Total Credits: Sem II</b>                |                    | <b>16</b>     | <b>6</b>         | <b>22</b>            |
|                     | <b>Total Credits: Sem I + Sem II</b>        |                    | <b>34</b>     | <b>10</b>        | <b>44</b>            |

## Credit Structure Outline: Master of Library and Information Science

PG Programme : Level 6.5

### SEMESTER III

ProgrammeCode : 4940263

| Subject Code | Courses                                         | Course Type | Theory    | Practical | Total Credits |
|--------------|-------------------------------------------------|-------------|-----------|-----------|---------------|
| 53111        | Readers Advisory Services                       | Core        | 4         | -         | 4             |
| 53211        | Management of Libraries and Information Centers | Core        | 4         | -         | 4             |
| 53311        | Electronic Resource Management                  | Core        | 4         | -         | 4             |
| 53411        | Information Services & Systems                  | Core        | 2         | -         | 2             |
| 53511        | Statistics in Research                          | Elective    | 4         | -         | 4             |
| 53512        | Commerce & Management Librarianship             | Elective    | 4         | -         | 4             |
| 53513        | Science and technology Librarianship            | Elective    | 4         | -         | 4             |
| 53514        | Social Sciences Librarianship                   | Elective    | 4         | -         | 4             |
| 53515        | Law Librarianship                               | Elective    | 4         | -         | 4             |
| 53516        | Medical Librarianship                           | Elective    | 4         | -         | 4             |
| 53517        | Research and Publication Ethics                 | RM          | 2         | -         | 2             |
| 53518        | Preparing Research Proposal                     | RP          | 2         | -         | 2             |
|              | <b>Total Credits: Sem III</b>                   |             | <b>22</b> |           | <b>22</b>     |

## SEMESTER IV

Programme Code : 4940264

| Subject Code | Courses                                       | Course Type   | Theory    | Practical | Total Credits |
|--------------|-----------------------------------------------|---------------|-----------|-----------|---------------|
| 54111        | Digital Library                               | Core          | 4         | -         | 4             |
| 54211        | LIS based Web Technologies                    | Core          | -         | 4         | 4             |
| 54311        | Content Writing                               | Elective      | 4         | -         | 4             |
| 54312        | Library Metrics                               | Elective      | 4         | -         | 4             |
| 54313        | Information Resources in Science & Technology | Open Elective | 2         | 2         | 4             |
| 54314        | Modern Research Support Tools                 | Open Elective | 2         | 2         | 4             |
| 54315        | Information Resources in Social Sciences      | Open Elective | 2         | 2         | 4             |
| 54316        | Off-Campus Internship                         | OJT           | -         | 4         | 4             |
| 54317        | Dissertation                                  | RP            | -         | 6         | 6             |
|              | <b>Total Credits: Sem III</b>                 |               | <b>8</b>  | <b>14</b> | <b>22</b>     |
|              | <b>Total Credits: Sem III + Sem IV</b>        |               | <b>30</b> | <b>14</b> | <b>44</b>     |

Sign of HOD \_\_\_\_\_

Sign of Dean \_\_\_\_\_

Name of the Head Dr. Nandkishor R. Motewar Name of the Dean : Dr. A. K. Singh

Name of the Department DLISC

Name of the Faculty: Interdisciplinary

## Exam Structure:

### SEMESTER I

#### Programme Code : 4940261

| Subject Code | Course Name                                                               | Total Marks | *Internal  | **External | Credits   |
|--------------|---------------------------------------------------------------------------|-------------|------------|------------|-----------|
| 50111        | Foundation of Librarianship                                               | 100         | 50         | 50         | 4         |
| 50211        | Knowledge Organisation: Library Classification                            | 100         | 50         | 50         | 4         |
| 50311        | Fundamentals of Library Management                                        | 100         | 50         | 50         | 4         |
| 50411        | Computer Application to Libraries                                         | 50          | -          | 50         | 2         |
|              | <b>ELECTIVES ( Any One)</b>                                               |             |            |            |           |
| 50511        | Academic Library System                                                   | 100         | 50         | 50         | 4         |
| 50512        | Public Library System                                                     | 100         | 50         | 50         | 4         |
| 50513        | Research Methodology in Library and Information Science                   | 50          | -          | 50         | 2         |
| 50514        | Internship at Knowledge Resource Centre, University of Mumbai (on-campus) | 50          | 50         | -          | 2         |
|              | <b>Total Marks for 22 Credit</b>                                          | <b>550</b>  | <b>250</b> | <b>300</b> | <b>22</b> |

### SEMESTER II

#### Programme Code : 4940262

| Subject Code | Course Name                                 | Total Marks | *Internal  | **External | Credits   |
|--------------|---------------------------------------------|-------------|------------|------------|-----------|
| 52111        | Knowledge Organisation: Library Cataloguing | 100         | 50         | 50         | 4         |
| 52211        | Reference Services and Sources              | 100         | 50         | 50         | 4         |
| 52311        | ICT Application to Libraries                | 100         | 50         | 50         | 4         |
| 52411        | Knowledge Society                           | 100         | 50         | 50         | 4         |
|              | <b>ELECTIVES ( Any Two)</b>                 |             |            |            |           |
| 52511        | Soft Skills for LIS Professionals           | 50          | -          | 50         | 2         |
| 52512        | Communication Skills & Technical Writing    | 50          | 50         | -          | 2         |
| 52513        | SWAYAM course on Soft skill                 | 50          | -          | 50         | 2         |
| 52514        | Field Visit                                 | 50          | 50         | -          | 2         |
|              | <b>Total Marks for 22 Credit</b>            | <b>550</b>  | <b>300</b> | <b>250</b> | <b>22</b> |

**\*Internal marks will be based on College Assessment i.e. Departmental Assessment.**

**\*\*External marks will be based on University Assessment.**

### SEMESTER III

Programme Code : 4940263

| Subject Code | Course Name                                     | Total Marks | *Internal  | **External | Credits   |
|--------------|-------------------------------------------------|-------------|------------|------------|-----------|
| 53111        | Readers Advisory Services                       | 100         | 50         | 50         | 4         |
| 53211        | Management of Libraries and Information Centers | 100         | 50         | 50         | 4         |
| 53311        | Electronic Resource Management                  | 100         | 50         | 50         | 4         |
| 53411        | Information Services & Systems                  | 50          | 50         | -          | 2         |
|              | <b>ELECTIVES ( Any One)</b>                     |             |            |            |           |
| 53511        | Statistics in Research                          | 100         | 50         | 50         | 4         |
| 53512        | Commerce & Management Librarianship             | 100         | 50         | 50         | 4         |
| 53513        | Science and technology Librarianship            | 100         | 50         | 50         | 4         |
| 53514        | Social Sciences Librarianship                   | 100         | 50         | 50         | 4         |
| 53515        | Law Librarianship                               | 100         | 50         | 50         | 4         |
| 53516        | Medical Librarianship                           | 100         | 50         | 50         | 4         |
| 53517        | Research and Publication Ethics                 | 50          | -          | 50         | 2         |
| 53518        | Preparing Research Proposal                     | 50          | 50         | -          | 2         |
|              | <b>Total Marks for 22 Credit</b>                | <b>550</b>  | <b>300</b> | <b>250</b> | <b>22</b> |

### SEMESTER IV

Programme Code : 4940264

| Subject Code | Course Name                                   | Total Marks | *Internal  | **External | Credits   |
|--------------|-----------------------------------------------|-------------|------------|------------|-----------|
| 54111        | Digital Library                               | 100         | 50         | 50         | 4         |
| 54211        | LIS based Web Technologies                    | 100         | 50         | 50         | 4         |
|              | <b>ELECTIVES ( Any One)</b>                   |             |            |            |           |
| 54311        | Content Writing                               | 100         | 50         | 50         | 4         |
| 54312        | Library Metrics                               | 100         | 50         | 50         | 4         |
| 54313        | Information Resources in Science & Technology | 100         | 50         | 50         | 4         |
| 54314        | Modern Research Support Tools                 | 100         | 50         | 50         | 4         |
| 54315        | Information Resources in Social Sciences      | 100         | 50         | 50         | 4         |
| 54316        | Off-Campus Internship                         | 100         | 100        |            | 4         |
| 54317        | Dissertation                                  | 150         | 150        | -          | 6         |
|              | <b>Total Marks for 22 Credit</b>              | <b>550</b>  | <b>400</b> | <b>150</b> | <b>22</b> |

**\*Internal marks will be based on College Assessment i.e. Departmental Assessment.**

**\*\*External marks will be based on University Assessment.**

## Scheme of Examination:

The NEP 2020 based examination pattern is **Internal : External**, which will be measured as 50 : 50. Internal will be continuous assessment done by the University Department and external will be Semester End Examination conducted by University Examination House.

### A. Theory Examination

|                                        |                 |
|----------------------------------------|-----------------|
| <b>i. Internal Assessment –</b>        | <b>50 marks</b> |
| a. Subject Based Practical             | *50 marks       |
| b. Attendance & Participation in Class | 10 marks        |
| c. One Classroom Test                  | 10 marks        |
| d. One Presentation                    | 10 Marks        |
| d. Two Classroom Assignments           | 20 marks        |

#### Note :

- i.\* Semester I & II covers certain compulsory practical components. These practical will be assessed for 50 marks
- ii. In case of other subjects, teachers can plan the internal assessment as per the requirement of the syllabus. For assignments teacher can make use of any methods as per the requirement of topic. Example Field Visit Report, Book Review, Preparation of Bibliography on a given topic, Seminar, Essay Writing etc

#### ii. Semester End Exam – 50 marks

- a. In Section I, 15 MCQs will be asked. Each question will be for 1 mark each. All questions will be compulsory.
- b. In Section II, 4 questions will be asked. Out of which student will attempt any 3 questions. Each question will be for 5 marks.
- c. In Section III 4 question will be asked. Out of which student will attempt any 2 questions. Each question will be for 10 marks.

### B. Practical Examination

Practical examination will be conducted in each semester at the Department of Library and Information Science, University of Mumbai, Kalina Campus. External examiners shall be appointed from the panel of examiners appointed by the BOS and approved by the University.

### C. Dissertation Evaluation

Assessment of the written dissertation and viva voce will be held at Department of Library and Information Science, University of Mumbai, Kalina Campus, conducted by the panel of external and internal examiners appointed by the BOS and approved by the University.

**Standard of Passing**

The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course. The course consists of Internal Assessment & Semester End Examination. The learners shall obtain minimum of 40% marks (i.e. 20 out of 50) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 20 Out of 50) separately to pass the course. A learner will be said to have passed the course if the learner passes the Internal Assessment & Semester End Examination together.

