

Master of Library and Information Science (MLIS) Programme 2017-2018

Course Curriculum: MLIS( One Year)

1<sup>st</sup> Semester

Course Code	Name of the Course	Credit	Total Marks	End Sem Marks	IA Marks
901C	ICT Application in libraries- Theory	4C	100	70	30
902C	Information Systems and Network	4C	50	35	15
903C	Research Methods	4C	100	70	30
904C	ICT Application in libraries- Practical	4C	50	35	15
<b>Open Electives: (Any two)</b>					
905E	Information Literacy	4C	50	35	15
906E	Community Information Service	4C	50	35	15
907E	Public Library System	4C	50	35	15
908E	Academic Library System	4C	50	35	15
909E	Personality Development	4C	50	35	15

Course Curriculum: MLIS (One Year)

Course Code	Name of the Course	Credit	Total Marks	End Sem Marks	IA Marks
1001C	Information Retrieval	4C	50	35	15
1002C	Digital Library Theory and Practice	4C	100	70	30
1003C	Internship/ Job Diary	4C	50	35	15
1004C	Dissertation and Viva	4C	100	70	30

Open Electives: (Any two)

1005E	Knowledge management	4C	50	35	15
1006E	E- Resource Management	4C	50	35	15
1007E	Informetrics and Scientometrics	4C	50	35	15
1008E	IPR	4C	50	35	15
1009E	Preservation and Conservation of library materials	4C	50	35	15

*Pratik*  
 28/04/17  
 Member  
 BPGS

*Kibinjali*  
 28/04/17  
 Member  
 BPGS

*Anjali*  
 28/4/17  
 Chairman BPGS, DLIS  
 Head  
 Dept. of Lib. & Inf. Sc.  
 Tripura University  
 Agartala-799022

*Sitara*  
 28/04/17

*[Signature]*  
 28/04/17

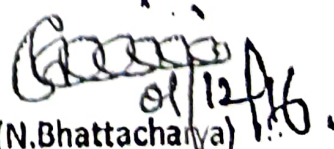
To  
The Head, Department of Library Sciences  
Tripura University

Dt. 01.12.2016

Sir,  
I am directed to inform you that authority has been pleased to approve the necessary changes in the earlier approved syllabus of BLIS as proposed by you to adjust with present CBCS norms. Looking to the urgency of examinations this was approved, however you are requested to put the changes in the next meetings of the appropriate statutory bodies for kind information of such bodies. The approved structure of the modified syllabus is as follows:

SEMESTER - I					
Course Code	Name of the Course	Credits	Total Marks	End Sem Marks	IA Marks
701C	Library, Information and Society-I				
702C	Management of Libraries and Information Centres-I	4C	50	35	15
703C	Knowledge Organization - I		50	35	15
704C	Knowledge Organization - II	4C	50	35	15
705C	Information Sources and Services	4C	50	35	15
706C	Library Automation and Networking	4C	100	70	30
707C	Library Automation and Networking Practice-I	3C	50	35	15
SEMESTER - II					
801C	Library, Information and Society-II	4C	50	35	15
802C	Management of Libraries and Information Centres-II	4C	50	35	15
803C	Knowledge Organization - I (Practice)	4C	50	35	15
804C	Knowledge Organization - II (Practice)	4C	50	35	15
805C	Information Sources (Practice)	4C	50	35	15
806C	Information Services (Practice)	4C	50	35	15
807C	Library Automation and Networking (Practice) II	4C	50	35	15
808C	Field Survey/Internship	3C	100	70	30

Total Marks: 900, Semester I = 450. Semester - II = 450  
Total Credits: 58, Semester I = 27 Credits, Semester II = 31 Credits  
Minimum Credits to be earned to obtain the Degree of BLIS: 58 Credits.  
(Note: Let concern faculties and students to know about the changes)

  
(N. Bhattacharya)  
Deputy Registrar

- Copy to the:
1. Dean, Faculty of Arts and Commerce, TU for kind information
  2. Dean, Faculty of Sciences, TU for kind information
  3. Controller of Examinations, TU for kind information
  4. P.S. to VC for kind information of the Hon'ble Vice Chancellor.

## Introduction:

The discipline of Library & Information Science deals with Libraries and Information Centers which are established and maintained to fulfill the reading and information needs of various categories of library users. The Bachelor of Library & Information Science (B.Lib.I.Sc.) degree programme imparts education and training so as to develop manpower capable to manage Libraries and Information Centers effectively and efficiently with professional attitude and values. The Learning Outcome-based Curriculum Framework for the B.Lib.I.Sc. degree aims to provide broad framework to impart meaningful, effective and quality education to the graduate students. The framework will enable to develop an evolving nature of the Library and Information Science as a discipline. It will help in sustaining the standard of B.Lib.I.Sc. degree programmes across the nation. This framework can be adopted to periodically review graduate attributes, qualification descriptors, programme and course level learning outcomes of the B.Lib.I.Sc. programme.

