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

Course Code: 901C

Name of the Course: ICT APPLICATION IN LIBRARIES – THEORY

Learning Outcomes:

At the end of the Course student will be able to

1. Understand the concept of Library Automation
2. Get familiarity with library automation software
3. Elaborate the automated services
4. Comprehend the concept of library security and related technologies

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

Corse Code: 902C

Name of the Course: INFORMATION SYSTEMS AND NETWORKS

Learning Outcomes:

At the end of the Course student will be able to

1. Understand concepts of Information Systems
2. Planning and Designing of Information System
3. Be familiar with Information Systems of both national and global importance

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

Learning Outcomes:
At the end of the Course student will be able to
1. learn the basics of research and research methodology in terms of types, forms, formulation research problems
2. formulate objectives, hypotheses, research design, and literature search
3. apply different data collection methods and analyzing the data through different statistical techniques

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

Learning Outcomes:

At the end of the Course student will be able to

1. Get familiar with library automation software
2. work with KOHA
3. work with SOUL

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

Learning Outcomes:

At the end of the Course student will be able to
1. Understand the importance of evaluated information
2. Evaluate any source of information
3. Evaluate any media message
4. Evaluate search engines

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

Learning Outcomes:

At the end of the Course student will be able to

1. Understand the Need and Sources for Community Information in Society
2. Know Role of Libraries in Community Information
3. Provide 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

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

Learning Outcomes:

At the end of the Course student will be able to

1. Comprehend the concept of public library, its functions and services.
2. Role of RRRLF for development of public library.
3. Understand the resource and collection development of public libraries.
4. Know the staffing norms and standards of public library.

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

Learning Outcomes:

At the end of the Course student will be able to

1. Understand functions and services of academic library
2. Get idea about resource management in academic library
3. Formulate collection development policy in academic library
4. Get familiar with staffing pattern of academic library

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

Learning Outcomes:

At the end of the Course student will be able to
1. Understand their strength and weakness
2. Develop self-acceptance
3. Understand the concept of communication and Communicate more
4. Communicate effectively through writing

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

Learning Outcomes

At the end of the Course student will be able to

1. Understand the underlying mechanisms of information searching
2. Use vocabulary control tools
3. Perform subject analysis and indexing

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 Thesaurofacet, 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

Learning Outcomes
At the end of the Course student will be able to

1. Understand the concept of Content management
2. Elaborate on process of content creation and organization
3. Understand the concept of Digital Library and Digitization.

(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

Learning Outcomes

At the end of the Course student will be able to
1. Issue and return books in a library
2. Do accessioning of books
3. Classify and data entry in Koha
4. Upload thesis in Shodhganga

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

Learning Outcomes

At the end of the Course student will be able to

1. Write research proposal
2. Understand data collection methods
3. Analyse data
4. Face interviews

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

Learning Outcomes

At the end of the Course student will be able to

1. Understand the concept of Knowledge Management
2. Get idea about Knowledge creation tools and techniques
3. Do Knowledge Mapping

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

Learning Outcomes

At the end of the Course student will be able to

1. Deal with various E-resources
2. Get an idea about E-resources in different disciplines
3. Understand the importance of open access E-resources

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

Learning Outcomes

At the end of the Course student will be able to

1. Understand bascs of Bibliometrics, Scientometrics, Webometrics and Informetrics
2. Find out H, G, I index manually
3. Apply Scientometric indicators and formulas
4. Calculate journal impact factor

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^{10}- 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: Intellectual Property Rights (**IPR**)

Learning Outcomes

At the end of the Course student will be able to

1. Get familiar with concepts of Intellectual Property rights
2. application of copyright
3. understand the laws of IPR
4. know about geographical indicators, Copyleft, Trademark

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

Learning Outcomes

At the end of the Course student will be able to

1. Get familiar with concepts of preservation and conservation of library materials
2. Preserve Non-Print Materials such as Palm leaves and manuscripts
3. Learn about hazards in libraries and how to fix them
4. Learn about binding process

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