**Exit option and Lateral Entry:**

NEP 2020 emphasis on student-centric education. An exit option is provided after successful completion of two semester of Master of Library and Information Science. The nomenclature of the degree awarded will be "P. G. Diploma in Library and Information Science.

However, in future student wish to continue with MLISC programme, NEP 2020 curriculum provides an opportunity through a lateral entry to the PG Degree. The old students who have BLISC degree and wish to continue after a gap(maximum 5 years), they are also allowed to take admission through lateral entry. However, in both the conditions, student will have to complete a Bridge Course available with the Department. After successful completion of Bridge Course, students can continue with MLISC Part II education.

## **SEMESTER I**

### **Semester I**

**Programme Name :Master of Library and Information Science**

**Course Name: FOUNDATION OF LIBRARIANSHIP**

Total Credits : 04 (TH)

Internal assessment :50

Total Marks : 100

University assessment : 50

#### **Course Outcomes:**

- a. Explain the foundations of library and librarianship.
- b. Describe the purpose, role and importance of libraries in society.
- c. Categorize the various types of libraries, their nature, objectives and services.
- d. Illustrate the world wide library scenario in general and the Indian scenario in particular.
- e. Determine the role of Professional Library Associations.

| Unit | MODULE 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Credits | No. of Lectures |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----------------|
| 1    | Library and Society:<br>i. Role and functions<br>ii. Library as cultural, educational, political and social institution.<br>iii. Types of documents: Books and non-book material; primary, secondary & tertiary documents.<br>iv. Dr. S. R. Ranganathan's Contribution to Library and Information Science, Five Laws and their current relevance.<br>v. Library, Users & Reading habits.                                                                                                                                                                                                                                                                                                                      | 1       | 15              |
| 2    | Types of Libraries:<br>Objectives, Features, Functions and Contemporary library scenario in India with reference to Public, National, Academic and Special Libraries<br>i. Academic Libraries– Definition, Scope: School, College and University libraries.<br>ii. Public Libraries - public library as an agency of mass communication, public library systems- Delhi Public Library; RRRLF, Library Legislation in India with special reference to Maharashtra, Press and Registration Act, Delivery of Books Act,<br>iii. National Libraries - The National Library of India, Library of Congress, The British Library.<br>iv. Special Libraries- Research, subject specific Libraries Corporate Libraries | 1       | 15              |

|   |                                                                                                                                                                                                                                                                                                                                                                                                                        |   |    |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|----|
|   | MODULE II                                                                                                                                                                                                                                                                                                                                                                                                              |   |    |
| 1 | <p>Historical Overview of library development:</p> <p>i. Growth of libraries in India with special reference to Saraswati Mahal Library, Khuda Baksh Oriental Public Library, Baroda Public Library Movement,</p> <p>ii. Reports of committees and commissions: Kothari Commission, Radhakrishnan Commission, Mudaliar Commission, Ranganathan Committee, K. P Sinha Committee, Fyzee Committee, Dainton Committee</p> | 1 | 15 |
| 2 | <p>Professional Associations</p> <p>i. Professional Associations – ILA, IASLIC, IATLIS, ALA, LA, CILIP, ASLIB, IFLA.</p> <p>ii. Resource Sharing</p> <p>iii. Information Literacy</p> <p>iv. Contribution of UNESCO to libraries and library profession</p>                                                                                                                                                            | 1 | 15 |

### Select Reading List

1. Ashworth, W.: Special librarianship. London: Clive Bingley, 1979.
2. Atkinson, F.: Librarianship: An Introduction to the profession. London: Clive Bingley, 1974.
3. Beenham, R & Harrison, C.: The Basics of librarianship. London: Clive Bingley, 1985.
4. Bhatt, R. K.: UNESCO: Development of libraries & Documentation Centers in Developing Countries. New Delhi: KK, 2004.
5. Brophy, P. The Academic Library. London: Library Association, 2000.
6. Brophy, P. The library in the 21st Century: new services for the information age. London: LA Publishing, 2001.
7. Coblans, H.: Librarianship and documentation. London: Andre Deutsch, 1974.
8. Devarajan, G. Users' approach to information in libraries, New Delhi: EssEss Publication, 1989.
9. Dhiman, A. Handbook of special libraries & librarianship. New Delhi: EssEss, 2008.
10. Dossett, P. : Handbook of special librarianship and information work, 6<sup>th</sup> Ed. London: Aslib, 1992.

11. Guha, B. Documentation and information: services, Techniques and systems. 2nd Ed. Calcutta: World Press, 1983.
12. Gupta, O.P.: Library & information services in University & College Libraries in India. New Delhi: Reliance, 1998.
13. Handbook of special librarianship and information Work. 6th ed. London: Aslib, 1992.
14. Harrison, C. & Beenham, R. The basics of librarianship. 3rd Ed. London: Clive Bingley. 1991.
15. Johnson, Elmer D. & Harris, Michael H.: History of libraries in the Western World. New Jersey: Scarecrow, 1976.
16. Kaul, H.K. (Ed.): National library services : ICONLIS 2004. Calcutta: The National Library, 2004.
17. Krishan Kumar. Library Organization. New Delhi: Vikas, 1987.
18. Kumar, P.S.G. Foundations of Library and Information Science. Delhi: B. R. Publishing, 2003.
19. Kumar, P.S.G. Library and Users. Delhi: B. R. Publishing, 2004.
20. Line, M.B.: Academic library management. London, LA, 1990.
21. Line, Maurice (Ed.): Librarianship and information work worldwide 2000. London: Bowker, 2000.
22. Lynch, Beverly P. (Ed.): The Academic Library in transition : planning for the 1990s. New York: Neal-Schuman, 1990.
23. Majumder, U. India's National library: systematization and modernization. Calcutta: National Library, 1984.
24. Marshall, D.N. : History of libraries. New Delhi: Oxford, 1983.
25. McElroy, A. R. (Ed.). College Librarianship: objectives and practices. London: Library Association, 1984.
26. Miller, K.: Public libraries going green. Chicago: American Library Association, 2010.
27. Mohanraj, V. M. Library Services for Children. New Delhi: EssEss Publications, 2004.
28. Patel, Jashu & Kumar, Krishan : Libraries & librarianship in India. London: Greenwood, 2001.
29. Raju, A. A. N.: Documentary heritage of Indian libraries. New Delhi: EssEss Publications, 2003.
30. Ranganathan, S. R. Five laws of library science. New Delhi: EssEss, 2006.
31. Sardana, J.L. (Ed.): Libraries & information studies in retrospect and prospect : essays in honour of Professor B. R. Kalia, Vols. 1 & 2. New Delhi: Concept, 1990.
32. Sharma, C. D. & Boonlia, N. (eds): Information services for college libraries. Jaipur: Printwell, 1985.

33. Sharma, Pandey S. K. Public libraries in India. New Delhi: EssEss Publication, 1987.
34. Taher, Mohammed & Davis, Donald Gordon: Librarianship and library science in India: an outline of historical perspectives. New Delhi: Concept, 1994.
35. The Public Library Service: IFLA/UNESCO Guidelines for Development. Munchen: K. G. Saur, 2001
36. Venkatappaiah, V. & Madhusudan, M.: Public library legislation in the new millennium. New Delhi: Bookwell, 2006.
37. Ward, Patricia L. (Ed.) :Continuing professional education for the information society. Munchen: K.G.Saur, 2002.

**Programme Name : Master of Library and Information Science**  
**Course Name: Knowledge Organization : Library Classification**

Total Credits : 04 (TH: 2 + PR:2)  
 Internal assessment : 50

Total Marks : 100  
 University assessment : 50

**Course outcomes:**

- a. Explain the role of library classification in knowledge organization.
- b. Describe the elements of library classification.
- c. Illustrate the selected schemes of classification.
- d. Build classification numbers according to DDC/ CC Scheme.
- e. Demonstrate special schemes of classification and latest developments in the field of classification.

| Unit | MODULE 1 : Theoretical framework of Library classification                                                                                                                                                                                                                                                                       | Credits | No. of Lectures |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----------------|
| 1    | Library classification as a knowledge organization process <ol style="list-style-type: none"> <li>i. Universe of Knowledge, Knowledge Organization: origin and concepts, relation to library classification</li> <li>ii. Need, purpose and history of Library Classification</li> <li>iii. Modes of Subject formation</li> </ol> | 1       | 15              |
| 2    | Elements of Library Classification <ol style="list-style-type: none"> <li>i. General Principles and Theory of Library Classification –APUPA, Postulates, Canons and Principles of Library Classification</li> <li>ii. Types and features of library classification</li> </ol>                                                    | 1       | 15              |

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |   |    |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|----|
|   | schemes – enumerative, faceted, analytico-synthetic<br>iii. Notation and notational systems, auxiliary features of classification schemes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |   |    |
|   | MODULE II: Standards in library classification and their application                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |   |    |
| 1 | Library Classification schemes and other standards of knowledge organization in physical and digital domains<br>i. Dewey Decimal Classification Scheme - Detailed study, historical evolution, features of latest edition, comparison with Universal Decimal Classification Scheme, Library of Congress Scheme and Colon Classification<br>ii. Special Classification Schemes : Need, purpose and features of classification systems used for patents, pamphlets, computing machinery, music, mathematics, medicine, LIS<br>iii. Classification in digital era – ontology, taxonomy, folksonomy, tagging, subject tree. Institutions in Classification: CRG, ISKO, BSO, DRTC | 1 | 30 |
| 2 | Practical application of DDC& CC<br>i. Classification of documents using latest edition of DDC & CC – analyzing subject content and building class number using tables and schedules<br>ii. Minimum 100 titles to be covered                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 1 | 30 |

### Select reading List

1. Batley, Sue : Classification in theory and practice. Oxford, Chandos, 2005.
2. Bavakutty, M. : Canons of library classification. Trivendrum, Kerala Library Association, 1981.
3. Bowman, J.H. : Essential Dewey. London, Facet, 2005.
4. Broughton, Vanda : Essential classification. London, Facet, 2004.
5. Dewey, M. : Dewey Decimal Classification and relative Index, Vols. 1-4. 21st ed. New York: Forest Press, 1996.
6. Dewey, M. : Dewey decimal classification and relative index. 23<sup>rd</sup> ed. Ohio:OCLC,2011.
7. Foskett, A.C. : The Universal Decimal Classification : the history and present status. London: Clive Bingley, 1973.
8. Gilchrist, A. : Thesaurus in retrieval, 2<sup>nd</sup> ed. London: Aslib, 1971.
9. Herdsman, M. : Classification: an introductory manual. Chicago: ALA, 1978.
10. Hunter, Eric J. : Classification made simple, 2nd Ed. Aldershot, Ashgate, 2002.