### Structure of B.Lib.I.Sc. Programme

Semester I			
Paper code	Title of the paper	Credits	Marks (70+30)
701C	Foundations of Library and Information Science	4	100
702C	Library Management	4	100
703C	Information Sources, Systems and Services	4	100
704C	Knowledge Organization: Classification (Theory)	4	100
705C	Knowledge Organization: Cataloguing (Theory)	4	100
CSK-I	Compulsory computer skill-1	4	100
<b>Internship of one-month duration constitutes the B.Lib.I.Sc. Programme</b>			

Semester II			
Paper code	Title of the paper	Credits	Marks
801C	Knowledge Organization: Classification (Practice)	4	100
802C	Knowledge Organization: Cataloguing (Practice)	4	100
803C	Basics of Information and Communication Technology (Theory)	4	100
804C	Basics of Information and Communication Technology (Practice)	4	100
805E	Project work: Literature Survey and Library Visit	4	100
OE	Open Elective (OE)	4	100

**TRIPURA UNIVERSITY**

**DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE**

**Learning Outcomes based Curriculum Framework**

**(LOCF) for**

**Bachelor of Library & Information Science Programme 2020-21**

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### Structure of B.Lib.I.Sc. Programme

<b>Semester I</b>			
<b>Paper code</b>	<b>Title of the paper</b>	<b>Credits</b>	<b>Marks (70+30)</b>
<b>701C</b>	Foundations of Library and Information Science	4	100
<b>702C</b>	Library Management	4	100
<b>703C</b>	Information Sources, Systems and Services	4	100
<b>704C</b>	Knowledge Organization: Classification (Theory)	4	100
<b>705C</b>	Knowledge Organization: Cataloguing (Theory)	4	100
<b>CSK-I</b>	Compulsory computer skill-1	4	100
<b>Internship of one-month duration constitutes the B.Lib.I.Sc. Programme</b>			

<b>Semester II</b>			
<b>Paper code</b>	<b>Title of the paper</b>	<b>Credits</b>	<b>Marks (70+30)</b>
<b>801C</b>	Knowledge Organization: Classification (Practice)	4	100
<b>802C</b>	Knowledge Organization: Cataloguing (Practice)	4	100
<b>803C</b>	Basics of Information and Communication Technology (Theory)	4	100
<b>804C</b>	Basics of Information and Communication Technology (Practice)	4	100
<b>805E</b>	Project work: Literature Survey and Library Visit	4	100
<b>OE</b>	Open Elective (OE)	4	100

## **Learning Outcomes and Syllabus Contents of Each Course**

### **701C: Foundations of Library and Information Science**

#### **Learning Outcomes:**

After studying this paper, students shall be able to:

1. Comprehend the concept of information and the discipline of Library and Information Science
2. Understand the development of libraries
3. Classify libraries on the basis of their purpose and functions
4. Know the role of libraries in the development of various aspects of society
5. Comprehend the basic philosophy of Library and Information Science
6. Understand laws related to libraries and information
7. Understand librarianship as a profession
8. Assess the role of national and international library associations and organizations
9. Highlight role of various library promoters at the national and international level

#### **Syllabus:**

##### **Unit 1: Information, Knowledge and Society**

- Information: Meaning, Characteristics
- Data, Information, Knowledge, Wisdom; Knowledge Society
- Information Transfer Cycle: Generation, Storage and Dissemination of information
- Library and Information Science as a Discipline

##### **Unit 2: Libraries- Types and Roles**

- Historical Development of Libraries
- Types of Libraries and Information Centers: Objectives, Features, Functions; Public Relations and Extension Activities
- Role of Libraries in Socio-economic, Cultural, Educational, Scientific and Technological Developments
- Five Laws of Library Science

##### **Unit 3: Laws Related to Libraries and Information**

- Library Legislation: Need, Features



- Library Legislation in India
- The Press and Registration of Books Act; The Delivery of Books and Newspapers (Public Libraries) Act; Copyright Act
- Right to Information Act; Intellectual Property Rights; Information Technology Act; Plagiarism

#### **Unit 4: Professional Associations and Organizations**

- Librarianship as a Profession
- Professional Ethics
- National and International Professional Associations: ILA, IASLIC, IATLIS, IFLA, ALA, CILIP, ASLIB and SLA
- Role of UNESCO, UGC and RRRLF in the promotion and development of libraries

#### **Recommended Books:**

1. Bawden, D., & Robinson, L. (2013). *Introduction to information science*. Chicago: Neal Schuman.
2. Davies, D. L. (2013). *Library and information science*. New Delhi: Random Exports.
3. Hill, M. W. (1998). *The impact of information on society*. London: Bowker-Saur.
4. Isaac, K. A. (2004). *Library legislation in India: A critical and comparative study of state library Acts*. New Delhi: EssEss Publications.
5. Leckie, G. J., Given, L. M., & Buschman, J. (2010). *Critical theory for library and information science: Exploring the social from across the disciplines*. Santa Barbara, Calif: Libraries Unlimited.
6. Mangla, P.B. (1981) (Ed). *Library and information science education in India*. New Delhi: Macmillan.
7. McIntosh, J. (2011). *Library and information science: Parameters and perspectives*. Oakville, Ont: Apple Academic Press.
8. Ranganathan, S. R. (1957). *The five laws of library science*. Bombay: Asia Publishing House.
9. Rout, R. K. (1986). *Library legislation in India: Problems and prospects*. New Delhi: Reliance Publishing House.
10. Rubin, Richard E. (2013). *Foundations of library and information science*. 3rd ed. New Delhi: DBS Imprints.

11. Smith, M. M.(1999). *Information ethics*. London: Bowker-Saur.
12. Stock, W. G., Stock, M., & Becker, P. (2013). *Handbook of information science*. Berlin; Boston: De Gruyter Saur.
13. Venkatappaiah, V. &Madhusudhan, M. (2006). *Public library legislation in the new millennium: New model public library Acts for the Union, States, and Union Territories*. New Delhi: Bookwell.

