

Study & Evaluation Scheme
of
Master of Library & Information Science (M. L. & I. Sc.)
[w.e.f Session 2020-21]



आईएफटीएम विश्वविद्यालय, मुरादाबाद, उत्तर प्रदेश
IFTM University, Moradabad, Uttar Pradesh
NAAC ACCREDITED

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Summary

Programme:	Master of Library & Information Science (M. L. & I. Sc.)
Course Level:	PG Degree
Duration:	One Year (Two semesters) Full Time
Medium of Instruction:	Hindi / English
Minimum Required Attendance:	75%

Programme Objectives:

The primary objectives of the programme are:

- To train the students in the basics of professional skills for information / knowledge management, so that they serve the society through an institution of library and information center.
- To give the students an understanding of the basic principles of fundamental laws of Library and Information Science and to enable them to understand, appreciate and develop professionalism to work in contemporary “Information Age”.
- To expose the students with the development of the Universe of knowledge and methods of its organization in a library system.
- Pedagogy students in the techniques of Information Management and equip them with the application of Information Technologies (IT) in libraries and information centers.
- To make students *cognizant* of various sources of information; and train them in techniques of dissemination of information in the context of different user groups.

Programme Outcomes:

The outcomes of Master’s degree in Library & Information Science are to:

- Unfold manpower for libraries and information centres for effective and efficient service, professional values, dedication and attitudes.
- Prepare students to work in the modern library administrative environment at an advanced level.
- Impart education and training in knowledge management.
- Equip the students with competent skill essential for carrying out advanced information technology in libraries.
- Equip the students to carry out researches in different fields of Library and Information Science.

Evaluation of theory Papers:

Internal	External	Total
30	70	100

Internal Evaluation of theory:

Class Test I	Class Test II	Class Test III	Assignment(s)	Others activities (including attendance)	Total
Best two out of the three					
10	10	10	5	5	30

Duration of Examination:

Internal	External	Practical
1 hrs	3 hrs	-

Evaluation of Practical Papers

Internal	External	Total
15	35	50

Internal Evaluation of Practical:

Class Test I	Class Test II	Class Test III	Others activities (including attendance)	Total
Best two out of the three				
5	5	5	5	15

Study and Evaluation Scheme
Programme: Master of Library & Information Science (M. L. & I. Sc)

S.N	Course code	Title of Course	Period			Credit	Evaluation Scheme		
			L	T	P		Internal	External	Total
SEMESTER –I									
1	MLS101	Information Systems And Programmes	4	--	--	4	30	70	100
2	MLS102	Knowledge Organisation Library Classification (Theory)- I	4	--	--	4	30	70	100
3	MLS 103	Knowledge Organisation Library Classification (Practice)-I	4	--	--	4	15	35	50
4	MLS-104	Research Methodology and Statistical Techniques	4	--	--	4	30	70	100
5	MLS-105	Information Technology(Theory)	4	--	--	4	30	70	100
6	MLS-106	Information Technology (Practice)	4	--	--	4	15	35	50
7	MLS107	Information Repackaging and Retrieval	4	--	--	4	30	70	100
		Total				28	180	420	600
SEMESTER –II									
1	MLS201	Informetrics , Scientometrics and Webometrics	4	--	--	4	30	70	100
2	MLS202	Knowledge Organisation Library Cataloguing (Theory)-II	4	--	--	4	30	70	100
3	MLS203	Knowledge Organisation Library Cataloguing (Practice)-II	4	--	--	4	15	35	50
4	MLS204	Information Sources and Systems	4	--	--	4	30	70	100
5	MLS205	Planning and Management of Libraries a) Academic Library System b) Special Library System c) Agriculture Library system d) Medical Library System	4	--	--	4	30	70	100
6	MLS206	Marketing of Library and Information Products and Services	4	--	--	4	30	70	100
	MLS207D	Dissertation						100	100
	MLS207V	Viva-Voce					25	25	50
		Total				24	190	510	700
	First Semester Total					28	180	420	600
	Second Semester Total					24	190	510	700
	Grand Total					52	370	930	1300

IFTM University, Moradabad
Master of Library & Information Science (M. L. & I. Sc) Programme

Course Code: MLS101; Information Systems and Programmes

Course Objectives:

The objectives of this course are to:

- Provide an overview of information systems and programmes.
- Cognizant the student with various types of information systems and programmes at national, regional and global level.
- Make the student aware of the organizations promoting Information Systems and Programmes at the international and national level.
- Interpret the information needs of users and able to translate into a coherent search strategy.