11. Husain, S.: Library Classification: Facets and Analyses. 2nd rev ed. Delhi: B R Pub, 2004.
12. Hussain, Shabahat : Library classification. New Delhi: Tata McGraw Hill, 1973.
13. Kaula, P.N. : Treatise on Colon Classification. New Delhi: Sterling, 1985.
14. Langridge, D.: Approach to classification. London: Clive Bingley, 1973.
15. Mallby, A. ,Ed. : Sayer's manual of classification for librarians. London: Andre Deutsch, 1975.
16. Marceella, R. & Newton, R. : New manual of classification. Aldershot: Gower, 1994.
17. Marcella, Rita and Newton, Robert : A New manual of classification. Hampshire: Gower, 1994.
18. Mills, J. : Modern outline of library classification. Bombay: Asia, 1962.
19. Needham, C. D. : Organising knowledge in libraries: an introduction to information retrieval, 2nd rev. ed. London: Andre Deutsch, 1971.
20. Neelmeghan, A. :S. R. Ranganathan's Postulates & Normative Principles – Applications in Specialized databases design, Indexing & retrieval. Bangalore, SRELS, 1997.
21. Phillips, W. H. : A Primer of Book Classification. 5th ed. London: Association of Assistant Librarians, 1961
22. Phillips, W. H. : Primer of Book Classification. London: LA, 1953.
23. Ranganathan, S. R. : Colon Classification. 7th ed. Vol. 1. Bangalore Sharda Ranganathan Endowment for Library Science, 1989.
24. Ranganathan, S. R. : Prolegomena to Library Classification. London: The Library Association, 1957.
25. Ranganathan, S. R.: Elements of Library Classification. Bombay: Asia, 1962.
26. Ranganathan, S. R. : Prolegomena of library classification. 3rd ed. (Reprint). New Delhi: EssEss, 2006.
27. Ranganathan, S.R. : Descriptive account of Colon Classification. Bombay: Asia, 1967.
28. Satija, M.P. : The Theory and practice of Dewey Decimal Classification scheme. Oxford: Chandos, 2007.
29. Satyanarayana, N. R. ed.: Ranganathanism & knowledge society : relevance of Dr. S. R. Ranganathan in the present day knowledge society and other essays. New Delhi, EssEss, 2011.
30. Sayer, Berwick : A Manual of Classification. Great Britain: Andre Deutsch, 1959
31. Sengupta, B. and Subhedar, A.K. : Library classification. Calcutta: World Press, 1977.
32. Srivastava, Anand P. : Theory of knowledge classification. New Delhi: Learning Laboratory, 1992.

33. Turner, C. : Organising Information: principles and practice. London: Clive Bingley, 1987.
34. Vickery, B. C. : Classification and indexing in science, 3rd Ed. London: Butterworths, 1975.

**Programme Name : Master of Library and Information Science**  
**Course Name: Fundamentals of Library Management**

Total Credits :4 (TH)

Total Marks : 100

Internal assessment : 50

University assessment : 50

**Course outcomes:**

- a. Determine the principles of Library management for effective library services.
- b. Describe library standards and procedures
- c. Evaluate the library activities to provide innovative library services to its users.
- d. Justify skills and competencies to manage a library system.
- e. Formulate different managerial policies for any type of libraries.

| Unit | MODULE 1                                                                                                                                                                                                                                                                                                                                     | Credits | No. of Lectures |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----------------|
| 1    | i. Management and administration: concept, definitions and distinction.<br>ii. Schools of Management,<br>iii. Functions of management (POSDCoRB)<br>iv. Principles of management : Fayol<br>v. Library Committee<br>vi. Organizing library and library departments                                                                           | 1       | 15              |
| 2    | Collection Management :<br>i. Acquisition(print and electronic),: Policies, selection criteria, methods and process of acquisition,accessioning,records maintenance.<br>ii. Serials Management: policies, selection criteria, methods of subscription and procurement,Impact Factor, binding of periodicals, e-journals, records maintenance | 1       | 15              |
|      | MODULE II                                                                                                                                                                                                                                                                                                                                    |         |                 |
| 1    | Collection Maintenance:<br>i. Technical Processing: Policies, Classifying, Cataloguing, Physical Processing, Records Maintenance.<br>ii. Storage and Maintenance: policies; storage requirements, stack; maintenance and upkeep,                                                                                                             | 1       | 15              |

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |    |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|----|
|   | electronic storage<br>iii. Stock verification, inventory control, weeding, binding, , records maintenance.<br>iv. Computer application to In-house operations : acquisition, ordering and membership database, circulation, serials control, receipts and expenditure, library fines, retrospective conversion, accounting, library security systems and stock verification<br>v. Preservation: Preservation, conservation, restoration of print, non- print, electronic material, archiving of digital and non-digital material |   |    |
| 2 | Library Services:<br>i. Circulation Services: Policies, Methods and Procedures, Bar-coding, Interlibrary loan, records maintenance<br>ii. Extension Services: Concept, policies, outreach methods - mobile libraries, display and exhibitions, book discussions, discussion forum                                                                                                                                                                                                                                                | 1 | 15 |

### Select Reading List

1. Bramley, G. : Outreach: library services for the institutionalized, the elderly & the physically handicapped. London : Clive Bingley, 1978s
2. Buckland, M. K.: Library services in theory and context. Oxford: Pergamon, 1988
3. Chapman, Liz : Managing acquisitions in library and information services. London: Library Association, 2001.
4. Corbett, E. V. : Fundamentals of library organization and administration : a practical guide. London: Library Association, 1978.
5. David, Nicholas, Harris, Kevin & Erbach, Gertrud: Online searching: its impact on information. London: Mansell, 1987.
6. Dossett, P. (Ed.): Handbook of special librarianship and information work. 6<sup>th</sup> ed. London: Aslib,1992.
7. Evans, G. E. : Management Basics for Information Professionals. Munchen: Neal Schuman, 2000.
8. Evans, G. E. : Management techniques for librarians, 2nd ed. New York: Academic Press, 1983.
9. Garter, Edward D. (ed.) : Advances in library administration and organization. Amsterdam: Elsevier, 2005.
10. Godden, I. P. (ed.): Library Technical services: Operations & management. San Diego : Academic Press.1991.
11. Godden, Irene P.,(ed.) : Library technical services : operation and management,2nd ed., San Diego: Academic Press, 1984.

12. Gorman, G. E. (ed.): Collection Management. London: Library Association Publishing, 2001.
13. Gupta, S. R. : Stock verification in libraries : problems and solutions. Delhi: Ken Publication, 1990.
14. Harrison, C. & Beenham, R. The basics of librarianship. 3rd ed. London: Clive Bingley, 1991.
15. Harvey, Ross : Preservation in libraries : a reader. London: Bowker Saur, 1993.
16. Hubbard, William J. : Stock management : a practical guide to shelving and maintaining library collections. Chicago: A.L.A., 1981.
17. Johnson, Peggy and MacEwan, Bonnie (ed.): Collection Management and Development: Issues in an Electronic Era. Chicago: ALA, 1993.
18. Krishna Kumar: Library administration and management. New Delhi: Vikas Pub. House, 1987.
19. Mahapatra, Piyush Kanti : Collection management in libraries. New Delhi: EssEss, 1999.
20. Mittal, R. L.: Library Administration: Theory and Practice. 5th rev. Ed. New Delhi: Metropolitan Books. 1983
21. Mookerjee, Subodh Kumar & Sengupta, Benoyendra : Library organization and library administration. Calcutta: World Press, 1977.
22. Morrow, C.C. : The Preservation challenge, a guide to conserving library materials. New York: Knowledge Industry Publication, 1983.
23. Mukherjee, A. K. : Book selection : Principles, practices and tools. Calcutta: World Press , 1974.
24. Murthy, S. S [et al.]. (ed.). Bibliographic Databases and Networks : Proceedings of the International Conference. New Delhi : India 22-25 February, 1989. New Delhi : Tata McGraw-Hill, 1990.
25. Narayana, G. J. : Library and information management. New Delhi: Prentice Hall, 1991.
26. Prajapati, C. L. : Conservation of documents : problems and solutions. New Delhi : Mittal, 2005.
27. Prasher, R. G. : Developing library collection. New Delhi: Medallion Press, 1993.
28. Saffady, William : Introduction to automation for libraries, 3rd ed., Chicago: A.L.A., 1994.
29. Singh, R. S. P.: Fundamentals of Library Administration and Management. Delhi: Prabhat, 1990
30. Spiller, D. : Book Selection Principles and Practices. 5th ed. London : Library Association Publication, 1991.
31. Spiller, David : Book selection, 4th ed. London: Clive Bingley, 1986.
32. Stueart, R. D. & Eastlick, J. T.: Library management, 2nd ed. Littleton (Colorado): Libraries, 1981.

**ProgrammeName :Master of Library and Information Science**

Course Name: Computer Application to Libraries

Total Credits :2 (TH)

Internal assessment :-

Total Marks : 50

University assessment : 50

**Course outcomes:**

- a. Outline the fundamentals of computers, its hardware and software.
- b. Explain the applications of Computers on libraries.
- c. Categorize and determine the concept of RDBMS in library environment.
- d. Evaluate different library software.
- e. Build ICT skills for its application in libraries.

| Unit | MODULE 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Credits | No. of Lectures |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----------------|
| 1    | <p>Introduction to Computers:</p> <ol style="list-style-type: none"><li>i. Hardware :Memory- core and auxiliary, storage media – magnetic tapes, disks, optical discs, pen drive, input and output devices – keyboard, mouse, monitors, printers, scanners, OCR, communication ports – serial, parallel, USB.</li><li>ii. Software : System Software – operating systems e.g. Windows, Unix, Linux, Programming Languages. Application Software – features of MS Office.</li><li>iii. Transmission media-cables, microwave, satellite.</li><li>iv. Data Communication Systems : Introduction, bandwidth and channel capacity, WiFi, PDA, bluetooth, smart phone, teleconferencing, ipod, RFID, data security systems</li></ol> | 1       | 15              |
| 2    | <p>Networks and Networking:</p> <ol style="list-style-type: none"><li>i. Network topology</li><li>ii. Networking – LAN, MAN, WAN, Intranet, Extranet, Internet.</li><li>iii. Features of Library Networks in India - INFLIBNET, DELNET, ERNET</li></ol> <p>Database Management Systems :</p> <ol style="list-style-type: none"><li>iv. Concepts, components and use, database management tools</li><li>v. RDBMS – MS Access, SQL, MySQL, Oracle.</li><li>vi. Database design – bibliographic and non-bibliographic databases.</li><li>vii. Integrated Library Management Software: SOUL, KOHA</li></ol>                                                                                                                        | 1       | 15              |