## **702C Library Management**

### **Learning Outcomes:**

After studying this paper, students shall be able to:

1. Understand the concept and history of management
2. Elaborate principles and functions of management
3. Carry out various operations of Library and Information Centres
4. Manage, preserve and provide access to various print and non-print information sources
5. Comprehend the concept of financial management and human resource management
6. Maintain the library statistics and prepare annual report

### **Syllabus:**

#### **Unit 1: Principles and Functions of Management**

- Management: Concept, Scope
- Schools of Management Thoughts
- Principles of Management
- Functions of Management

#### **Unit 2: Collection Development and Management**

- Acquisition of Books and Subscription of Periodicals
- Technical Processing
- Circulation Methods and Processes
- Maintenance: Stock Verification, Shelf-rectification, Binding, Preservation

#### **Unit 3: Financial and Human Resource Management**

- Sources of Library Finance, Estimation of Library's Financial Requirements
- Budgeting, Accounting and Auditing
- Cost Effectiveness Analysis and Cost Benefit Analysis
- Human Resource Management: Introduction

#### **Unit 4: Library Committee, Rules, and Reports**

- Library Committee
- Library Statistics; Annual Report
- Library Rules and Regulations

- Library Building and Space Management

### Recommended Books:

1. Beard W. Ian & Holden, Len. (1996). *Human Resource Management: A contemporary perspectives*. London: Longman.
2. Bryson, Jo. (1996). *Effective library and information management*. New Delhi: JaicoPublishing House.
3. Evans, G. Edward &Layzell, Patricia. (2007). *Management basics for information professionals*. 2nd ed. London : Libraries Unlimited.
4. Harvey, Poss. (1993). *Preservation in libraries: a reader*. London: R.R. Bowker.
5. Johnson, P. (2014). *Fundamentals of collection development and management*. 3rd ed. Chicago :American Library Association.
6. Koontz, H. &Weihrich, H. (2015). *Essentials of management*. 10th ed. Chennai, McGraw Hill Inc.
7. Krishan Kumar, (2007). *Library management in electronics environment*. New Delhi: Har -Anand Publications.
8. Mittal, R. (2007). *Library administration: Theory and practice*. New Delhi: EssEss Publications.
9. Narayana, G J. (1991). *Library and information management*. New Delhi: Prentice Hall of India.
10. Stoner, James A.F. et al. (1996). *Management: Global perspectives*. 10th ed. New Delhi: McGraw Hill Inc.
11. Stueart, Robert D. & Moran, B. (2007). *Library and information centre management, 7th, ed.* London: Libraries Unlimited.

## **703 C Information Sources, Systems and Services**

### **Learning Outcomes:**

After studying this paper, students shall be able to:

1. Understand, identify and explore the different types of information sources
2. Evaluate various types of information sources
3. Explore, collate and facilitate access to the electronic resources, such as ejournals, e-books, databases and institutional repositories
4. Provide library services using sources such as blogs, portals, wikies, subject gateways, digital libraries
5. Understand the concept of library resource sharing and consortia
6. Comprehend the nature and functions of various information systems and networks

### **Syllabus:**

#### **Unit 1: Information Sources**

- Nature, Characteristics, Types and Formats
- Documentary and Non-Documentary Sources
- Primary, Secondary and Tertiary Sources of Information
- Human Sources of Information; Institutional Sources

#### **Unit 2: Reference Sources and Electronic Information Sources**

- Reference Sources: Characteristics, Types, Usefulness
- Electronic Sources: E-books, E-journals, ETDs
- Subject Gateways, Web Portals, Bulletin Boards, Discussion Group/Forum, Multimedia Resources, Databases, Institutional repositories
- Evaluation of Reference Sources and Electronic Information Sources

#### **Unit 3: Reference and Information Services**

- Reference Service: Concept, Purpose, Types, Theories
- Documentation Services: Current Awareness Service (CAS), Selective Dissemination of Information (SDI), Translation Services, Indexing and
- Abstracting Services, Bibliographical Services
- Document Delivery Services, Inter Library Loan (ILL) Service

- Online Services: Instant Messaging, RSS Feeds, Podcasts, Vodcasts, Ask a Librarian, Mobile Based Library Services and Tools; Collaborative Services: Social Networks, Social Bookmarking; Community Information Services

#### **Unit 4: Information Systems and Networks**

- Information Systems: Characteristics, Functions
- National Information Systems and Networks: NISCAIR, NASSDOC, DESIDOC, SENDOC, ENVIS, NICNET, ERNET; National Knowledge Network (NKN)
- Global Information Systems and Network: MEDLARS, AGRIS, INIS, INSPEC, BIOSIS, ERIC, Patent Information System (PIS), Biotechnology Information System (BIS)
- Library resources sharing and Consortia

#### **Recommended Books:**

1. Bopp, R. E. & Smith, L. C. (Eds.). (2011). *Reference and information services: An introduction*. Santa Barbara: ABC-CLIO Publishing.
2. Cassell, K. A. & Hiremath, U. (2013). *Reference and information services: An introduction*. Chicago: American Library Association.
3. Chowdhury, G. & Chowdhury, S. (2001). *Information sources and searching on the World Wide Web*. London: Facet Publishing.
4. Cheney, F N. & Williams, W. J. (2000). *Fundamentals of reference sources*. Chicago: American Library Association.
5. Grogan, Dennis (1982). *Science and technology: An introduction to literature*. London: Clive Bingley.
6. Guha, B. (1999). *Documentation and Information Services (2nd Ed.)*. Kolkata: World Press.
7. Higgens, C. (Ed.). (1980). *Printed reference materials*. London: Library Association.
8. Katz, W. A. (2000). *Introduction to Reference work*. London, Butterworths.
9. Krishan Kumar (1984). *Reference Service*. New Delhi, Vikas Publishing House.
10. Ranganathan, S. R. (1991). *Reference Service*. Bangalore: SaradaRanganathan Endowment for Library Science.
11. Rowley, J. E. (1996). *The basics of information systems*. London: Facet Publishing.
12. Shuman, Bruce A. (2004). *Issues for libraries and information science in the internet age*. London: Libraries Unlimited Inc.