UNIT – I

Information Systems and Organisations

Information Organisation as a System: Basic Concepts, Types and Characteristics of an Information System

Kinds of Information System: Libraries, Documentation Centres and Information Centres
Data Centres, Information Analysis Centres, Referral Centres and Clearing Houses
Archives and Translation Pools: Functions and Services

UNIT – II

Information System and Policy

Planning and Design of National Information System

National Information Policy

National Information Systems: NISCAIR, DESIDOC, NASSDOC, SENDOC, NDCMC, ENVIS, etc.

Programmes and Activities of UNESCO, UNISIST and IFLA, etc.

INIS, AGRIS, INSPEC and MEDLARS, etc

UNIT – III

Information Services, Resource Sharing, Library Networks and Consortia

Information Services

Literature Search

Documentation Services, Translation Services

CAS, SDI, Document Delivery Service, Alert Services and INTERNET Services

Programmes and Activities of INFLIBNET and DELNET

CSIR E-Journals Consortium, UGC-INFONET Digital Library Consortium

Course Outcomes:

After studying the course, the students shall be able:

1. To familiarize students with different categories of information sources in print, Non-print and electronic media.
2. To develop evaluation and practical skills in dealing with information sources.
3. To acquire skills in providing reference and information services.
4. To train the students in developing various information services and products.
5. To make the students understand the digital information sources and web-based services.

Suggested Readings:

1. Barua (B P). National policy on library and information systems and services for India: perspectives and projections. 1992. Popular Prakashan, New Delhi.
2. Dhiman, A. K. & Rani, Y. (2007). Resource Sharing and Library & Information Networks. New Delhi: Ess Ess Publication.
3. Kent (A). Resource sharing in libraries: why, how, when next action step. 1974. Marshal Dekker, New York.
4. Neelameghan (A) And Prasad (K N), Eds. Information Systems, Networks And Services In India. 2 Vols. 1998. Ranganathan Centre For Information Studies, Chennai.
5. Vickery (B C). Information systems. 1973. Butterworths, Washington.

Website Sources:

1. <https://lisstudymaterials.wordpress.com/>
2. <http://egyankosh.ac.in/>
3. <http://library-soup.blogspot.com/>
4. <https://epgp.inflibnet.ac.in/>

Course Code: MLS102; Knowledge Organisation Library Classification (Theory) – I

Course Objectives:

The objectives of this course are to:

- Develop an understanding of the concepts of library classification, classification theories and their implication for the development of library classification systems.
- Understand structure and features of formation of subjects.
- Develop skills of subject analysis, representation and classification.

UNIT-I

General theory of Classification: Contributions of Richardson, W.C. Berwick Sayers, H.E. Bliss, Melvil Dewey, BSO, S. R. Ranganathan and CRG
Universe of Knowledge: Mapping and Problems
Categorization of Isolates: Historical Perspective and Modern Trends

UNIT-II

Modes of formation of Subjects and Methods of Scholarship vis-à-vis revision of CC, UDC and DDC
Features of Special Classification Schemes
Classificatory Principles in the Classification of Sciences, Social Sciences and Humanities

UNIT-III

Comparison of CC & UDC with regard to common sub-divisions and Indicator Digits
Trends in Classification: Thesaurofacet, automatic Classification, Classaurus, Classification in Online Systems, Web Dewey; Dewey on CD
Design Methodology of Classification Scheme.

Course Outcomes:

After studying this course, the students shall be able to:

1. Understand the general theory of classification and Universe of Knowledge.
2. Understand the modes of formation of subjects and methods for revision of major Classification Schemes.
3. Grasp an understanding of special classification schemes.
4. Develop a classification scheme.
5. Make a comparison of Major schemes for better selection of Classification Schemes.