## Select Reading List

1. Aswal, R. S. : Library automation for 21st Century. New Delhi: EssEss Publications, 2006.
2. Aswal, R.S. : CDS/ISIS for windows. New Delhi: EssEss, 2003.
3. Collier, M. : Telecommunication for information management and transfer. Aldershot: Gower, 1988.
4. Cooper, Michael D.: Design of library automation systems: file structures, data structures and tools. New York: Wiley, 1996.
5. Devraja, G. & Rehelamma, A.V. (Eds.) : Library computerization in India. New Delhi: EssEss, 1980.
6. Godden, Irene P. (Ed.): Library technical services: operations & management. Orlando: Academic Press, 1994.
7. Haravu, L. J.: Library automation design, principles and practice. New Delhi: Allied, 2004.
8. Haravu, L.J. : Library automation : design, principles and practice. New Delhi, Allied, 2004.
9. Hunter, E.J. : Computerised cataloguing. London: Clive Bingley, 1985.
10. Judge, P., & Gerrie, B. (eds): Small scale bibliographic databases. Sydney: Academic Press, 1996.
11. Kashyap, M.M. : Database system : design and development. New Delhi: Sterling, 1993.
12. Kaul, H. K. : Library networks : and Indian experience. New Delhi: Virgo, 1992.
13. Kochtanek, Thomas R. & Mathews, Joseph R. : Library information systems. Westport: Libraries Unlimited, 2004.
14. Lagoze, C., Krafft, D. B., Payette, S., & Jesuroga, S. (2005): What is a Digital Library Anymore, Anyway? D-Lib Magazine, 11(11).doi:10.1045/november2005-lagoze)
15. Lancaster, F. W & Sandore, B.: Technology and management in library and information services. London : Library Association, 1997.
16. Lankes, D. R. : The atlas of new librarianship. Cambridge: The MIT Press, 2011
17. Minasi, M.: The complete PC Upgrade and Maintenance Guide. New Delhi: BPB Publications. 1998
18. NISO .A Framework of Guidance for Building Good Digital Collections (3rd edition). Available at <http://www.niso.org/publications/rp/framework3.pdf>, 2007.
19. Rajaraman, V.: Introduction to information technology. New Delhi: Prentice-Hall, 2003.
20. Ravichandra, Rao I.K. : Library automation. New Delhi: Wiley, 1990.
21. Rowley, J.: Computers for libraries. London : LA, 1993.
22. Rowley, J. E.: Computers for libraries. 2nd Ed. London: Clive Bingley, 1985.
23. Saffady, W.: Introduction to Automation for Librarians. Chicago: American library Association, 1994.

24. Sanders, D. M. : Computers today. 3rd ed. New York: McGraw Hill, 1998.
25. Stallings, William : Computer organization and architecture : designing for performance, 6th Ed.. New Delhi: Prentice-Hall, 2003.
26. Tanenbaum, A. S. : Computer networks. New Delhi: Prentice-Hall, 2006
27. Tedd, Lucy A. : An Introduction to computer based library systems, 2nd Ed. Chichester: Wiley, 1985.

## **ELECTIVES:**

**Programme Name : Master of Library and Information Science**  
**Course Name: Academic Library System**

Total Credits :4 (TH)

Internal assessment : 50

Total Marks : 100

University assessment :50

### **Course Outcomes:**

- a. Describe the different types of academic libraries.
- b. Illustrate the role of accrediting body in development of academic libraries
- c. Justify the standards and procedures for collection development
- d. Categorize manpower skills and available finances for efficient services.
- e. Justify the importance of resource sharing and consortiums.

| Unit | MODULE 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Credits | No. of Lectures |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----------------|
| 1    | <b>Academic Library: An Introduction</b> <ol style="list-style-type: none"> <li>i. Growth and development of academic libraries in India</li> <li>ii. Objectives and functions of Academic Libraries</li> <li>iii. Types of academic libraries : School, College and University</li> <li>iv. Role of UGC and AICTE other bodies in academic library</li> <li>v. Role of accreditation and ranking agencies : NAAC, BCI, NBA.</li> <li>vi. Ranking Agencies : NIRF, QS, ARIIA and The World University Ranking</li> </ol> | 1       | 15              |
| 2    | <b>Collection Development:</b> <ol style="list-style-type: none"> <li>i. Definition, Meaning, Purpose, Pre-requisites and Policy</li> </ol>                                                                                                                                                                                                                                                                                                                                                                              | 1       | 15              |

|   |                                                                                                                                                                                                                                                                                                                                                                      |   |    |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|----|
|   | ii. Collection organization, collection care and evaluation<br>iii. Weeding Policy and Procedure                                                                                                                                                                                                                                                                     |   |    |
|   | <b>MODULE 2</b>                                                                                                                                                                                                                                                                                                                                                      |   |    |
| 1 | Manpower & Financial Management<br>i. Manpower Management: Requirement, Qualification, Job Analysis, Job Description, Recruitment, Staffing Norms, Skills and Competencies, Training and Professional Development<br>ii. Financial Management: Source of resource mobilization, , Types of Budget, Methods of Financial Estimation and preparation of library budget | 1 | 15 |
| 2 | Resource Sharing & Consortiums<br>i. Concept, Need and Purpose of Resource Sharing<br><b>ii.</b> National and International Consortiums                                                                                                                                                                                                                              | 1 | 15 |

#### List of Reading Material

1. Atkinson, F.: Librarianship: An Introduction to the profession. London: Clive Bingley, 1974.
2. Beenham, R & Harrison, C.: The Basics of librarianship. London: Clive Bingley, 1985.
3. Brophy, P. The Academic Library. London: Library Association, 2000.
4. Brophy, P. The library in the 21st Century: new services for the information age. London: LA Publishing, 2001.
5. Coblans, H.: Librarianship and documentation. London: Andre Deutsch, 1974.
6. Devarajan, G. : Users' approach to information in libraries, New Delhi: EssEss Publication, 1989.
7. Guha, B. Documentation and information: services, Techniques and systems. 2nd Ed. Calcutta: World Press, 1983.
8. Gupta, O.P.: Library & information services in University & College Libraries in India. New Delhi : Reliance, 1998.
9. Harrison, C. & Beenham, R. The basics of librarianship. 3rd Ed. London: Clive Bingley. 1991.
10. Johnson, Elmer D. & Harris, Michael H.: History of libraries in the Western World. New Jersey: Scarecrow, 1976.
11. Krishan Kumar. : Library Organization. New Delhi: Vikas, 1987.

12. Kumar, P.S.G. Foundations of Library and Information Science. Delhi: B. R. Publishing, 2003.
13. Kumar, P.S.G. Library and Users. Delhi: B. R. Publishing, 2004.
14. Line, M.B.:Academic library management. London, LA, 1990.
15. Line, Maurice (Ed.):Librarianship and information work worldwide 2000. London: Bowker, 2000.
16. Lynch, Beverly P.(Ed.) : The Academic Library in transition :planning for the 1990s. New York: Neal-Schuman, 1990.
17. Marshall, D.N. : History of libraries. New Delhi: Oxford, 1983.
18. McElroy, A. R. (Ed.). College Librarianship: objectives and practices. London: Library Association, 1984.
19. Mohanraj, V. M. Library Services for Children. New Delhi: EssEss Publications, 2004.
20. Patel, Jashu& Kumar, Krishan :Libraries& librarianship in India. London: Greenwood,2001.
21. Raju, A. A. N.: Documentary heritage of Indian libraries. New Delhi:EssEss Publications, 2003.
22. Sardana, J.L. (Ed.) :Libraries& information studies in retrospect and prospect :essays in honour of Professor B. R. Kalia, Vols. 1 & 2. New Delhi: Concept, 1990.
23. Sharma, C. D. &Boonlia, N. (eds):.Information services for college libraries. Jaipur: Printwell, 1985.
24. Taher, Mohammed & Davis, Donald Gordon:Librarianship and library science in India: an outline of historical perspectives. New Delhi:Concept, 1994.
25. Ward, Patricia L. (Ed.) :Continuing professional education for the information society. Munchen:K.G.Saur, 2002.

**ProgrammeName :Master of Library and Information Science**  
**Course Name: Public Library System**

Total Credits : 4 (TH)  
 Internal assessment : 50

Total Marks : 100  
 University assessment : 50

**Course Outcomes:**

- a. Describe the functioning of Public Library System.
- b. Illustrate the role of national and international bodies for the development of public libraries.
- c. Justify the standards and procedures for collection development
- d. Categorize manpower skills and available finances for efficient services.

- e. Justify the importance of Policies and Legislations.
- f. Planning of a Public Library.

| Unit | MODULE 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Credits | No. of Lectures |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----------------|
| 1    | <b>Public Library: An Introduction</b> <ol style="list-style-type: none"> <li>i. Growth and development of Public libraries in India</li> <li>ii. Objectives, features and functions of Public Libraries</li> <li>iii. National and International bodies for development of Public Libraries: UNESCO, IFLA, RRRLF, National Library Kolkata, Ministry of Culture. GOI</li> <li>iv. National Missions : National Missions on Libraries, National Mission for Manuscripts, National Literacy Mission</li> </ol> | 1       | 15              |
| 2    | <b>Collection Development:</b> <ol style="list-style-type: none"> <li>i. Definition, Meaning, Purpose, Pre-requisites and Policy</li> <li>ii. Collection acquisition and organization for different users of public library, collection care and evaluation</li> <li>iii. Weeding Policy and Procedure</li> <li>iv. Planning of a Public Library</li> </ol>                                                                                                                                                   | 1       | 15              |
|      | <b>MODULE 2</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |         |                 |
| 1    | <b>Manpower &amp; Financial Management</b> <ol style="list-style-type: none"> <li>i. Manpower Management: Requirement, Qualification, Job Analysis, Job Description, Recruitment, Staffing Norms, Skills and Competencies, Training and Professional Development</li> <li>ii. Financial Management: Source of resource mobilization, , Types of Budget, Methods of Financial Estimation and preparation of library budget</li> </ol>                                                                          | 1       | 15              |
| 2    | <b>Services, Policies and Legislations</b> <ol style="list-style-type: none"> <li>i. Public Library services for different categories of users, Extension Services</li> <li>ii. Public Library Policies at National and International Level, Advisory Committee for Libraries, NKC, NEP 2020</li> <li>iii. Library Legislation in India with special reference to Maharashtra and its salient features, Press and Registration Act, Delivery of Books Act.</li> </ol>                                         | 1       | 15              |

