



NETAJI SUBHAS OPEN UNIVERSITY
Master of Library and Information Science (MLIS)
SYLLABUS

Programme Objectives: Master of library and information science (MLIS) programme is a one-year post graduate professional programme to train the intended learners to cope up with the information ecosystem and to make them prepared as skilled and competent information professionals in the changing environment of ICT-enabled information society and also to boost up their innovative and research skills in their relevant study area.

MLIS programme of NSOU has been designed and developed at par with the mission of the institute, and all possible types of support services are supposed to provide to the learners' at distance.

Expected programme outcome:

- To create professionals in the field of library and information science.
- To dedicate their professional career for the development of the subject-domain by catering services in different academic libraries, special libraries, public libraries, research centres, government departments, non-government organisations.
- To create a resource pool who will be able to handle and manage the recent developments in the subject domain specially in the ICT environment.

COURSE STRUCTURE:

Paper 1-Information, Communication and Society
Paper 2-Information Sources, Systems and Services
Paper 3-Information Processing and Retrieval (Theory)
Paper 4-Information Institutions, Products and Services
Paper 5- Management of library and Information Centres
Paper 6-Information Technology: Application
Paper 7-Research Methodology

Paper-8 (Elective Paper) (Any one):

Paper-8E1: Preservation and Conservation of Library Materials

Paper-8E2: Academic Library System

Paper-8E3: Public Library System

Paper-9: Dissertation

Full credit: 900 marks (72 credits)

DETAILED COURSE CONTENT

Paper 1: Information, Communication and Society

Module-1: Information Nature Property and Scope

Unit 1: Comparative study of data, information and knowledge

Unit 2: Data: Definition, Types, Nature, Properties and Scope

Unit 3: Information: Definition, Types, Nature, Properties and Scope

Unit 4: Information Science as a discipline

Module 2: Information Generation and Communication

Unit 5: Evolution of human communication and media

Unit 6: generation of information: models and forms

Unit 7: Information Theory: Shanon and Weaver, Entropy

Unit 8: Communication Process and media

Module 3: Knowledge generation Cycle

Unit 9: Structure and development of knowledge

Unit 10: Knowledge Generation to Utilization

Unit 11: Knowledge and Social survival

Module 4: Information and Society

Unit 12: Social implications of information

Unit 13: Information: an economic resource

Unit 14: Information Policies: National and International

Unit 15: Information Society

Paper-2: Information Sources, Systems and Services

Module-1: Multimedia

Unit 1: Physical Media of Information

Unit 2: Print media, Multimedia (Hypermedia) & Hypertext

Unit 3: Non - print media: Microform, Electronic and Optical media

Module -2: Information Sources. Systems and Services (Subject-wise organised)

Unit 4: Humanities

Unit 5: Social Sciences

Unit 6: Science and Technology

Unit 7: Non-disciplinary Subjects

Unit 8: International Organisations

Module -3: Information Sources for Users

Unit 9: Content analysis and its correlation to clientele

Unit 10: Customised Organisation of Information Sources

Unit 11: Aids to Information Sources

Module- 4: Information Services

Unit 12: Information Services: concepts, definitions, need and trends

Unit 13: Evaluation of Alerting Services (CAS, SDI), Bibliographic, Referral, Document Delivery and Translation Services

Unit -14: Study of National and International Information Systems and Services

Paper 3: Information Processing and Retrieval (Theory)

Module-1: Intellectual Organisation of Information

Unit 1: Intellectual Organisation : an Overview

Unit 2: Classification Systems: General Systems

Unit 3: Classification Systems: Special Systems

Unit 4: Thesaurus: Structure and Functions

Module-2: Bibliographic Description and Subject Indexing

Unit 5: Bibliographic description: an overview

Unit 6: Standards for Bibliographic Record Format

Unit 7: Bibliographic description of non-print media

Unit 8: Metadata

Unit 9: Indexing in theory and practice

Module-3: Indexing Languages and Vocabulary Control

Unit 10: Indexing Languages : Types and Characteristics

Unit 11: Vocabulary Control, Tools of Vocabulary Control
Unit 12: Structure and Construction of an IR Thesaurus
Unit 13: Trends in Automatic Indexing
Module-4: Information Retrieval
Unit 14: IR Models, Search Strategies, Feedback
Unit 15: Evaluation of IR Systems
Unit 16: Information Retrieval Techniques
Unit 17: Trends in IR Models