Suggested Readings:

1. Aswal, RS (2004). MARC 21 Cataloguing format for twenty first century. New Delhi. Ess Ess.
2. Brown, J.D. (1939). Subject Classification (3rd ed.). London: Grafton.
3. Husain, S. (2004). Library Classification: facets and analysis. New Delhi: BR Publishing.
4. Kochar, RS: Library Classification Systems. Delhi. B. R. Publishing.
5. Kumar, K. (1988). Theory of Classification (4th ed). New Delhi: Vikas Publishing.
6. Kumar, PSG (2003). Knowledge Organisation. Information processing and retrieval practice, Paper III of VGC Model Curriculum. Delhi. B. R. Publishing.
7. Marcella, R. and Newton, R. (1996). A New Manual of Classification. New Delhi: Jaico.
8. Mills, J. (1960). A Modern Outline of Library Classification. Bombay: Asia Publishing House. Publishing.
9. Ramalingam, MS (2000) Library Cataloguing and Classification Systems. Delhi, Kalpaz.
10. Ranganathan, S R., Ed. (1990). Ranganathan Philosophy: Assessment, Impact and Relevance. New Delhi: Vikas Publishing House.
11. Ranganathan, S. R. (1962). Elements of Library Classification (3rd ed.) Bombay: Asia Publishing.
12. Ranganathan, S. R. (1967). Prolegomena to Library Classification (3rd ed). Bangalore: Sarada Ranganathan Endowment for Library Science.
13. Siddiqui, J. A. Knowledge Information and Communication, New Delhi: Shree Publisher and Distributors.

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1. <https://lisstudymaterials.wordpress.com/>
2. <http://egyankosh.ac.in/>
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Course Code: MLS103; Knowledge Organisation Library Classification (Practice)-I

Course Objectives:

The objectives of this course are to equip the students with the advance level practical knowledge of library classification using the Dewey Decimal Classification (DDC) and Universal Decimal Classification (UDC) scheme by classifying complex and simple titles respectively.

The practical examination will consist of transcripts of eight complex titles of monographs and other documents to be classified in depth according to DDC and UDC (Abridged edition 2003)

Course Outcomes:

After studying this course, the students shall be able to:

1. Classify and construct the class numbers of simple and complex titles using DDC and UDC scheme of classification.
2. Synthesize class numbers by using different Auxiliary Tables and 'Add to Instructions' of DDC and UDC scheme.

Suggested Readings:

1. Dewey Decimal Classification and Relative Index, Devised by Melvil Dewey, E.
2. Universal Decimal Classification (UDC), Standard Edition. London, British Standards Institution (BSI), 1988.

Website Sources:

1. <https://lisstudymaterials.wordpress.com/>
2. <http://egyankosh.ac.in/>
3. <http://library-soup.blogspot.com/>
4. <https://epgp.inflibnet.ac.in/>

Course Code: MLS104; Research Methodology and Statistical Techniques

Course Objectives:

The objectives of this course are to understand the concept of Research Design, Tools and Techniques to carry out the research in various fields of Library and Information Science.

UNIT-I

Develop skills for writing and evaluating a research report
Research and Development of Scholarship since 20th century
Types of research: Fundamental and Applied, Inter disciplinary and Multidisciplinary
Research Design: concept and types
Elements of Research methods Identification and formulation of problem
Hypothesis
Literature search: print & non-print
Research Methods: Scientific, Historical methods, Descriptive methods, Survey and Case Study Methods, Experimental and Delphi Methods, Designing of Research proposal

UNIT-II

Sampling Techniques
Research Technique Tools
Questionnaire, Interview, Observation
Research Reporting: Structure, Style Contents, Guidelines
Methods of Research Report Evaluation

UNIT-III

Data analysis and interpretation: concept and use
Descriptive Statistics – Measures of Central Tendency, Mean, Mode, Median
Tabulation and Generalization
Measures of dispersion, Variance and Covariance
Standard Deviation
Graphical presentation of data: bar, Pie-line graphs, Histograms
Inferential Statistics: Correlation, T-test, Regression – linear and non-linear, Chi square test
Statistical packages – SPSS, (introduction)

Course Outcomes:

After studying this course, the students shall be able to:

1. Familiarize with the concept of research design, tools and techniques.
2. Understand the designing of a Research Proposal.
3. Develop a thorough understanding of research data analysis, interpretation and presentation.
4. Use different statistical techniques and statistical packages.

Suggested Readings:

1. Best, J. W. & Kahn James, V. (1999). Research in Education (2nd ed.). New Delhi.
2. Busha, C. H. & Harter, S. H. (1988). Research Methods in Librarianship: Techniques.
3. De Vaus, D. (2001). Research Design in Social Research. New Delhi: Sage Publications.
4. Ghosh, B. N. (1984). Scientific Method and Social Research (2nd ed.). Delhi: Sterling.
5. Gupta, S. P. (2012). Statistical Methods. Delhi: Sultan Chand.
6. Interpretations. New York: Academic Press.
7. Kothari, C R. (2004). Research Methodology. Delhi: New Age International; (P) Ltd.
8. Kumar, K. (1992). Research Methods in Library and Information Science. New Delhi: Vikas Publishing House.
9. Kumar, P.S.G. (2004). Research Methods and Statistical Techniques. Delhi: B.R. Publishing.
10. London: The Library Association. Prentice Hall of India.
11. Slater, M., Ed. (1990). Research Methods in Library and Information Studies.