### List of Reading Materials:

- i. Atkinson, F.: Librarianship: An Introduction to the profession. London: Clive Bingley, 1974.
- ii. Beenham, R & Harrison, C.: The Basics of librarianship. London: Clive Bingley, 1985.
- iii. Bhatt, R. K.: UNESCO: Development of libraries & Documentation Centers in Developing Countries. New Delhi: KK, 2004.
- iv. Coblans, H.: Librarianship and documentation. London: Andre Deutsch, 1974.
- v. Devarajan, G. Users' approach to information in libraries, New Delhi: EssEss Publication, 1989.
- vi. Guha, B. Documentation and information: services, Techniques and systems. 2nd Ed. Calcutta: World Press, 1983.
- vii. Handbook of special librarianship and information Work. 6th ed. London: Aslib, 1992.
- viii. Harrison, C. & Beenham, R. The basics of librarianship. 3rd Ed. London: Clive Bingley. 1991.
- ix. Johnson, Elmer D. & Harris, Michael H.: History of libraries in the Western World. New Jersey: Scarecrow, 1976.
- x. Krishan Kumar. Library Organization. New Delhi: Vikas, 1987.
- xi. Kumar, P.S.G. Foundations of Library and Information Science. Delhi: B. R. Publishing, 2003.
- xii. Kumar, P.S.G.: Library and Users. Delhi: B. R. Publishing, 2004.
- xiii. Line, Maurice (Ed.): Librarianship and information work worldwide 2000. London: Bowker, 2000.
- xiv. Marshall, D.N. : History of libraries. New Delhi: Oxford, 1983.
- xv. Miller, K.: Public libraries going green. Chicago: American Library Association, 2010.
- xvi. Mohanraj, V. M. Library Services for Children. New Delhi: EssEss Publications, 2004.
- xvii. Patel, Jashu & Kumar, Krishan : Libraries & librarianship in India. London: Greenwood, 2001.
- xviii. Raju, A. A. N.: Documentary heritage of Indian libraries. New Delhi: EssEss Publications, 2003.
- xix. Ranganathan, S. R. Five laws of library science. New Delhi: EssEss, 2006.
- xx. Sardana, J.L. (Ed.) : Libraries & information studies in retrospect and prospect : essays in honour of Professor B. R. Kalia, Vols. 1 & 2. New Delhi: Concept, 1990.
- xxi. Sharma, Pandey S. K. : Public libraries in India. New Delhi: EssEss Publication, 1987.

- xxii. Taher, Mohammed & Davis, Donald Gordon: Librarianship and library science in India: an outline of historical perspectives. New Delhi: Concept, 1994.
- xxiii. The Public Library Service: IFLA/UNESCO Guidelines for Development. Munchen: K. G. Saur, 2001
- xxiv. Venkatappaiah, V. & Madhusudan, M.: Public library legislation in the new millennium. New Delhi: Bookwell, 2006.
- xxv. Ward, Patricia L. (Ed.) :Continuing professional education for the information society. Munchen: K.G.Saur, 2002.

**Programme Name :Master of Library and Information Science**

**Course Name: Research Methodology in Library and Information Science**

Total Credits :2 (TH)

Total Marks : 50

University assessment :50

**Courseoutcomes:**

- a. *Explain the scientific research in LIS*
- b. *Describe the different research methods applicable in LIS.*
- c. *Analyze qualitative and quantitative aspects of research and management.*
- d. *Illustrate the research techniques used in LIS*
- e. *Demonstrate the scientific process of research in Library and Information Science.*

| Unit | MODULE 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Credits | No. of Lectures |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----------------|
| 1    | <b>Research Process and elements:</b> <ul style="list-style-type: none"> <li>i. Definition and meaning of research,</li> <li>ii. Characteristics of scientific research, Spiral of scientific research,</li> <li>iii. Types of research – pure, applied, action, qualitative and quantitative approaches to research,</li> <li>iv. Relevance of RM in LIS.</li> <li>v. Research Design: Problem identification, selection of suitable approach and method, formulation of hypotheses, variables – dependent and independent, Scales of measurement.</li> </ul> | 1       | 15              |
| 2    | <b>Research Methods :</b> <ul style="list-style-type: none"> <li>i. Historical, Experimental, Descriptive Methods, Survey, Case Study.</li> <li>ii. Research Techniques: Delphi method, content analysis, operations research-matrix structure, evidence based research method, use and user</li> </ul>                                                                                                                                                                                                                                                        | 1       | 15              |

|      |                                                             |  |  |
|------|-------------------------------------------------------------|--|--|
|      | study, usability study.                                     |  |  |
| iii. | Sampling, need for sampling, types of samples, Morgan Table |  |  |

### Select Reading List

1. Beck, S. E., & Manuel, K.: Practical research methods for librarians and information professionals. Munchen: Neal Schuman, 2008.
2. Bell, Judith: Doing your research: a guide for first time researcher in education and social science. Buckingham: Open University press, 1997.
3. Blaxter, Loraine & Others : How to research. Buckingham: Open University Press, 1997.
4. Bundy, M. L. & others (ed.) : Reader in research methods for librarianship. Washington: NCR Microcard ED., 1970.
5. Busha, C. H., Harter, S. P. : Research methods in librarianship. New York : Academic Press, 1980.
6. Devarajan, G. : Applied research in library and information science. New Delhi: EssEss, 2005
7. Finte, A : Conducting research : from paper to the internet. London, Sage, 1998.
8. Goldhor, Hernert : Introduction to scientific research in librarianship. Urbana: University of Illionis, 1972.
9. Krishnaswami, O. R.: Methodology of Research in Social Sciences. Mumbai: Himalaya, 1993.
10. Matyn, John & Lancaster, F. W. : Investigative methods in library and information science. Arlington: Information Resources Press, 1981.
11. Moore, Nick : How to do research : a practical guide to designing and managing research projects. 3<sup>rd</sup> ed. London : Facet, 2006.
12. Prichard, Alison Jane : Research methods in formation. London: Facet, 2007.
13. Powell, R. R., & Conway, L. S. : Basic Research methods for Librarians. Westport : Libraries Unlimited, 2004
14. Powell, Ronald R.: Basic research methods for librarians, 2<sup>nd</sup> ed. Norwood: Ablex Pub., 1994.
15. Savanur, S .K.: Research Methodology for Information Sciences. Pune : Universal, 2008.
16. Walliman, Nicholas : Your research project : a step by step guide for the first time researcher. New Delhi: Vistaar Pub., 2005.

**Programme Name :Master of Library and Information Science**

**Course Name : Internship at Knowledge Resource Centre, University of Mumbai**

Department will plan 2 Credits (60 hours) in-house internship/ on job training at Knowledge Resource Centre, Jawaharlal Nehru Library during the Semester I.

## **SEMESTER II**

## SEMESTER II

**Programme Name :Master of Library and Information Science**

**Course Name: Knowledge Organisation : Library Cataloguing**

Total Credits :4(TH: 2 + PR:2)

Total Marks : 100

Internal assessment : 50

University assessment : 50

### Course outcomes:

- Illustrate the role of cataloguing in retrieving library material.
- Describe the fundamentals of cataloguing and catalogue construction.
- Categorize of the need for standardization in cataloguing.
- Evaluate the cataloguing standards.
- Identify the changing trends in cataloguing practice in digital era.

| Unit | MODULE 1                                                                                                                                                                                                                                                                                                                                                                                                                                             | Credits | No. of Lectures |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----------------|
| 1    | Library Catalogue:<br>i. Definitions, Objectives, need and functions.<br>ii. Physical forms of catalogue (Bound Book, Card, OPAC and Web-OPAC and inner forms of Catalogue<br>iii. ALA Rules for filing, authority files<br>iv. Cataloguing codes: historical overview of different codes, detailed study of AACR and their revisions, RDA<br>v. Dr. S. R. Ranganathan's contribution in cataloguing: Canons and Normative Principles of Cataloguing | 1       | 15              |
| 2    | Cataloguing standards:<br>i. Bibliographic Description : ISBD, FRBR, FRAD<br>ii. Standard Number :ISBN, ISSN,<br>iii. Bibliographic Record Format: MARC, MARC 21, UNIMARC, CCF, ISO 2709.<br>iv. Metadata (Including Dublin Core)<br>v. Collaborative Cataloguing :Selective and simplified cataloguing, Centralized and Cooperative Cataloguing, CIP<br>vi. Copy Cataloguing                                                                        | 1       | 15              |
|      | <b>MODULE II Practical</b>                                                                                                                                                                                                                                                                                                                                                                                                                           |         |                 |
| 1    | Subject Cataloguing:<br>i. Definitions, Objectives, need and functions.<br>ii. Subject headings/descriptors, choice of terms,<br>iii. Subject heading lists e.g. LCSH, Sear's list of subject headings<br><i>iv.</i> Vocabulary Control: Thesauri                                                                                                                                                                                                    | 1       | 30              |

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |   |    |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|----|
| 2 | Practical : Library Cataloguing (AACR2R & MARC 21) <ul style="list-style-type: none"> <li>i. types of entries- main, added, analytical, cross reference, parts of an entry</li> <li>ii. Books: Personal Authors: single, shared, mixed and diffused authorship.</li> <li>iii. Corporate Body (including Simple Corporate Body, Subordinate Corporate Body, Government Publications, Census Report Annual Reports, Conference Proceedings),</li> <li>iv. Religious works,</li> <li>v. Serial Publications</li> <li>vi. Manuscripts</li> </ul> | 1 | 30 |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|----|

### Select Reading List

1. AACR, 2<sup>nd</sup> revised with 2005 updates. Chicago: A.L.A., 2005.
2. Aswal, R. S.: MARC 21 : cataloguing format for 21st century. New Delhi : EssEss, 2004.
3. Baca, M. (2008). Introduction to Metadata (online edition, version 3.0). Available at [http://getty.edu/research/publications/electronic\\_publications/intrometadata/index.html](http://getty.edu/research/publications/electronic_publications/intrometadata/index.html)
4. Brenndorfer, Thomas: RDA essentials. Chicago: American Library Association, 2016.
5. Boll, John J. :Introduction to cataloguing, Vol 1. Descriptive Cataloguing. New York: McGraw Hill, 1970.
6. Bowman, J. H. :Essential cataloguing, London: Facet Publishing, 2003.
7. Caplan, Priscilla: Metadata fundamentals for all librarians. New Delhi: Indiana Pub, 2009.
8. Carter, R. C. (Ed.) :Managing cataloguing and the organization of information. Mumbai: Jaico, 2005.
9. Cataloguing: theory and practice. New Delhi: S. Chand, 1999.
10. Chan, L. M. : Cataloguing and Classification: an introduction. New York: McGraw-Hill, 1985
11. Coates, E. J.: Subject Catalogues: Headings and Structure. London: Library Association, 1988
12. Crawford, W.: MARC for library use : understanding the USMARC formats. Whiteplains N. Y.: Knowledge industry, 1984.
13. Eden, Bradford Lee: Twenty first century metadata operations: challenges, opportunities, directions.
14. El-Sherbini, Magda: Resource description and access: strategies for implementation. Chicago, ALA , 2016.