## **704 C Knowledge Organization: Classification (Theory)**

### **Learning Outcomes:**

After studying this paper, students shall be able to:

1. Explain the nature and attributes of universe of knowledge
2. Elaborate meaning and types of subjects and modes of subject formation
3. Illustrate knowledge as mapped in different classification schemes
4. Express the meaning, purpose, functions, theories and canons of library classification
5. Elucidate various facets of notation and call number
6. Discuss the characteristics, merits and demerits of different species of library classification schemes
7. Highlight salient features of major classification schemes
8. Review current trends in library classification

### **Syllabus**

#### **Unit 1: Universe of Knowledge**

- Universe of Knowledge: Nature, Attributes
- Subject: Meaning, Types (Basic, Compound, Complex)
- Modes of Subject Formation
- Universe of Knowledge as Mapped in Different Classification Schemes (DDC, UDC, CC, LCC)

#### **Unit 2: Library Classification**

- Concept, Purpose, Functions
- Canons and Postulates
- Knowledge Classification and Book Classification
- Notation: Meaning, Need, Functions, Types, Qualities, Call number

#### **Unit 3: Classification Schemes**

- Species of Library Classification Schemes
- Dewey decimal classification (DDC)
- Colon Classification (CC);

#### **Unit 4: Current Trends**

- Simple Knowledge Organization Systems (SKOS)
- Automatic Classification, Web Dewey
- Taxonomies
- Folksonomies

#### **Recommended Books:**

1. Chan, L. M. and Salaba, Athena (2015). *Cataloguing and classification: an introduction*. 4th ed. Lanham, MD: Rowman & Littlefield Publishers
2. Dhyani, Pushpa (2000). *Theory of library classification*. Delhi: VishwaPrakashan.
3. Jennifer, E. R. (1987). *Organizing knowledge: an introduction to information retrieval*. Aldershot: Gower.
4. Joudrey, Daniel N. & Taylor, Arlene G. (2015). *Introduction to cataloguing and classification*, 11th ed. Santa Barbara: Libraries Unlimited.
5. Krishan Kumar (1993). *Theory of classification*. New Delhi: Vikas Publishing House.
6. Kumbhar, Rajendra (2011). *Library classification trends in 21st century*. Oxford: Chandos Publishing.
7. Lazarinis, Fotis (2014). *Cataloguing and classification: an introduction to AACR2, RDA, DDC, LCC, LCSH and MARC 21 standards*. Oxford: Chandos Publishing.
8. Mann, Margaret (1943). *Introduction to cataloguing and the classification of books*. 2nd ed. Chicago: American Library Association.
9. Ranganathan, S. R. (2006). *Prolegomena to library classification*. 3rd ed. New Delhi: EssEss Publications.
10. Rowley, Jennifer & Hartley, Richard (2008). *Organizing knowledge: an introduction to managing access to information*. 4th ed. London: Routledge.



## **705C Knowledge Organization: Cataloguing (Theory)**

### **Learning Outcomes:**

After studying this paper, students shall be able to:

1. Understand the concept of library catalogue
2. Comprehend various inner and outer forms of library catalogue
3. Understand the main and added entries of library catalogue
4. Understand various approaches of deriving subject headings
5. Know about the normative principles of cataloguing
6. Understand the concept of co-operative and centralized cataloguing
7. Explain the current trends in library cataloguing
8. Know the standards for bibliographic interchange and communication

### **Unit 1: Library Catalogue:**

- Library Catalogue: Concept, Objectives, Functions
- Physical Forms of Library Catalogue: Conventional and Non-conventional
- Types of Catalogue: Dictionary Catalogue, Classified Catalogue, Alphabetic-Classed Catalogue, Alphabetic-Subject Catalogue

### **Unit 2: Catalogue Codes and Normative Principles**

- Catalogue Codes: History and Development
- Normative Principles
- Catalogue Entries according to CCC and AACR (latest editions)

### **Unit 3: Subject and Union Catalogue**

- Subject Catalogue: Meaning, Purpose
- Union Catalogue: Concept, Purpose
- Tools and Techniques for Deriving Subject Headings
- Selective, Simplified, Cooperative and Centralized Cataloguing

### **Unit 4: Current Trends in Cataloguing**

- ISBD, CCF, RDA, FRBR and Bibframe.
- Metadata: Meaning, Purpose, Types, Uses
- MARC 21, DUBLIN CORE, TEI (Text Encoding Initiative), METS, EAD, VRA Core, MODES

- Standards for Bibliographic Interchange and Communication: ISO 2709, Z39.50 and Z39.71

### **Recommended Books:**

1. Bowman, J. H. (2003). *Essential cataloguing*. London: Facet Publishing.
2. Brenndorfer, Thomas (2016). *RDA Essentials*. Chicago, American Library Association.
3. Bristow, Barbara A. (2018). *Sears List of subject headings*. 22nd ed. New York: Grey House Publishing.
4. Chan, L. M., & Hodges, T. (2007). *Cataloging and classification: An introduction*. 3<sup>rd</sup> ed. Lanham, Md: Scarecrow Press.
5. Chowdhury, G. G., & Chowdhury, S. (2007). *Organizing information: From the shelf to the Web*. London: Facet Publishing.
6. Girja Kumar & Krishan Kumar (2011). *Theory of cataloguing*. 5th ed. Delhi: Vikas Publishing House.
7. Gorman, M., & Winkler, P. (2005). *Anglo-American Cataloguing Rules -2R*. Chicago: American Library Association.
8. Krishan, G. (2000). *Library online cataloguing in digital way*. Delhi: Authors press.
9. Lazarinis, Fotis (2014). *Cataloguing and classification: An introduction to AACR2*,
10. *RDA, DDC, LCC, LCSH and MARC 21 Standards*. London: Chandos Publishing.
11. Mitchell, A. M., & Surratt, B. E. (2005). *Cataloging and organizing digital resources: A how to-do-it manual for librarians*. London: Facet Publication.
12. Ranganathan, S. R. (1964). *Classified catalogue code: With additional rules for dictionary catalogue*. 5th (Reprint) ed. New Delhi: EssEss Publications.
13. Taylor, A. G. & Miller, D. P (2007). *Introduction to cataloging and classification*. 10th ed. Westport, Conn: Libraries Unlimited.
14. Welsh, A., & Batley, S. (2012). *Practical cataloguing: AACR, RDA and MARC 21*. London: Facet Publishing.