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IFTM University, Moradabad
Master of Library & Information Science (M. L. & I. Sc) Programme

Course Code: MLS105; Information Technology (Theory)-I

Course Objectives:

The objectives of this course are to get familiarize with the various advance applications of Information Technology in libraries with the concept of library automation, planning and implementation and to study different modules of various library management software packages.

UNIT-I

Information Technology and Libraries

Software packages: Operating systems, utility software, application software

Criteria for selection of application software

Library automation software packages-Proprietary and Open source soft ware's with examples:

WINISIS, KOHA, Alice for Windows, SOUL, Libsys

UNIT-II

Human Computer interfaces

Multimedia: application in libraries

Telecommunication and networking: Concepts, Media, Mode and Components

Network Media: UTP, Optical fiber Ethernet, Network Interface Card, Hub, Router, Modem.

UNIT-III

Network types-LAN, MAN, WAN and their applications in Library Networking

Network topologies-Bus, Star, Ring, Token Ring

Local Area Network – Types

CD Networks

Course Outcomes:

After studying this course, the students shall be able to:

1. Understand the library software packages for use in different types of libraries.
2. Get familiarize with the proprietary and open source software.
3. Learn about the application of multimedia to libraries.
4. Knowledge about the concept of Telecommunication and Networking in general.
5. Develop understanding about various types of networks and their applications in library networks for enabling better library facilities.

Suggested Readings:

1. Aswal, R.S. (2003). CDS/ISIS for windows: A handbook for librarians. New Delhi: Ess Ess Publication.
2. Black, U. (2003). Computer networks: Protocols, standards and interfaces (2nd ed.). New Delhi: Prentice-Hall.
3. Goel, A. (2012). Computer fundamentals. New Delhi: Pearson Education.
4. Kresh, D., Ed. (2000). The whole digital library: Handbook. New Delhi: Indiana Publishing.
5. Leon, A. & Leon, M. (1999). Fundamentals of information technology (2nd ed.). New Delhi: Vikas Publishing.
6. Marshal, F. & Kulkarni, L.G. (2009). Computer networking and the internet (5th ed.). New Delhi: Pearson Education.
7. Parashar, R.G. (2003). Indian library in IT environment. Ludhiana: Medallion press.
8. Rajaraman, V. (2007). Fundamentals of computers (4th ed.). New Delhi: Prentice-Hall of India.
9. Samuel, T.M. & Samuel, M. (2008). Information technology. New Delhi: Commonwealth.
10. Sehgal, R.L. (1999). Handbook of library software packages. New Delhi: Ess Ess Publication.
11. Tanenbaum, A.S. (2003). Computer networks (4th ed.). New Delhi: Pearson Education.

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IFTM University, Moradabad
Master of Library & Information Science (M. L. & I. Sc) Programme

Course Code: MLS106; Information Technology (Practice)-I

Course Objectives:

The objectives of this course are to provide hands on training on standard modules of popular library automation Software packages and online searching of databases.

The practical questions will be set to check IT skills in the following areas:

- Creation of database using WINISIS and Alice for Windows, SOUL and Libsys.
- Use of Library software package, Alice for Windows for in-house operations, Bar Code Generations, membership cards, machine readable catalogue cards.
- CD-ROM & online searching.
- Web page design and creation for a Library/ Information Centre.

Note: The semester examination, which will be conducted by one external examiner and one internal examiner to be appointed by Board of Studies. The duration of the examination will be of 2 hours.

Course Outcome:

After studying the paper, the students shall be able to:

1. Create database using LibSys and Soul.
2. Generate Barcodes, membership cards using LibSys and Soul.
3. Learn searching techniques of various CD-ROM & Online Databases.
4. Get acquainted with Library software package-Alice for Windows for in-house operations, generate Barcodes, membership cards using LibSys and Soul.