15. Foskett, A C.: The Subject Approach to Information. 5th ed. London: Clive Bingley, 1996.
16. Foskett, A. C. :Subject approach to information, 6<sup>th</sup> ed. London: Library Association, 1982.
17. GirijaKumar :Theory of cataloguing, 5th rev. ed. New Delhi: Vikas Publishing House, 1986.
18. Girja K. & Krishan K. Theory of Cataloguing.5th Edition. Delhi: Vikas Publishing, 1986.
19. Gorman, G. E. & Dorner, Daniel (Eds.): Metadata applications and management. London: Facet Publishing, 2003.
20. Hagler, R.: Bibliographic record and information technology, 2<sup>nd</sup> ed. Chicago: A. L. A., 1991.
21. Haynes, David : Metadata for information management and retrieval. London: Facet Publishing, 2004.
22. Hillmann, Diane I: Metadata in practice. Chicago: ALA, 2009.
23. Hopkinson, Alan & Gredley, E.: Exchanging bibliographic data on MARC and other international formats. London: Library Association 1996.
24. Horner, John : Cataloguing. London: Association of Assistant Librarians, 1970.
25. Hunter, E. J. & Bakewell, K. G. B. :Cataloguing, 2nd rev. ed. London: Clive Bingley
26. Hunter, E. J.: Cataloguing, 2<sup>nd</sup> . Ed., London Clive Bingley, 1983.
27. Huter, E. J. : Computerized Cataloguing, London, Clive Bingley, 1985.
28. Jones, E: RDA and Serials cataloguing. New Del hi: DBS Imprint, 2014
29. Kashyap, Neelesh: Metadata and digital library systems. New Delhi: Random Pub., 2015.
30. Khare, S. : Cataloguing Theory: A new perspective. Pune: Universal Prakashan, 2006.
31. Krishna Kumar : Introduction to cataloguing practice, 3rd rev. ed. New Delhi: Vikas Publishing House, 1986.
32. Kumar, P. S. G. & Mohammad, Riaz: Cataloguing: theory and practice. New Delhi: S. Chand & Co., 1999.
33. Lazinger, Susan S.: Digital preservation and metadata: history, theory, practice Colorado: Libraries Unlimited, 2001.
34. ALA: Library of Congress Subject Heading List. Chicago: ALA, 2007.
35. Martin, A. and others: Information and IT literacy in the 21<sup>st</sup> century. London: Facet Publishing, 2003.
36. Mellwaine, I.C. : Standards for international exchange of bibliographic information. London: Library Association, 1991.
37. Michell, A. M., & Surratt, B. E. : Cataloguing and organizing digital resources: a how-to-do it manual for libraries. London: Facet, 2005.

38. Miller, Joseph , ed. : Sears List of Subject Headings.18th ed. New York: The H W Wilson, 2004.
39. Miller, R. & Terwillegar, J. C. : Commonsense Cataloguing: a Cataloger's manual. 3rd Edition. New York: H W Wilson. 1983
40. Mukhopadhyay, Ashoknath : Guide to MARC 21 for cataloguing of books & series. New Delhi: Viva Books, 2007.
41. Park, Jung-ran: Metadata best practices and guidelines: current implementation and future trends. London: Rutledge, 2012.
42. Piggott, M. : Topography of cataloguing. London: Library Association, 1988
43. Ranganathan, S. R. : Library catalogue: fundamentals and procedure. London:G.Blunt, 1950.
44. Sengupta,B.: Cataloguing : its theory and practice. Calcutta: World Press, 1970.
45. Sharp, H. A. :Cataloguing : textbook for use in libraries, 5th ed. London: Grafton, 1964..
46. Vishwanathan, C. G. : Cataloguing : theory and practice, 5th rev. ed. Lucknow: Print House, 1988.
47. Welsh, Anne eng, Marcia and Qui, Jian: Metadata. London, Facet Publishing, 2008.

**Programme Name :Master of Library and Information Science**  
**Course Name: Reference Services and Sources**

Total Credits : 4 (TH: 2 + PR:2)  
 Internal assessment : 50

Total Marks : 100  
 University assessment : 50

**Course outcomes:**

- a. Describe the basic concept of reference service and its organization.
- b. Illustrate reference services provided in different types of libraries.
- c. Evaluate different categories of print and online reference sources.
- d. Support to researchers in research work.
- e. Simplify the reference skills to solve any type of reference queries.

| Unit | MODULE 1                                                                                                                                                                                                                                                                      | Credits | No. of Lectures |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----------------|
| 1    | Reference Service: <ol style="list-style-type: none"> <li>i. Concept, definition, need &amp; scope.</li> <li>ii. Criteria for selection and evaluation of reference sources(print &amp; Online)</li> <li>iii. Reference Librarian : role, functions and qualities.</li> </ol> | 1       | 15              |

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |   |    |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|----|
|   | iv. Process of Reference Service                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |   |    |
| 2 | Types of Reference services<br>i. Reference Services: Referral Service, user education, Ready reference service, bibliographical and fact finding assistance, advisory and guiding assistance, short and long range reference service, pro-active and responsive services<br>ii. Reference Service Delivery in different types of libraries such as public, academic, special<br>iii. Steps in reference service, reference interview<br>iv. Virtual reference service<br>v. Digital reference service | 1 | 15 |
|   | <b>MODULE II Practical</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |   |    |
| 1 | Categories of Reference Sources: (Print & Online)<br>i. Dictionaries, Encyclopaedia, Yearbooks, Directories, Handbooks, Bibliographies and Abstracts; News Digest, Indexes<br>ii. Biographical Sources, Statistical Sources, Geographical Sources.<br>iii. Electronic Resources                                                                                                                                                                                                                        | 1 | 30 |
| 2 | Reference Sources<br>i. Evaluation of print and online reference sources<br>ii. Searching of reference queries                                                                                                                                                                                                                                                                                                                                                                                         | 1 | 30 |

### Select Reading List

1. Bopp, Richard E & Smith, Linda C. : Reference and information services : an introduction, 3rd ed. Colorado, Libraries Unlimited, 2001.
2. Cassell, Hay Ann & Hiremath, Uma : Reference and information services in the 21st century : an introduction. London, Facet Publishing, 2006.
3. Chowdhary, G.G. & Chowdhary, S. : Searching CD ROM and Online Information Sources. London, LA, 2001.
4. Craven, Jenny (ed.) :Web accessibility : practical advice for the library and information professional. London, Facet Publishing, 2008.
5. Davinson, D. :Reference Services. London: Clive Bingley,1980.
6. Hutchins, Margaret :Introduction to reference work. Chicago: A.L.A., 1944.
7. Katz, Bill :Opportunities for reference service. New York: Haworth Press, 1991.
8. Katz, W. A. : Introduction to Reference Work. Vol 1 & 2. New York: McGraw Hill,
9. Korfhag, R. R. :Information storage and retrieval. New York: John Wiley, 2006

10. Krishna Kumar :Reference service, 5th rev. ed. New Delhi: Vikas Publishing House, 2002.
11. Kumar, P.S.G. (2004). Information Sources and Services. Delhi: B. R. Publishing.
12. Lancaster, I. W. & Warner, Amy :Intelligent technologies in library and information service applications. Medford, American Society for Information Science, 2001.
13. Lankes, R. David and others ,eds. :Virtual reference desk: creating a reference future. London, Facet Publishing, 2006.
14. Mukherjee, A. K. : Reference work and its tools, 3rd. ed. Calcutta: World Press, 1975.
15. Ranganathan, S. R. :Reference service, 2nd ed. Bombay: Asia Publishing House, 1961.
16. Sengupta, B. : Indian reference and information sources. Calcutta: World Press, 1981.
17. Sheehy, E. P. (Ed).: Guide to reference books. 10th ed. Chicago: ALA, 1986.

**Programme Name :Master of Library and Information Science**  
**Course Name: ICT Application to Libraries**

Total Credits : 4 (Th)  
 Internal assessment : 50

Total Marks : 100  
 University assessment : 50

**Course outcomes:**

- a. Explain the elements of ICT and how it can be applied in libraries.
- b. Illustrate the intricacies of internet and its use for users of the library.
- c. Evaluate the managerial aspect of computer application in LIS.
- d. Determine the digitization process and its managerial issues.
- e. Compare the current ICT trends and its application in libraries

| Unit | MODULE 1                                                                                                                                                                                                                                                                                                                                                                                                           | Credits | No. of Lectures |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----------------|
| 1    | Information Technology (IT) in libraries: <ol style="list-style-type: none"> <li>i. Components of IT, impact of IT on libraries, IT based library and information services.</li> <li>ii. Current developments: listserv, push and pull technology, e-learning, web 2.0 - social tagging, YouTube, Library 2.0</li> <li>iii. Data and Information Mapping, Data warehousing, data mining, Data Migration</li> </ol> | 1       | 15              |
| 2    | Internet <ol style="list-style-type: none"> <li>i. Internet basic features and tools. Connectivity – Dial up, lease lines, microwave, ISDN, cable modem</li> <li>ii. Protocols – Telnet, FTP, HTTP.</li> </ol>                                                                                                                                                                                                     | 1       | 15              |

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |    |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|----|
|   | iii. Digital Subscriber Lines<br>iv. E-mail, SMTP, wireless, POP3.<br>v. Web browsers – Netscape Navigator, Internet Explorer, Mozilla, Google Chrome<br>vi. Web servers – Apache, Internet Information Server.<br>vii. Server side scripting language – PHP/ASP<br>viii. Database Connectivity – ODBC, IDBC.<br>ix. Search Engines and Meta Search Engines and their evaluation.<br>x. Web design – SGML, HTML, DHTML, XML<br>xi. Evaluation of website<br>xii. Internet security – Firewalls, proxy servers. |   |    |
|   | <b>MODULE II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |   |    |
| 1 | Managerial aspects of ICT's:<br><i>i.</i> Planning for Information and Communication Technology in Libraries: assessment of needs, priority settings, hardware selection, software evaluation and selection<br><i>ii.</i> Website and portal development, restructuring of physical set up, ergonomics, staff training, financial aspects<br><i>iii.</i> Maintenance aspects- Maintenance of hardware, software security,<br><i>iv.</i> Institutional repositories, web content management                     | 1 | 15 |
| 2 | Application of IT:<br>i. MS Office (Word,, Excel & PowerPoint)<br>ii. Blog creation<br>iii. SOUL                                                                                                                                                                                                                                                                                                                                                                                                               | 1 | 15 |

### Select Reading List

1. Allan, B. : E – Learning and teaching in library and information services. London: Facet, 2002.
2. Andrews, Judith,Ed. : Digital Libraries : policy, planning and practice. Aldershot: Ashgate, 2004.
3. Arms, W. : Digital Libraries. Available at: <http://www.cs.cornell.edu/wya/DigLib>, 2000.
4. Arms, William : Digital libraries. Cambridge: MIT, 2001.
5. Aswal, R. S. : Library automation for 21st Century. New Delhi: EssEss, 2006.
6. Batley, S. : Information Architecture for Information Professionals.Munchen. Neal-Schuman, 2007.
7. Berry, M. J. A. and Linoff, G. : Mastering data mining. New York: John Wiley, 2000.
8. Borgman, C. L. : From Gutenberg to the Global Information Infrastructure: access to information in the networked world. Cambridge: MIT Press, 2001.