### **CSK-I: Compulsory computer skill-1**

## Semester II

### 801 C Knowledge Organization: Classification (Practice)

#### Learning Outcomes:

After studying this paper, students shall be able to:

1. Construct class numbers for documents with simple, compound and complex subjects
2. Synthesize class numbers by using the standard subdivisions/common isolates/auxiliary tables
3. Compile book numbers and be able to use index of the classification scheme

#### Syllabus

**Unit 1:** Classification of documents with simple subjects

**Unit 2:** Classification of documents with compound subjects

**Unit 3:** Classification of documents with complex subjects using standard subdivisions/common isolates/special isolates/auxiliary tables/add notes from schedules

**Unit 4:** Assigning Book Numbers

#### Recommended Books:

1. British Standards Institute (2006). *Universal Decimal Classification*. 2 vols.
2. Standard ed. London: BSI.
3. Dewey, Melvil and Mitchell, Joan S. (2011). *Dewey Decimal Classification and Relative Index*. 23rd ed. Dublin: OCLC
4. Ranganathan, S. R. (2008). *Colon classification*. 6th rev. ed. New Delhi: EssEss Publications. Ranganathan, S. R. &Gopinath, M. A. (1989). *Colon classification*. 7th ed. Vol. 1, schedules for classification. Bangalore, SaradaRanganathan Endowment for Library Science.
5. Schedules of Library of Congress Classification Schemes

## **802C Knowledge Organization: Cataloguing (Practice)**

### **Learning Outcomes:**

After studying this paper, students shall be able to:

1. Use the catalogue codes and standards
2. Prepare catalogue entries for various types of information sources
3. Derive subject headings using various methods and tools

### **Syllabus:**

**Unit 1:** Cataloguing of Works of Single Authorship, Shared Authorship, Pseudonyms, Mixed Responsibilities

**Unit 2:** Cataloguing of Editorial Works, Composite Works, Multi-volume Works

**Unit 3:** Cataloguing of Serial Publications, Uniform Titles

**Unit 4:** Cataloguing of Works of Corporate Authorship

### **Recommended Books:**

1. Bristow, Barbara A. (2018). *Sear's list of subject headings*. 22nd ed. New York: Grey House Publishing.
2. Gorman, M., & Winkler, P. (2005). *Anglo-American Cataloguing Rules -2R*. Chicago: American Library Association.
3. Ranganathan, S. R. (1964). *Classified catalogue code: with additional rules for dictionary catalogue*. 5th (Reprint) ed. New Delhi: EssEss Publications.

## **803C Basics of Information and Communication Technology (Theory)**

### **Learning Outcomes:**

After studying this paper, students shall be able to:

1. Understand the structure of computer and functions of its various units
2. Plan and implement automation in library housekeeping operations and services
3. Evaluate various library management software
4. Identify and state the features of telecommunication channels, modes, media, modulation, standards and protocols
5. Highlight the nature and components of computer networks and their protocols and standards
6. Discuss of Internet, search engines and network security
7. Examine the concept of library networks and highlight their types and importance

### **Syllabus**

#### **Unit 1: Fundamentals of Computers**

- Concept, Generations, Types, Hardware
- Units of Computers: Arithmetic and Logic Unit, Control unit, Input and Output Unit,
- Memory Unit
- Software: System Software - Operating Systems-MS-Windows, UNIX and LINUX;
- Application Software - MS-Word, MS-Excel and MS-Power point
- Introduction to Character Recognition, Programming Languages

#### **Unit 2: Library Automation**

- Definition, Purpose, Historical Development
- Planning and Implementation of Automation in Housekeeping Operations,
- Retrospective Conversion
- Standards for Library Automation
- Library Management Software: Proprietary, Free and Open Source Software (FOSS);
- Evaluation

#### **Unit 3: Telecommunication Technologies**

- Transmission Channels, Mode, and Media, ISDN, PSDN,
- Modulation, Frequency, Bandwidth and Multiplexing,
- Standards and Protocols

- Wireless Communication: Media, Wi-fi, Satellite Communication, Mobile Communication

#### **Unit 4: Computer Networks and Library Networks**

- Computer Networks: Concept, Need, Topologies, Types: LAN, MAN, WAN
- Internet: Web Browsers, WWW, E-mail; Search Engines (Meta & Entity); Internet
- Protocols and Standards: HTTP, SHTTP, FTP, SMTP, TCP/IP, URI, URL; Search Strategies
- Data Security and Network Security: Firewalls, Cryptographic Techniques, Anti-virus software, Anti-spyware, Intrusion Detection System
- Library Networks: Concept, History, Need, Types (Regional, National, International)

#### **Recommended Books:**

- 1) Bharihoke, Deepak (2012). *Fundamentals of Information Technology*. 4th ed. New Delhi: Excel Books.
- 2) Borgman, Christine L. (2017). *Big data, little data, no data: Scholarship in the networked world*. Cambridge: The MIT Press.
- 3) Haravu, L. J. (2014). *Library automation: Design, principles and practice*. Allied Publishers, New Delhi.
- 4) Hennig, Nicole. (2017). *Keeping up with emerging technologies: Best practices for information professionals*. Santa Barbara: Libraries Unlimited.
- 5) Joiner, Ida. (2017). *Emerging library technologies: It's not just for geeks*. Oxford: Chandos Publishing.
- 6) Leon-Garcia, Alberto & Widjaja, Indra (2006). *Communication networks: Fundamental concepts and key architectures*. 2nd ed. New Delhi: McGraw-Hill.
- 7) Phadke, D. N. (2017). *Library information technology*. Pune: Universal Publications.
- 8) Rajaraman, V. & Adabala, Neeharika (2014). *Fundamentals of computers*. 6th ed. New Delhi: Prentice-Hall of India.
- 9) Tanenbaum, Andrew S. & Wetherall, David J. (2013). *Computer networks*. 5th ed. New Delhi: Prentice Hall.