Suggested Readings:

1. Bradley, P. (2007). How to use web 2.0 in your library. London: Facet Publishing.
2. Cox, C. N. (2006). Federated search: solution or setback for online Library Services. Philadelphia: The Haworth Press.
3. Donnelly, V. (2000). Designing easy-to-use websites: a hands-on-approach to structuring successful websites. Boston: Addison-Wesley.
4. Kaul, H. K. Library Networks in India. New Delhi, DELNET
5. Lowery, J. W. (2002). Dreamweaver MX bible. Indianapolis: Wiley Publishing,
6. Lynch, P. J. & Horton, S. (2009). Web style guide: basic design principles for creating web sites (3rd ed.). London: Yale University Press.
7. Niederst, Jennifer (2006). Learning Web Design: A Beginner's Guide to HTML, Graphics and Beyond (2nd ed.) Mansion Shroff Publishers and Distributors Pvt. Ltd.
8. Xavier, C. (2007). World Wide Web design with HTML. New Delhi: Tata Mc Graw Hill.

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IFTM University, Moradabad
Master of Library & Information Science (M. L. & I. Sc) Programme

Course Code: MLS107; Information Repackaging and Retrieval

Course Objectives:

The objectives of this course are to enable the students to understand the concept of information repackaging and Retrieval, analysis information products and services.

UNIT-I

Abstract & Abstracting: Concepts, Types, procedure of Abstracting, Guidelines in preparing Abstracts
Repackaging and consolidation: Concept and procedure
Procedure of repackaging: Content analysis, formatting, consolidation
Study of few internationally recognized Abstracting Indexing Services in print and electronic form, BIOSIS, CAS, PUB-MED, Science Citation Index (SCI)

UNIT-II

Index and Indexing: Concepts and Types
Indexing models – assigned and derived
Co-ordinate Indexing system
Citation indexing
Indexing languages: types and characteristics
Vocabulary control – tools of vocabulary control
Features and Construction of IR Thesaurus

UNIT-III

Information Retrieval System – concepts and types
Features and elements of online IR
Trends in IR
Evaluation of IR systems
Search Strategies: Manual/Machine, feedback and Refining

Course Outcomes:

After studying this course, the students shall be able to:

1. Develop the skills for preparation of Indexes/Abstracts.
2. Understand the role of National and International Abstracting/ Indexing services.
3. Get acquaint with concept and importance of Information Repackaging and consolidation.
4. Understand the concept of Vocabulary Control and construction of thesaurus.
5. Learn the use and evaluation of Information Retrieval Systems.
6. Understand the search strategies, feedback and refining of information search.

Suggested Readings:

1. Aitchison, J. & Gilchrist, A. (2000). Thesaurus construction and use: a practical Manual (4th ed.). London: Aslib.

2. Bhatt, R. K. Marketing of Information Products. New Delhi: Atlantic Publishers.
3. Chakraborty, A.R. & Chakrabarti, B. (1984). Indexing: Principles, processes and products. Calcutta: The World Press.
4. Date, C.J. (1981). An introduction to database systems (3rd ed.). Reading, MA: Addison-Wesley.
5. Dierick, H. & Hopkinson, Alan. (1981). Reference manual for machine-readable Bibliographic Descriptions (2nd ed.). Paris: UNESCO.
6. Lancaster, F.W. (1991). Indexing and abstracting in theory and practice. London: Library Association Publishing.
7. Prashar, R.G. (1989). Index and Indexing systems. New Delhi: Medallion Press.
8. Rajan, T.M. (1981). Indexing systems: Concepts, models and techniques. Calcutta: IASLIC.
9. Riaz, M. (1989). Advanced indexing and abstracting practices. New Delhi: Atlantic Publishers.
10. Salton, G. & McGill, M.J. (1983). Introduction to modern information retrieval. New York: McGraw-Hill.
11. Shailendra Kumar: Information Repackaging. New York: McGraw-Hill.

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3. <http://library-soup.blogspot.com/>
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IFTM University, Moradabad
Master of Library & Information Science (M. L. & I. Sc) Programme
Second Semester

Course Code: MLS201; Informetrics, Scientometrics and Webometrics

Course Objectives:

The objectives of this course are to develop an understanding of Information Science, Marketing of Information Products and Services, measurement and use of scholarly information using different Bibliometric Models and Indicators and imparting the relevant competencies.