9. Bradley, P. : How to use web 2.0 in your library. Facet Publishing: London, 2007.
10. Brophy, Peter : The Library in the Twenty-First Century: new services for the information age. London: Library Association, 2001.
11. Chowdhury, G. G. & Chowdhury, S. : Introduction to digital libraries. London : Facet, 2003.
12. Deegan, M., & Tanner, S. : Digital futures : strategies for the information age. London : Library Association, 2002.
13. Dhiman, A. K. : Manual of digital libraries. vols. I-II. New Delhi, EssEss Publication, 2012.
14. Eden, Bradford Lee ,Ed. : Innovative redesign and reorganization of library technical services. Westport: Libraries Unlimited, 2004.
15. Gopinath, M. A. & Rama Reddy ,Ed. : Information access through networks. Hyderabad: Booklinks, 1996.
16. Griffith, Peter : Managing your internet and intranet and intranet services : the information professional's guide to strategy, 2<sup>nd</sup> Ed. London: Facet, 2004.
17. Haravu, L.J. : Library automation : design, principles and practice. New Delhi: Allied, 2004
18. Haynes, D. : Metadata: for information management and retrieval. London: Facet, 2004.
19. International Conference on Digital Libraries 2004: Knowledge Creation, Preservation, Access and Management. 2 vols. New Delhi: TERI, 2004.
20. Jamsa, K., King, K., & Anderson, A. : HTML and Web Design: tips and techniques. New Delhi: Tata McGraw Hill, 2005.
21. John, Richard & others : Institutional repository. Oxford: Chandos Publication, 2006.
22. Kennedy, Mary Lee & Dysart, Jane ,eds : Intranets for info pros. New Delhi: EssEss, 2008.
23. Parekh, H. & Sen, B. : Introduction to digitisation – a librarian's guide. Mumbai : SHPT School of Library Science, 2001.
24. Parekh, H. : Internet in the Scholarly Communication Process. Mumbai: Knowledge Ware Association, 1999.
25. Rajaraman, V. : Introduction to information technology. New Delhi: Prentice-hall of India, 2007.
26. Rao, L.K.R. : Library automation. New Delhi: Wiley Eastern, 1990.
27. Ravichandra, Rao K. : Library automation. New Delhi: Wiley, 1990.
28. Reynolds, D. : Library automation : issues and applications. New York: R.R. Bowker, 1985.
29. Rowley, J.E. : Computers for libraries, 2nd Ed. London: Clive Bingley, 1980.
30. Saffady, William : Introduction to automation for librarians. Chicago: ALA, 1994.

31. Turban, E., Rainer, R.K. & Potter, R.E. : Introduction to information technology. New York, Wiley, 2003.
32. White, Martin : Content management handbook. London: Facet, 2005.

**Programme Name :Master of Library and Information Science**  
**Course Name: Knowledge Society**

Total Credits : 4 (TH)  
 Internal assessment : 50

Total Marks : 100  
 University assessment : 50

**Course outcomes:**

- a. Explain the importance of library in the communication process.
- b. Describe the information and knowledge society and its implications.
- c. Categories the National and International Library Organisations working for development of LIS Profession.
- d. Illustrate the importance of NAAC as an accrediting organisation, its vision, mission, objectives, standards and procedures.
- e. Determine the role of Intellectual Property Rights and its application in librarianship

| Unit |                                                                                                                                                                                                                                                                                                                                   | Credits | No. of Lectures |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----------------|
|      | <b>MODULE 1</b>                                                                                                                                                                                                                                                                                                                   |         |                 |
| 1    | Information and Information Science: <ol style="list-style-type: none"> <li>i. Concept, Characteristics, definitions, scope and objectives.</li> <li>ii. Data, Information &amp; Knowledge</li> <li>iii. Information needs in different fields of knowledge.</li> <li>iv. Economics of Information and its components.</li> </ol> | 1       | 15              |
| 2    | Library and Communication: <ol style="list-style-type: none"> <li>i. Communication Process in Society- Personal and mass communication</li> <li>ii. Scholarly communication process, scientific communication</li> <li>iii. Channels, models and barriers.</li> <li>iv. Role of libraries in communication process</li> </ol>     | 1       | 15              |
|      | <b>MODULE II</b>                                                                                                                                                                                                                                                                                                                  |         |                 |
| 1    | Knowledge Society- <ol style="list-style-type: none"> <li><i>i.</i> It's genesis, characteristics</li> <li><i>ii.</i> Impact of knowledge society on libraries</li> <li><i>iii.</i> National Information Policy</li> <li><i>iv.</i> Censorship, IPR, Copyright and Fair Use</li> </ol>                                            | 1       | 15              |

|   |                                                                                                                                                                                                                                                       |   |    |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|----|
| 2 | Library Profession:<br>i. Concept, criteria LIS as profession, its relationship with other subjects<br>ii. Education and training in LIS in USA, UK and India,<br>iii. LIS professional ethics<br>iv. National Knowledge Commission, NEP 2020, SWAYAM | 1 | 15 |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|----|

### Select Reading List

1. Andal, N. : Communication theories and models. Mumbai: Himalaya, 1998.
2. Bahr, Alic Harrison (Ed.) :Future teaching roles for academic librarians. New York: Haworth press, 2000.
3. Barua, B. P. : National Policy on Library and Information System. Mumbai: Popular Prakashan. 1992
4. Bridges, K.ed. : Expectations of librarians in the 21<sup>st</sup> century. Westport: Greenwood press, 2003.
5. Brophy, P. : The library in the 21<sup>st</sup> Century – new services for the information age. London: Library Association, 2001.
6. Foskett, D.J. : Pathways for communications : books and libraries in an informationage. London: Clive Bingley, 1984.
7. Krzys, R & Litton, G. : World librarianship : a comparative study. New York: Marcel Dekker, 1983.
8. Lankes, D. R. : The atlas of new librarianship. Cambridge: The MIT Press, 2011
9. Line, Maurice : World of books and information : Essays in honour of Lord Dainton. London : British Library, 1987.
10. Martin, W. J.: The Information Society. London: Aslib.1988
11. Martin, William J. :Global Information Society, 2<sup>nd</sup> ed. London, ASLIB, 1996.
12. Martyn, John, Vickers, Peter & Feeney, Mary (eds.) :Information UK 2000. London: British Library, 1990.
13. McGerry, Kevin :Mass Communication : selected readings for librarians, 2<sup>nd</sup> ed. London: Clive Bingley, 1996.
14. McMenemy, David, Poulter, Alen and Burton, Paul F. :A Handbook of ethical practice : a practical guide to dealing with ethical issues in information & library work. Oxford: Chandos, 2007.
15. Parekh, Harsha : Internet in the Scholarly Communication Process. Mumbai: Knowledge Ware Association. 1999
16. Pedley, Paul : Essential law for information professionals, 2<sup>nd</sup>ed London: Facet, 2006.
17. Prashar, R. G. : Information and its communication. New Delhi: Medallion, 1991.
18. S. R. E. L. S. : Information policies and cyber laws. Bangalore: SRELS, 2000.
19. Shera, Jesse H. : Foundations of education for librarians, New York: Wiley, 1972.

20. T, Ashok Babu [ et al ] (Eds.). Vision of Future Library and Information Systems /.  
New Delhi : Viva. 2000.

## ELECTIVES

**Note: In Semester II, Students will select any 2(Two) electives from option given.**

**Programme Name :Master of Library and Information Science**

**Course Name: Soft Skills for LIS Professionals**

Total Credits : 2(TH)

Total Marks : 50

University assessment : 50

**Course Outcome:**

- a. Demonstrate Self–confidence and empathetic behavior at workplace.
- b. Demonstrate leadership qualities.
- c. Determine user needs in the library.
- d. Illustrate Emotional Intelligence skill.

| Unit | MODULE 1                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Credits | No. of Lectures |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----------------|
| 1    | Personal Branding / Image of a library professional <ul style="list-style-type: none"><li>i. Personal character strengths: goal setting, critical thinking, creativity, appearance management</li><li>ii. Emotional Intelligence; time management, stress management</li><li>iii. Leadership skills: Decision making, problem solving, working in teams or groups</li></ul>                                                                               | 1       | 15              |
| 2    | Emotions and Empathy at library workplace <ul style="list-style-type: none"><li>i. Intrapersonal Skills : conflict resolution, professional etiquette, behavior with internal and external co-workers, service orientation towards library clients</li><li>ii. Art of Persuasion, Negotiation and transactional skills used to build strategies for any communication situation</li><li>iii. Reading skills, comprehension and listening skills</li></ul> | 1       | 15              |

### Select Reading List

- 1. Skills to Make a Librarian: Transferable Skills Inside and Outside the Library. (2014). Netherlands: Elsevier Science.
- 2. Effective Communication and Soft Skills. (2011). India: Pearson Education India.
- 3. Information Services Today: An Introduction. (2022). United States: Rowman& Littlefield Publishers.

4. Cadle, J., Paul, D., Thomas, P. (2012). *The Human Touch: Personal Skills for Professional Success*. United Kingdom: BCS Learning & Development Limited.
5. Stephens, M. (2016). *The Heart of Librarianship: Attentive, Positive, and Purposeful Change*. United States: American Library Association.
6. Stephens, M. (2019). *Wholehearted Librarianship: Finding Hope, Inspiration, and Balance*. United States: American Library Association.
7. *Emotion in the Library Workplace*. (2017). United Kingdom: Emerald Publishing Limited.
8. Hennig, N. (2017). *Keeping Up with Emerging Technologies: Best Practices for Information Professionals*. United States: ABC-CLIO.
9. *Creativity for Library Career Advancement: Perspectives, Techniques and Eureka Moments*. (2019). United States: McFarland, Incorporated, Publishers.
10. Alex, K., Alex, K. (2009). *Soft Skills Know Yourself & Know The World*. India: S. Chand Limited.
11. Robertson, G. (2018). *Front-Line Librarianship* ([edition unavailable]). Elsevier Science. Retrieved from <https://www.perlego.com/book/1828564/frontline-librarianship-life-on-the-job-for-todays-librarians-pdf> (Original work published 2018)
12. Bowden, R. & Wijasuriya, D. (1994). *The Status, Reputation and Image of the Library and Information Profession: Proceedings of the IFLA Pre-Session Seminar, Delhi, 24-28 August 1992 ; Under the Auspices of the IFLA Round Table for the Management of Library Associations*. Berlin, Boston: K. G. Saur. <https://doi.org/10.1515/9783111635767>
13. Prins, H., Gier, W. ., Bowden, R., & Round Table for the Management of Library Associations. (1995). *The image of the library and information profession: How we see ourselves : an investigation : a report of an empirical study undertaken on behalf of IFLA's Round Table for the Management of Library Associations*. München: K.G. Saur.
14. Wilson, L., Woolls, B. (1996). *People Skills for Library Managers: A Common Sense Guide for Beginners*. United Kingdom: ABC-CLIO.
15. *Library Management 101: A Practical Guide*. (2013). United Kingdom: American Library Association.
16. Shaffer, G. L. (2020). *Emotional Intelligence and Critical Thinking for Library Leaders*. United Kingdom: Emerald Publishing Limited.
17. Onwuegbuzie, A. J., Bostick, S. L., Jiao, Q. G. (2004). *Library Anxiety: Theory, Research, and Applications*. United Kingdom: Scarecrow Press.
18. Freedman, S., Freedman, J. M. (2020). *Becoming a Library Leader: Seven Stages of Leadership Development for Academic Librarians*. United States: Association of College and Research Libraries.