## **804 C Basics of Information and Communication Technology (Practice)**

### **Learning Outcomes:**

After studying this paper, students shall be able to:

1. Create, edit and manage files using Word Processing, Spread Sheet and Power Point Presentation software
2. Carry out library housekeeping operations using library management software
3. Generate different types of report using library management software
4. Search information from internet and databases adopting suitable search strategies
5. Find bibliographic information from WebOPAC, WorldCat, IndCat

### **Syllabus:**

**Unit 1:** Setting of Desktop; Use of Operating System; Use of Word Processing Software, Spread Sheet Management Software and Power Point Presentation Software

**Unit 2:** Installation and Use of Library Management Software (all modules); Generation of Various Reports using Library Management Software

**Unit 3:** Searching Information from Internet using Different Search Engines; Searching WebOPAC, WorldCat, IndCat; Formulating and applying various strategies

**Unit 4:** Searching Databases by adopting various search strategies and filters

### **Recommended books:**

1. Brown, Christopher & Bell, Suzanne (2018). *Librarian's guide to online searching: cultivating database skills for research and instruction*. 5th ed. London: Libraries Unlimited
2. Clayton, Marlene (2018). *Managing library automation*. 2nd ed. London: Routledge.
3. Markey, Karen (2019). *Online searching: A guide to finding quality information efficiently and effectively*. 2nd ed. Lanham, Maryland: Rowman & Littlefield Publishers.
4. Marmel, Elaine (2015). *Office 2016 Simplified*. Hoboken. New Jersey: John Wiley & Sons.
5. Mishra, Vinod Kumar (2016). *Basics of library automation, Koha library management software and data migration: Challenges with case studies*. New Delhi: EssEss Publications.

## **805 E Project work: Literature Survey and Library Visit**

### **Learning Outcomes:**

After studying this paper, students shall be able to:

1. Perform documentation work
2. Get a practical idea about regular household library work
3. Understand the status local libraries

### **Syllabus**

**Unit 1:** Introduction to hands on practice of Bibliography creation, News paper clipping,

Electronic Current Awareness Service and documentation

**Unit 2:** Curriculum stipulated local Library Visit

### **Open Elective (OE)**

To be chosen from a different department of the university



**TRIPURA UNIVERSITY**  
**Department of Library and Information Science**  
**Syllabus for MLIS Course**

**Course Code: 901C**

**Name of the Course: ICT APPLICATION IN LIBRARIES - THEORY**

**Unit 1: Library Automaton**

- Purpose, Planning and Implementation
- Library Automation Software: Types and Features
- Open Source Library Software: Koha, Greenstone and DSpace
- Automation of House Keeping Operations: Acquisition, Circulation, Cataloguing, Serial Control

**Unit 2: Automated Services**

- Electronic Reference Services
- Bibliographic and Database Search Devices
- CAS/SDI in Automated Environment
- Electronic Document Delivery Service
- Web 3.0 and Library 2.0

**Unit 3: Library Networks and Consortia**

- Objectives, Scope and Characteristics
- Major Library Networks: INFLIBNET, DELNET, OCLC
- Library Consortia: UGC-Infonet, INDEST, CSIR E-Journal Consortia

**Unit 4: Library Security Technology**

- Barcode
- RFID
- CCTV, Biometrics, Smartcard

**Course Code: 902C**

**Name of the Course: INFORMATION SYSTEMS AND NETWORKS**

**Unit 1: Information Systems**

- Definition, Types and Characteristics
- Information Organization and Systems
- Planning and Designing of Information System
- Evaluation of Information System

**Unit 2: National Information System**

- ENVIS
- BIS
- PIS

**Unit 3: Global Information System**

- AGRIS
- INIS
- INSPEC
- MEDLARS
- WIPO

**Course Code: 903C****Name of the Course: RESEARCH METHODS****Unit 1: Research and Research Design**

- Concept, Meaning, Need, General Characteristics and Process of Research
- Types of Research: Fundamental and Applied, Other Research Approaches
- Research Design, Types of Research Design, Research Plan
- Formulation of Hypothesis, Testing of Hypothesis
- Literature Search: Print, Non- Print and Electronic Resources

**Unit 2: Research Methods**

- Scientific Method
- Historical Research
- Survey Research and Case Study Method
- Experimental Research and Delphi Technique

**Unit 3: Data Analysis and Interpretation**

- Data Collection Tools: Questionnaire, Interview, Observation and Sampling
- Data Presentation: Tables, Charts/Graphs
- Statistical Techniques/Interpretation of Data: Frequency Distribution, Measures of Central Tendency, Time Series Analysis, Measures of Dispersion, Correlation, Regression Analysis and Analysis of Variance
- Statistical Inference
- Use of Statistical Packages

**Unit 4: Bibliometric Methods and Report Writing**

- Bibliometric Studies: Meaning, Scope and Parameters
- Bibliometric Laws and Their Applications
- Preparation of Writing of Research and Report (Theses and Dissertation)
- Guidelines for Research Reporting