UNIT-I

Information Science: Definition, Scope and Objectives
Information Science: Historical background, Relationship with other subjects
Information society: Genesis, Characteristics, Implications
Changing role of Library and Information Centres in Society

UNIT-II

Bibliometrics, Scientometrics, Informetrics and Webometrics: concepts, evolution and present status
Bibliometric Laws: Bradford, Zipf, Lotka and their utility and application
Citation analysis, Bibliographic Coupling, Obsolescence, E-citation, Impact factor

UNIT-III

Information Products: Nature, Concepts, Types
Design and Development of Information: Infrastructure; Products
Marketing of Information Products
Economics of Information: Concepts and Evolution
Information as a Commodity

Course Outcomes:

After studying this paper, the students shall be able to:

1. Develop an understanding of the concept of Information Science and its relation with other subjects.
2. Acquaint the student with concepts of bibliometrics, scientometrics and webometrics.
3. Know importance of measuring literature and its impact on use of information with different models and indicators.
4. Design and develop Information Products.
5. Develop an understanding of the concept of marketing and economics of information products.

Suggested Readings:

1. Baruah, A. (2004). Library Science: Prospects in 21st century. New Delhi: Kilaro Books.
2. Dhawan, K.S. (2001). Reading in Library Science. New Delhi: Commonwealth.
3. Kawatra, P.S. (2000). Textbook of Information Science. New Delhi: A.P.H. Publishing.
4. McIntosh, J. (Ed.). Library and Information Sciences: Parameters and Perspectives. Canada: Apple Academic Press.
5. Sardana, J.L.,Ed. (2002). Libraries and information studies in retrospect and prospect: Essay in Honour of D. R. Kalia. New Delhi: Concept publishing company.

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IFTM University, Moradabad
Master of Library & Information Science (M. L. & I. Sc) Programme

Course Code: MLS202; Library Cataloguing (Theory)

Course Objectives:

The objectives of this course are to prepare the student to understand the theoretical aspects of cataloguing and to make them study the latest trends in cataloguing.

UNIT-I

Contributions of Cutter, Lubetzky, Ranganathan in the field of Cataloguing.
Impact of Paris Principles on the Development of Cataloguing Codes
Comparative study of CCC and AACR-II: Corporate Author and Composite books.
Online Cataloguing: OPACs and Web OPAC with examples at national and international level

Unit-II

Subject Cataloguing: Definition and General Principles
Choice and Rendering of Subject Headings: LCSH, POPSI, PRECIS
Thesaurus: Need and Guiding Principles for Compilation

Unit-III

Layout and rules for the Union Catalogues of Books, Periodicals, Indexing and Abstracting Journals and National Bibliographies.
Compilation of Local, National and International Union Catalogues, Application of IT
Development and current trends in Standardization, Description and Exchange Formats:
ISBD, MARC, CCF, ISO2709
UNIMARC, MARC21, UNICODE: Overview

Course Outcomes:

After studying the paper, the students shall be able to:

1. Understand the contributions of significant people in the field of cataloguing.
2. Know the Web based cataloguing systems.
3. Know the standards for bibliographic interchange and communication formats.
4. Understand the theory and functions of cataloguing.
5. Understand standards of cataloguing.

Suggested Readings:

1. Agrawal, S.S. & Kaula., P.N. (1972). Catalogue entries & procedure: A guide to cataloguing work according to ALA, AACR, CCC, New Delhi: Lakshmi Book Store.

2. Coates, E.J. (1960). Subject Cataloguing: Headings & Structure. London: The Library.
3. Dabs, K.C. (2008). IT Application for TQM and Library Marketing. New Delhi: Ess Ess Publications.
4. Dhawan, K.S. (1997). Online Cataloguing Systems. New Delhi: Commonwealth Publication.
5. Explaining & illustrating through the 2003 update. New Delhi: Indiana Publishing House.
6. Fritz, D. A. (2009). Cataloguing with AACR-II & MARC21: for books Electronics Resources, Sound Recording, Video Recording & Serials. New Delhi: Pentagon Press.
7. Lois Mai Chan (2007). Cataloguing and Classification: An Introduction (3rd ed.). Lanham: The Scarecrow Press.
8. Maxwell, R. L. (2009). Maxwell's Handbook for Anglo- American Cataloguing Rules 2.
9. Parmeshwaran, M (1984). Anglo American Cataloguing Rules and CCC (s). New Delhi: Ess Publications.
10. Sahoo, K.C. (2004). Information Management with IT Application. New Delhi: Medallion Press.
11. Singh, S.N. & Prasad, H.N. (1985). Cataloguing Manual AACR-II. New Delhi: B. R. Publishing Corporation.
12. Taylor, A.G. (2000). Wynar's Introduction to Cataloging & Classification, (9th ed.) Westport: Libraries Unlimited.