**ProgrammeName :Master of Library and Information Science**

Course Name: Communication Skills& Technical Writing

Total Credits :2(TH)

Total Marks : 50

CollegeAssessment : 50

**Course Outcome:**

- a. Demonstrate written & verbal communication skill
- b. Demonstrate public speaking skill
- c. Illustrate the ability to design and develop library events and promotional materials

| Unit | MODULE 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Credits | No. of Lectures |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----------------|
| 1    | Verbal, Written and Non Verbal Communication: <ul style="list-style-type: none"><li>i. General theory and fundamental types</li><li>ii. Objectives and Barriers in Communication between library professional and all stakeholders</li><li>iii. Verbal and written communication: Elements and tools of effective communication – vocabulary, tone, rate of speech, volume, pitch, and emphasis; body language and non-verbal behaviour, public speaking skills; and using visual communication theory for effective presentation</li><li>iv. Library Office correspondence: letters, emails, memos, newsletters, circulars, reports, posters. Writing library instruction manuals, designing orientation programmes, information literacy programmes, book-talks and exhibitions.</li><li>v. Interview skills and resume writing, conducting meetings, organizing library events, how to attend conferences and seminars.</li></ul> | 1       | 15              |
| 2    | Application of soft skills and communication <ul style="list-style-type: none"><li>i. Role play, case studies and psychometric analyses in class, assignments (individual and group activities)</li><li>ii. Written assignments (reports, minutes of meeting, resume, cover letter, emails, presentation)</li><li>iii. Minimum 15 activities and 5 assignments</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 1       | 15              |

**Select Reading List**

1. Butterfield, Jeff.: Problem solving and decision making: soft skills for a digital workplace. Boston: Mass. Course Technology, 2010.

2. Carnegie, Dale : The art of public speaking. New Delhi: Ocean Paper back, 2013.
3. Carnegie, Dale : How to win friends and influence people. U. K. Vermilion, 2004.
4. Covey, Stephen R. : The 7 habits of highly effective people. New Delhi: Tata McGraw Hill, 2006.
5. Dobson, Ann: How to communicate at work: making a success of your working relationships. Hong Kong: Grolier International, 1999.
6. Khera, Shiv : You can win. New Delhi: McGraw Hill, 2009.
7. Kumar, Suresh : Communication skills and soft skills : an integrated approach. India: Pearson, 2010.
8. Nicholis, Anne: Mastering public speaking: how to prepare and deliver a successful speech or presentation. Hong Kong: Grolier International, 1998
9. Raman, Meenakshi and Sharma, Sangeeta: Communication skills. New Delhi: Oxford University Press, 2009.
10. Ross, C. S.,;Nilsen, K. (2013). Communicating Professionally (3rd ed.). American Library Association. Retrieved from <https://www.perlego.com/book/1637253/communicating-professionally-a-howtodoit-manual-for-librarians-pdf> (Original work published 2013)
11. Sharma, Robin: The monk who sold his Ferrari. Mumbai: Jaico, 2012.
12. Smith, Captain Bob: Fire up your communication skills: get people to listen, understand, and give you what you want. New Delhi : Viva Books, 2007.  
-manual-for-librarians-pdf (Original work published 2013)
13. Weisburg, H. K. (2022). The Art of Communication: A Librarian's Guide for Successful Leadership, Collaboration, and Advocacy. United States: ABC-CLIO.

**ProgrammeName :Master of Library and Information Science**

Course Name: SWAYAM course on Softskill

Total Credits : 2

Total Marks : 50

University assessment : 50

Note: Students who opt for this elective, will have to complete 1 softskill course of 2 credit from SWAYAM platform. The assessment and certification will be from SWAYAM.

**ProgrammeName :Master of Library and Information Science**

Course Name: Field Visit (Library Visit)

Total Credits : 2

Total Marks : 50

College Assessment : 50

Note : Department of Library and Information Science will plan visit to prominent and different type of libraries located in Mumbai. Students will have to submit the Library Visit Report to Department. The Report will be assessed by the senior teacher and credits will be allotted to students.

### **Grading System: Letter Grades and Grade Points**

| <b>Semester GPA/Program<br/>CGPA Semester/ Program</b> | <b>% of Marks</b>    | <b>Alpa-Sign/ Letter Grade<br/>Result</b> |
|--------------------------------------------------------|----------------------|-------------------------------------------|
| <b>9.00 -10.00</b>                                     | <b>90.0-100</b>      | <b>O (outstanding)</b>                    |
| <b>8.00&lt;9.00</b>                                    | <b>80.0&lt;90.0</b>  | <b>A+ (Excellent)</b>                     |
| <b>7.00&lt;8.00</b>                                    | <b>70.0&lt;80.0</b>  | <b>A (Very Good)</b>                      |
| <b>6.00&lt;7.00</b>                                    | <b>60.0-&lt;70</b>   | <b>B+ (Good)</b>                          |
| <b>5.50&lt;6.00</b>                                    | <b>55.0-&lt;60.0</b> | <b>B (Above Average)</b>                  |
| <b>5.00&lt;5.50</b>                                    | <b>50.0-&lt;55.0</b> | <b>C (Average)</b>                        |
| <b>4.00&lt;5.00</b>                                    | <b>40.0-&lt;50.0</b> | <b>P (Pass)</b>                           |
| <b>Below 4.00</b>                                      | <b>Below 40</b>      | <b>F (Fail)</b>                           |
| <b>Ab(Absent)</b>                                      | <b>-</b>             | <b>Absent</b>                             |

## Syllabus

### Master of Library and Information Science

#### Team for Creation of Syllabus

| Sr. No. | Name                     | College Name                                                                                    | Sign |
|---------|--------------------------|-------------------------------------------------------------------------------------------------|------|
| 1.      | Dr.Nandkishor R. Motewar | Knowledge Resource Centre & Department of Library and Information Science, University of Mumbai |      |
| 2.      | Mrs.Sampada V. Jadhav    | Department of Library and Information Science, University of Mumbai                             |      |
| 3.      | Dr. Anjali S. Kale       | Knowledge Resource Centre, University of Mumbai                                                 |      |
| 4.      | Dr.MadhuriTikam          | H. R. College, Churchgate                                                                       |      |
| 5.      | Dr.Antonette Lobo        | SIES College, Sion                                                                              |      |
| 6.      | Mrs.RavijaSrivastava     | Contributory Teacher                                                                            |      |

Sign of HOD \_\_\_\_\_

Sign of Dean \_\_\_\_\_

Name of the Head Dr. Nandkishor R. Motewar Name of the Dean :Dr. A. K. Singh

Name of the Department DLISC

Name of the Faculty: Interdisciplinary

## Justification for Master of Library and Information Science Course

|    |                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----|---------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Necessity for starting the course:                                                                                              | <ul style="list-style-type: none"> <li>✓ Library and Information Science course is one of the professional courses.</li> <li>✓ University of Mumbai, Department of Library and Information Science is one of the oldest department providing Library Science Education in India, Maharashtra and also in University of Mumbai.</li> <li>✓ There is heavy demand for students with Bachelors as well as Master Programme of Library and Information Science for managing Academic, Corporate and Public Libraries</li> </ul> |
| 2. | Whether the UGC has recommended the course                                                                                      | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 3. | Whether all the courses have commenced from the academic year 2019-2020 (2022-23)                                               | <ul style="list-style-type: none"> <li>✓ Bachelor of Library and Information Science(1 Year) introduced in the year 1967</li> <li>✓ Master of Library and Information Science(1 Year) Programme was introduced in the year 1984</li> <li>✓ Both the Programmes were merged and 2years MLISC Programme was introduced in the year 2017</li> <li>✓ NEP 2020 based programme will be implemented from 2023-2024</li> </ul>                                                                                                     |
| 4. | The courses started by the University are self-financed, whether adequate number of eligible permanent faculties are available? | <ul style="list-style-type: none"> <li>✓ The course is Aided.</li> <li>✓ The position of Head of the Department and 1 Assistant Professor is filled.</li> <li>✓ 3 (2 Associate + 1 Assistant) teaching positions are vacant</li> <li>✓ Department invites Senior College Librarians as visiting faculty</li> </ul>                                                                                                                                                                                                          |
| 5. | To give details regarding the duration of the Course and is it possible to compress the course?                                 | <ul style="list-style-type: none"> <li>✓ The duration of Master of Library and Information Science is 2 years. Due to heavy demand for Bachelor of Library and Information Science , an exit option is kept in MLISC programme after completion of Sem I &amp; Sem II i. e. completion of 44 credits.</li> </ul>                                                                                                                                                                                                            |

|    |                                                                                              |                                                                                                                                                                                                                |
|----|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                                                                                              | ✓ No, it is difficult to compress the course. While designing, the curriculum of NET/SET is also taken into consideration                                                                                      |
| 6. | The intake capacity of each course and no. of admissions given in the current academic year: | ✓ MLISC (2023-2024) 40 intake Capacity                                                                                                                                                                         |
| 7. | Opportunities of Employability/<br>Employment available after undertaking these courses:     | ✓ LIS students have employment opportunities in all the sectors, They get opportunities in academic libraries like International Schools, Colleges, Universities, Corporate Libraries and Industrial Libraries |

Sign of HOD \_\_\_\_\_

Sign of Dean \_\_\_\_\_

Name of the Head Dr. Nandkishor R. Motewar Name of the Dean :Dr. A. K. Singh

Name of the Department DLISC

Name of the Faculty: Interdisciplinary