**Course Code: 904C****Name of the Course: ICT APPLICATION IN LIBRARIES – PRACTICAL****Unit 1: Hands on Experience of Windows Operating System****Unit 2: Hands on Experience on Application Software:**

- Drafting Letters and Issuing Reminders (with MS-Word)
- Preparation of Accession Register (with MS-Excel)
- Preparation of Presentation (with MS-Power Point)

**Unit 3: Hands-on Experience on Library Software**

- Integrated Library Software: Koha/SOUL

**Unit 4: Viva Voce****Course Code: 905E****Name of the Course: INFORMATION LITERACY****Unit 1: Growth and Development of Information Literacy**

- Information Society and Information Literacy
- Information Literacy: Definition, Models and Standards

- Information Literacy: Strategic Plan
- Information Literacy and Lifelong Learning

### **Unit 2: ICT and Media Literacy**

- Computer Literacy and E-Literacy
- Digital Literacy
- Information Literacy and Bridging the Digital Divide
- Information Literacy and Media Literacy

### **Unit 3: Information Literacy and Libraries**

- School, College and University Libraries
- Public Libraries
- Special Libraries
- Information Literacy and LIS Education

### **Unit 4: Policy and Advocacy**

- Information Literacy: Initiatives and Forms in USA, UK and Australia
- Policies and Guidelines: UNESCO, IFLA and ALA
- Information Literacy: Skills and Competencies
- Information Literacy: Best Practices

## **Course Code: 906E**

### **Name of the Course: COMMUNITY INFORMATION SERVICES**

#### **Unit 1: Community Information Services**

- Community Information: Definition, Scope and Origin
- Need and Sources for Community Information in Society
- Role of Libraries in Community Information
- Community Information in USA, UK and India

#### **Unit 2: Community Information Services**

- Community Information Services: Meaning, Types and Target Users
- Community Information Centres: Planning and Role of Information Services
- Community Information Services to Specific Community
  - a) Rural, Urban and Metropolitan Communities
  - b) Industrial Business Communities
  - c) Academic, Research, Institutional and R & D Communities
  - d) Physically, Mentally Disadvantaged Communities
  - e) Children, Old People and Illiterate

## **Course Code: 907E**

### **Name of the Course: PUBLIC LIBRARY SYSTEM**

#### **Unit 1: Public Library Development**

- Public Library: Social and National Development
- UNESCO Contribution for Public Library Development
- Administration of Public Libraries
- National Agencies for Public Library Development
- Library Legislation

**Unit 2: Public Library Services**

- Library Services: Types
- Public Libraries as Knowledge Centres
- Changing Dimensions of Public Library Services
- Evaluation of Public Library Services

**Unit 3: Public Library: Resource Development**

- Resource Mobilization in Public Library
- Public Library Finance
- Information Resource Development for Public Libraries
- Human Resource Development in Public Libraries

**Unit 4: Public Libraries: Trends and Development**

- ICT Applications in Public Libraries
- Resource Sharing and Networking
- Changing Scenario of Public Libraries in India, UK & USA
- Web based Public Library Services

**Course Code: 908E****Name of the Course: ACADEMIC LIBRARY SYSTEM****Unit 1: Academic Library: Functions and Services**

- Role of Academic Library in Higher Education
- Academic Library Services
- Academic Library Management
- Role of UGC for Academic Library Development

**Unit 2: Resource Development**

- Physical Resources including ICT Infrastructure
- Human Resource Development
- Financial Resource Development

**Unit 3: Collection Development**

- Collection Development, Write-off and Weeding out policy
- Problems in Collection Development
- Role of Library committee in Collection Development

**Unit 4: Staff Development and Continuing Education**

- Staffing Norms and Standards
- Continuing Education program for Academic Libraries
- Personnel Management

**Course Code: 909E****Name of the Course: PERSONALITY DEVELOPMENT****Unit –I Self-Awareness**

- Tracing the roots
- Building confidence and boosting enthusiasm
- Promoting a zealous outlook towards life
- Imbibing positive thoughts and actions

**Unit –II Communication Skills**

- The Basic
- Forms of communication
- Understanding body language
- Social skills

**Unit – III Workplace Skills**

- Presentation skills
- Telephone skills
- Group discussion skills
- Adjustment
- Work ethics

**Unit-IV Writing Skills**

- Basics of writing
- Internal and External correspondence at the workplace
- Basics of writing proposals
- Writing reports

**Course Code: 1001C****Name of the Course: INFORMATION RETRIEVAL****Unit 1: Information Retrieval Systems**

- Definition, Types, Components of ISAR Systems
- Elements of File Organization
- Artificial Intelligence and Expert System
- IR Models

**Unit 2: Subject Representation and Indexing Languages**

- Alphabetical Subject Representation
- Contribution of Cutter, Kaiser, Ranganathan, Farradane and Coates
- Characteristics of Indexing Languages
- Vocabulary Control-List of Subject Headings, Thesaurus and Thesaurfacet, Classaurus

**Unit 3: Indexing Systems and Techniques**

- Pre-Coordinate Indexing System: Chain Indexing, PRECIS, POPSI
- Post-Coordinate Indexing System: Uniterm Indexing System
- Title Derived Indexing System: KWIC, KWOC and KWAC
- Citation Indexing: Science Citation Index, Social Science Citation Index
- Automatic Indexing: COMPass

**Unit 4: Information Searching and Evaluation**

- Search Methods and Search Strategy, Boolean Search
- Online Search Techniques
- Information Searching in different media: Print Media and Internet
- Need and Parameters of Evaluation
- Retrieval Performances: Recall and Precision Ratio