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3. <http://library-soup.blogspot.com/>
4. <https://epgp.inflibnet.ac.in/>

Course Code: MLS203; Library Cataloguing (Practice)

Course Objectives:

The objectives of this course are to prepare the students with the practical aspects of complex catalogue entries of cooperative authorship, non-book materials and periodicals publications according to AACR -2.

Cataloguing of complex problems involving the rendering of headings and description will be done according to Anglo-American Cataloguing Rules (AACR-II).

- Corporate authors
- Non-books materials
- Periodicals

The practical examination will be conducted through a question paper containing the reproduction of title pages of the documents and other information required for their cataloguing. There will be three cataloguing problems.

Course Outcomes:

After studying the course, the students shall be able to:

1. Understand the practical aspects of cooperative cataloguing.
2. Prepare the complex entries of non-book materials.
3. Comprehend the complex problems of periodical publications

Suggested Readings:

1. American Library Association & Others (1978). Anglo-American Cataloguing Rules. London: The Library Association.
2. Aswal, R. S. (2005). AACR2R with MARC21: cataloging practice for 21st century. New Delhi: Ess Ess Publication.
3. Bakewell, K. G. B. (1974). A manual of cataloguing practice. Oxford: Pergamon Press.
4. Krishan Kumar (1987). Introduction to AACR-2 (Anglo-American Cataloguing Rules). New Delhi: Vikas Publishing.
5. Verma, A. K. (1986). AACR-2: Entries and Procedure. Delhi: Vishwa-Kala Prakashan.

Website Sources:

1. <https://lisstudymaterials.wordpress.com/>
2. <http://egyankosh.ac.in/>
3. <http://library-soup.blogspot.com/>
4. <https://epgp.inflibnet.ac.in/>

Course Code: MLS204; Information Sources and System

Course Objectives:

This Course will familiarize students with the sources and systems of Information.

UNIT-I

Sciences: definition, terminology, scope.
Primary Sources: Periodicals, Standards, Patents, Dissertations.
Web based sources
Evaluation of representative sources in each category

UNIT-II

Secondary Sources: Bibliographies, Dictionaries, Treatises/Monographs, Directories, Trade Catalogues.
Tertiary Sources: Guides to Literature and Bibliography of Bibliographies.
Web based sources
Evaluation of representative sources in each category

UNIT-III

Information Systems and Networks in Natural Sciences: Need and Purpose
Study of Science Information Systems at National and International levels: ENVIS, INIS, AGRIS, MEDLARS, BT Net

Course Outcomes:

After studying the course, the students shall be able to:

1. Acquaint with the primary sources of information and their criteria of evaluation.
2. Comprehend the print and online secondary sources of information.
3. Evaluate the print and online tertiary sources of information.
4. Assess the National and International Systems.

Suggested Readings:

1. Dhiman, A. K. & Rani, Y. (2007). Resource Sharing and Library & Information Networks. New Delhi: Ess Ess Publication.
2. Katz, W. A. (1969). Introduction to Reference Work. New York. Mc Graw Hills.
3. Sharma, J. S. & Grover, D.R (1987). Reference Service & Sources of Information.
4. Sharma, Pandey, S.K. (1992). Library & Society. New Delhi: Ess Ess Publication.

Website Sources:

1. <https://lisstudymaterials.wordpress.com/>
2. <http://egyankosh.ac.in/>
3. <http://library-soup.blogspot.com/>
4. <https://epgp.inflibnet.ac.in/>

Course Code: MLS 205; Planning and Management of Academic Library System

Course Objectives:

This paper will provide insights to students about the role of library in academic institutions along with the efforts made by the government.

Unit-I

Role of the Library in Academic Institutions. Development of Academic Libraries in India after Independence. Planning of Academic Libraries, Study of the recommendations of various Committees and Commissions with regard to Academic Libraries in India. Role of the UGC and UNESCO in promoting academic libraries.

Unit-II

Library Governance: Authority, Committees and Role of Librarian. Organisational Pattern.

Human Resource Management: Staffing, Selection & Recruitment. Performance Appraisal.

Budgeting. Academic Library Buildings: Planning, basic elements in designing. Furniture and fittings. Public Relations: Need and Methods.