Paper 4: Information Institutions, Products and Services

Module-1: Information Institutions

Unit 1: Information Institutions: Evolution and Growth
Unit 2: Information Centres: Types and their Organisations
Unit 3: Data Centres and Referral Centres
Unit 4: Information Analysis and Consolidation Centres

Module-2: Information Services

Unit 5: Literature Searches and Bibliographies
Unit 6: Document Delivery Service
Unit 7: Translation Services

Module-3: Information Products

Unit 8: Information Newsletters, House Bulletins, In-house Communications
Unit 9: Trade and Product Bulletins
Unit 10: State-of the-art Report and Trend Reports
Unit 11: Technical Digest

Module-4: Date-base Support Services

Unit 12: Data-bases: types and uses
Unit 13: Data-base Intermediaries such as Searchers, Editors, etc.
Unit 14: On-line Information Systems and Information Networks

Paper-5: Management of Library and Information Centres

Module-1: Management Perspectives

Unit 1: Principles of Management
Unit 2: Management Functions
Unit 3: Managerial Quality and Leadership
Unit 4: Schools of Management Thought

Module-2: System Analysis and Control

Unit 5: Library as a System
Unit 6: Project Management, PERT\CPM
Unit 7: Decision Tables
Unit 8: Performance Evaluation, Standards, MIS
Unit 9: Work Flow and Organisation Routines

Module-3: Personnel Management

Unit 10: Overview of Personnel Management
Unit 11: Manpower Planning
Unit 12: HRD-Quality Improvement Programmes
Unit 13: Performance Appraisal
Unit 14: Total Quality Management

Module-4: Financial Management

Unit 15: Budgeting and Types
Unit 16: Budgetary Control System

Unit 17: Costing Techniques

Unit 18: Cost Effectiveness and Cost Benefit Analysis Out Sourcing

Paper 6: Information Technology: Applications

Module-1: Library Automation

Unit 1: Planning and implementation of Library Automation;

Unit 2: Computer-based Acquisition Control;

Unit 3: Computer-based Cataloguing, Gist & Unicode Standard, ASCII, ISCII;

Unit 4: Computer-based Serials Control;

Unit 5: Retro-Conversion, Bar-coding.

Module-2: Database Management System

Unit 6: Database Models;

Unit 7: Software System, Libsys, TLMS, VTLS, CDS/ISIS, Oracle/Postgras, SQL/MSSQL;

Unit 8: OPAC Systems;

Unit 9: Database Structure, Organisation and Search.

Module-3: Operating Systems and Programming

Unit 10: Single User Operating System- MS Windows;

Unit 11: Multi-User Operating System- LINUX, UNIX, Windows NT;

Unit 12: Programming Languages: Algorithms;

Unit 13: Flowcharting;

Unit 14: Search and Sorting Algorithm and Structure.

Module-4: Networking

Unit 15: Resource Sharing through Networks;

Unit 16: Network and their classification;

Unit 17: Network Architecture and Services;

Unit 18: Bibliographic information Networks

Paper 7: Research Methodology

Module- 1: Introduction to Research Methodology

Unit 1: Concept, Need, Purpose of Research

Unit 2: Types of Research methods (Scope: Fundamental, Applied, Quantitative and Qualitative)

Unit 3: Steps of Research

Unit 4: Ethical and Social aspects of research (Scope: general theoretical overview)

Module- 2: Research Methods and Design

Unit 5: Research Methods: Quantitative

Unit 6: Research Methods: Qualitative

Unit 7: Problems, Hypothesis/ Research Question, Variables

Unit 8: Literature Review: techniques

Module-3: Data Collection, Analysis and Interpretation

Unit 9: Data Collection: tools and techniques (Scope: Tools and Techniques: Sampling Questionnaire, Interview, Schedules, Observation, Scaling, Role of NSSO, Census, etc.)