**Course Code: 1002C****Name of the Course: DIGITAL LIBRARY THEORY AND PRACTICE****(THEORY)****Unit 1: Content Management and Digitization**

- Content Development: Concept; Content Creation & Organization
- Content Development & Maintenance using Dreamweaver
- Digitization Tools, Digitization Process, Digitization File Formats

**Unit 2: Digital Library Creation**

- Digital Library & Institutional Repository: Concepts; Digital Library Initiatives (National & International)
- Digital Library Software (s)

**PRACTICAL****Unit 3: Content Management & Digitization Practice**

- Hands on Practice of Library Website Designing using Dreamweaver
- Hands on Practice of Scanner, Digital Camera and OCR
- Viva-Voce

**Unit 4: Digital Library Practice**

- Hands on Practice of Digital Library Creation using DSpace and Greestone
- Creation of Communities & Collection, Submission Process
- Viva-Voce

**Course Code: 1003C****Name of the Course: INTERNSHIP/ JOB DIARY****Internship/Job Diary**

A student admitted to the course shall have to work in every section of the Central Library of Tripura University or any other library specified by the department in the first/second semester to gain practical and clinical experience under the guidance of a teacher. A diary shall be maintained by the student in the form as prescribed by the department and to be submitted for the purpose, to be signed by the concerned teacher and countersigned by the Head of the Department. The diary is to be evaluated jointly by both the external and internal examiners followed by a viva-voce.

**Tour Report**

Every Student are required to visit and prepare a report on the working system and management of selected library and information centres of a place outside the state preferably metropolitan city accompanied by teachers for guidance in the beginning of the Second semester. The report shall have to be submitted to the department for evaluation jointly by external and internal examiners followed by a viva-voce. The objective of the practical visit to the library/libraries is/are curriculum stipulated study tour are to:

- To acquaint the students the organization and management of established libraries and information centres at national level.
- Expose themselves to automated and networked libraries on site.
- Understand the functions discharged and the services provided by these library and information centres.
- To make a comparative and critical study and evaluation among the libraries visited, and

- Get an overview of the latest trends and development on library and information services provided in the emerging scenario.

### **Course Code: 1004C**

### **Name of the Course: DISSERTATION AND VIVA-VOCE**

#### **Dissertation**

Every student shall have to choose a topic for the dissertation in the beginning of the first semester and preliminary preparation carried out under the guidance of a teacher. The final prepared dissertation to be submitted to the department/university before the commencement of the second semester for evaluation jointly by the external and internal examiners followed by a Viva-Voce.

### **Course Code: 1005E**

### **Name of the Course: KNOWLEDGE MANAGEMENT**

#### **Unit 1: Knowledge Management**

- Concept of Knowledge Management
- Scope of Knowledge Management
- Types of Knowledge Management (Explicit Knowledge & Implicit Knowledge)

#### **Unit 2: Knowledge Management: Creation & Tools**

- Knowledge Creation, Access, Transfer and Sharing
- Knowledge Tools
- Knowledge Networks
- Decision Making

#### **Unit 3: Pre-requisites of Knowledge Management**

- Sharing of Expertise
- Knowledge Mapping
- Knowledge Worker
- Value Added Knowledge

#### **Unit 4: Benefits and Challenges of Knowledge Management**

- Benefits and Challenges of Knowledge Management
- Pioneers in Knowledge Management
- KM Initiatives in Indian Organization
- Software for Knowledge Management
- Trends and Challenges in Knowledge Management

### **Course Code: 1006E**

### **Name of the Course: E-RESOURCE MANAGEMENT**

#### **Unit 1: Types of e-Resources**

- E-Books
- E-Journals
- Consortia based e-resources
- E-Reports
- ETD
- Internet Resources
- Open Source

**Unit 2: Internet Resources**

- Science & Technology
- Humanities
- Social Science
- Evaluation of Internet Resources

**Course Code: 1007E****Name of the Course: INFORMETRICS AND SCIENTOMETRICS****Unit- 1**

- Bibliometrics, Informetrics, Librametrics, Scientometrics, Altmetrics
- Concept, definition, need, Scope & Parameters
- Bibliometric Laws & their Applications

**Unit- 2**

- Citation analysis, Impact Factor, Online citation index
- Concept of citation analysis, Formulas for measuring Citation
- H-index, I<sup>10</sup>- index, G-index
- Impact factor: concept, need, Formulas for measuring impact factor
- Citation Indexing: Citation Databases and Services: Web of Science; Scopus, ICI, Google Scholar

**Unit-3**

- Hands on Practice using Bibexcel and Pajek Software

**Course Code: 1008E****Name of the Course: IPR****Unit 1: Intellectual Property Rights**

- Concept of IPR
- Different Categories of IPR
- Enforcement of IPR
- IPR Acts and its Application in Electronic Environment

**Unit 2: Copyright**

- Meaning and Scope
- Copyright Law and Related Issue
- Rights to copyright owner
- Copyrights and Patent Right
- Licensing of Copyright
- Copyright Act and its Application in Electronic Environment

**Course Code: 1009E****Name of the Course: PRESERVATION AND CONSERVATION OF LIBRARY MATERIALS****Unit 1: Preservation and Conservation: Overview**

- Preservation and Conservation: Historical Development, Need and Purpose
- Preservation of Print Materials: Books, Periodicals, Pamphlets



**Unit 2: Preservation of Non-Print Materials**

- Palm Leaves
- Manuscripts
- Films
- Floppies and Disks

**Unit 3: Hazard to Library Materials and Control Measures**

- Environmental Factor (Temperature, Humidity, Water, Light, Air Pollution, Smoke, Dust, etc.)
- Chemical Factors

**Unit 4: Binding**

- Types of Binding of Library Materials
- Binding Material and Their Varieties
- Binding Process
- Standards for Library Binding