Unit-III

Library & Information Services: Need and types. Library Co-operation and Resource Sharing, Role of INFLIBNET. Electronic Journals and Consortia: Concept UGC Info-Net. Online

Computer Library Centre (OCLC). Study of Select University Libraries in India: Aligarh Muslim

University, Delhi University & Jawaharlal Nehru University.

Course Outcomes:

After studying the course, the students shall be able to:

1. Understand the development of academic libraries in India.
2. Develop an understanding about role of UGC and UNESCO.
3. Examine the working of prominent university libraries in India.

Suggested Readings:

1. Prasher, R.G. (1991). University Libraries in India 1980s and Beyond. New Delhi: Medallian Press.
2. Singh, S. (1986). Reference Service in Academic Libraries in India. New Delhi: Ess Ess Publication.

Website Sources:

1. <https://lisstudymaterials.wordpress.com/>
2. <http://egyankosh.ac.in/>
3. <http://library-soup.blogspot.com/>
4. <https://epgp.inflibnet.ac.in/>

**Course Code: MLS206; Marketing of Library and Information
Products and Services**

Course Objectives:

The objectives of this course are:

1. To introduce the students to the concepts of marketing and their application in information work.
2. To familiarize the student with marketing strategies and promotion design applicable for information products and Services.
3. To acquaint the student with the information industry and its agencies.
4. To train the students in developing various information services and products.

UNIT – I

Needs, Objectives and Philosophy
Marketing Environment: Producer, Consumer – Behaviour
Marketing Information System, Market Segmentation, Marketing Mix

UNIT – II

Strategic Planning, Marketing Research, Marketing Process
LIS Products and Services as a Marketable Commodity, Pricing, Distribution Channels and Communication Strategies, Advertising, Sales Promotion, Public Relations, E-Marketing

UNIT – III

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

Course Outcomes:

After studying the course, the students shall be able to:

1. Understand and explain the importance of fundamentals and roles of marketing of library services.
2. Explain the key requirements for an effective marketing strategy in the competitive market.
3. Solve marketing problems.

Suggested Readings:

1. Bakewell, K G. Managing User-Centred Libraries and Information Services. Ed. 2. 1997. Maxwell, London.
2. Butcher, Helen. Meeting Manager's Information Needs. 1998. ASLIB, London.
3. Carpenter, J and Davies, R. Quantification of The Overseas Consulting Market for Professional Consultancy Services In Librarianship And Information Science And Information Management. 1992. Research and Development, British Library, London.
4. Coote, Helen and Batchelor, Bridget. How to Market Your Library Services Effectively. Ed. 2. 1997. Aslib, London.
5. Gupta, D K, Et Al. Marketing Library and Information Services: International Perspectives. 2006. K.G. Saur, Munich.
6. Helinsky, Z. A Short-Cut to Marketing the Library. 2008. Chandos Publishing, Oxford.
7. Jain, Abhinandan K, Et Al. Marketing Information Products and Services: A Primer for Libraries and Information Professionals. 1999. Tata Mcgraw-Hill, New Delhi.

Website Sources:

1. <https://lisstudymaterials.wordpress.com/>
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3. <http://library-soup.blogspot.com/>
4. <https://epgp.inflibnet.ac.in/>

IFTM University, Moradabad
Master of Library & Information Science (M. L. & I. Sc) Programme

Course Code: MLS207D; Dissertation

Course Objectives:

The objectives of dissertation are to familiarizes students with subject bibliography, Citation Analysis bibliometric study, case study, survey and trend report.

Course Outcomes:

Students will be able to compile bibliography and conduct survey, case study and searching techniques of databases.

This paper will consist of areas such as annotated subject bibliography, Citation Analysis bibliometric study, case study, survey, trend report, etc.

The paper will be of 100 marks.

The dissertations will be evaluated by an external examiner and will carry 100 marks.

The dissertation will be submitted before the commencement of annual examination.

IFTM University, Moradabad
Master of Library & Information Science (M. L. & I. Sc) Programme

Course Code: MLS207V; Viva-Voce

Viva-voce examination will be conducted preferably after the completion of II-Semester examination by one external examiner.

This paper consists of 50 marks including 25 marks for compulsory educational tour. This will be conducted by a group of three members consisting of chairman of the department, external examiner and internal Examiner.

Note: Compulsory Educational tour will be conducted preferably in the month of March.

Website Sources:

1. <https://lisstudymaterials.wordpress.com/>
2. <http://egyankosh.ac.in/>
3. <http://library-soup.blogspot.com/>
4. <https://epgp.inflibnet.ac.in/>