Unit 10: Presentation of Data: techniques (Scope: Tabular and graphical, frequency distribution, etc.)

Unit 11: Data analysis and Interpretation: an overview (Scope: basic theory, objectives, Goals, etc., Statistical packages- MS Excel, SPSS, R, etc.)

Unit 12: Application of statistical techniques (Scope: measures of central tendency, measures of dispersion, correlation and regression, testing hypotheses)

Module 4: Research communication and promotion

Unit 13: Report writing: format and structure; Study of Style manuals, Citation standards,

Plagiarism detection

Unit 14: Research communication: process and channels (Scope: Research in progress, etc.)

Unit 15: Research promotion agencies: their roles (Scope: Government Agencies- UGC, UGC-DEB, TIFR, DST, DSIR, ICSSR, ICHR, TISS, ISI, NISCAIR, and others).

Unit 16: Trend in LIS Research

Paper 8E1: Preservation and Conservation of Library Materials

Module-1: Concept of Preservation and Conservation of Library Materials

Unit 1: Need for Preservation

Unit 2: Evolution of Writing Materials

Module-2: Library Materials

Unit 3: Palm Leaves: Their Nature and Preservation

Unit 4: Manuscripts, Books, Periodicals, Newspapers, etc.

Unit 5: Non-Book Materials

Unit 6: Micro-documents

Module-3: Enemies of Library Materials

Unit 7: Physical Agents

Unit 8: Chemical Agents

Unit 9: Biological Agents

Unit 10: Digital Preservation

Module-4: Control of Deterioration

Unit 11: Environment Control

Unit 12: Control of Micro-biological Agents

Unit 13: Rehabilitation of Documents

Unit 14: Repair and Restoration

Unit 15: Conservation of Non-book Materials

Module-5: Binding

Unit 16: Different types of Binding for Library Materials

Unit 17: Binding Materials and their varieties

Unit 18: Binding Process

Unit 19: Standards for Binding

Paper 8E2: Academic Library System

Module-1: Academic Library

Unit 1: Nature and Characteristics

Unit 2: Role of Library in Academic Support System

Unit 3: Librarian and Teacher, Coordinated academic Team

Unit 4: Library as Learning Support

Unit 5: Library and Higher Education

Module-2: Kinds of Academic Library

Unit 6: Academic Institutions and their Libraries

Unit 7: Users' Groups and their Needs

Unit 8: Library Services and Users' Support within and beyond the Library

Unit 9: Role of Library in different kinds of Academic Institutions

Unit 10: Integration of Classroom teaching and Library Support

Module-3: Organization and Management of Library Services

Unit 11: Departmentalization and Coordination of Library Services

Unit 12: Library Committee and their Functions, Library Authority

Unit 13: Curriculum Development and Collection Development

Unit 14: Reference Services, Information Services and Referral Services

Unit 15: Users' Services

Module-4: Collection Development

Unit 16: Collection Development: Policies and Procedures

Unit 17: Problems of Collection Development

Unit 18: Library Collection—Books, Serials, etc.

Unit 19: Cooperative Collection Management

Unit 20: Infra-structural Facilities, Library Planning, Library Building, Equipment, etc.

Paper 8E3: Public Library System

Module 1:

Unit 1: Public Library: origin and Growth

Unit 2: Public Library and Society

Unit 3: Agencies in the Promotion and Development of Public Library System

Unit 4: Library Policy and Legislation

Module 2:

Unit 5: Resource Mobilization and Financial resources

Unit 6: Physical and Documentary Resources

Unit 7: Human Resource Development

Module 3:

Unit 8: Organizational structure of Public Library System

Unit 9: Public Library Standards

Unit 10: Governance and Performance Evaluation of Public Libraries

Module 4:

Unit 11: Types of Library Services

Unit 12: Application of Information Technology in Public Libraries

Unit 13: Resource Sharing and Networking

Unit 14: Public Library scenario in the United Kingdom and United States of America