TAMIL NADU OPEN UNIVERSITY

School of Library and Information Science

(Distance Mode – Non Semester Pattern)
Programme project Report & Detailed Syllabus

Master of

Library and Information Science

(M.Lib.I.Sc.)

TAMIL NADU OPEN UNIVERSITY
School of Library and Information Science
Chennai-15.

Programme: Master of Library & Information Science One year duration with Non-Semester pattern.

1.PROGRAMME'S OBJECTIVES

- To train the students in the advanced skills of information/knowledge gathering, processing, organization and retrieval.
- To include managerial skills in the students for planning and management of Libraries and Information Centres (LICs.)
- To develop research skills in students and enable them to carry out research in LIS.
- To provide thorough understanding of IT application in information environment including network and communication systems.
- To train the students in organization and the management of LICs and house-keeping activities of the libraries
- To develop through knowledge of various sources of information, their organization and the necessary skills to provide traditional and modern library services
- To develop the knowledge, skills and attitudes of the students leading to professional qualification for practicing librarianship as a career.

2.PROGAMME OUTCOMES

- Will learn the skills of organising information and recorded knowledge
- Will become competent for job opportunities in LIS .
- Acquire the required skills with quality and creativity and excel themselves in the Library and Information Science field.
- Develop as Library and Information Professional who can manage Library and Information Centers, Knowledge Resource Centers of different categories in India and abroad.

3. PROGAMME SPECIFIC OUTCOMES

- Can perform and access research based practices through the application of information literacy, inquiry, and research methods including data discovery, analytics and qualitative measures.
- Find placement in Public, Academic, Corporate and Special Libraries in India and Abroad.
- Can apply the skills and attitudes of visioning, entrepreneurship, advocacy, planning and management of LIC and effective leadership in the LIS field.

4. ELIGIBILITY FOR ADMISSIONS

Eligibility: A pass in any degree with B.L.I.Sc / B.Lib.I.Sc

5. MEDIUM

The medium and of instruction and examination shall be English only.

6. DURATION OF THE COURSE:

 The duration of the programme is One year.

7. ADMISSION:

The Candidate's admission for the degree of Master of Library and Information Science will be taken in both Academic & Calender Year admission.batches.

8.COURSE OF STUDY:

The course of study shall comprise instruction in the following subjects according to the syllabus.

M.Lib.I.Sc. Program (Non-Semester)

Course	Course Code	Course Title	Evaluation			Credits
			CIA	TEE	Total	
Core I	MLS-01	Communication and Information Systems	30	70	100	4
Core II	MLS-02	Information Processing and Retrieval (Theory)	30	70	100	4
Core III	MLS-03	Information Processing and Retrieval (Practice)	30	70	100	4
Core IV	MLS-04	Management of Information Centres	30	70	100	4
Core V	MSYS-21	Research Methods	30	70	100	4
Core VI	MLS-06	Applications of ICT	30	70	100	4
Core VII	MLS-07	Academic Library System	30	70	100	4
Core VIII	MLS-08	Informetrics	30	70	100	4
		Total	**240**	**560**	**800**	**32**

9.EXAMINATIONS:

   The examination for the M.lib.Sc., programme shall consist of theory and practical papers.

1.**Theory Examinations**: The theory examinations shall be of three hours duration to each paper and conducted at the end of the year. The candidates who failing in any subject(s) will be permitted to appear for failed subject(s) in the subsequent examinations.

2.**Practical Examinations**: The practical examinations shall be of three hours duration to practical and conducted at the end of the year. The candidates who failing in any practical(s) will be permitted to appear for failed practical in the subsequent examinations.

10.SCHEME OF EXAMINATIONS:

Assignment: 1 assignment for 2 credits are to be prepared by the learners. E.g. If a Course is of Credit 4, then 2 number of Assignments are to be written by the learner to complete the continuous assessment of the course. Assignment carries 30 Marks (Average of Total no of Assignment), consists of Long Answer Questions (1000 words) for each Course.

Question Pattern for Theory Examinations:
Tamil Nadu Open University
M.Lib.Sc., Degree Examination

Max. Marks: 70   Time: 3 hours

PART - A (5 x 5 = 25 marks)

Answer all EIGHT questions in 300 words [All questions carry equal marks]

1. From Block - I

2. From Block - II

3. From Block - III

4. From Block - IV

5. From Block- V

6. From any Block

7. From any Block

8. From any Block

PART - B (3 X 15 = 45 marks)

Answer any THREE questions out of Five questions in 1000 words All questions carry equal marks

1. From Block - I

2. From Block - II

3. From Block - III

4. From Block - IV

5. From Block- V

11.PASSING MINIMUM:

Theory/Practice: A minimum requirement for a student to pass a course (both theory and practice) is 50 percent. A student should obtain a minimum of 13 marks out of 30 in Internal Assessment (IE) and 32 marks out of 70 in Term End Examination (TEE) to pass a course. To obtain an overall passing aggregate the respective course in addition to minimum marks in each category (IE + TEE) the Student should obtain 5 marks either from the IA or TEE.

Continuous Internal Assessment (CIA)		Term End Examination (TEE)		Overall Aggregate Marks	Maximum Marks
Minimum Pass Mark	Maximum Mark	Minimum Pass Mark	Maximum Mark	CIA + TEE	
13	30	32	70	50	100

12.PATTERN OF PRACTICE QUESTION PAPER:

THEORY

Section A classification

(i) Universal Decimal Classification

Part A : Five out of seven, 5 x 2 = 10 Marks   10Marks
Part B : Two out of three, 2 x 5 = 10 Marks   10 Marks

(ii) Colon Classification

Part A : Five out of seven, 5 x 2 = 10 Marks   10 Marks
Part B : Two out of three, 2 x 5 = 10 Marks   10 Marks

Section B – Cataloguing

Part A : Three out of five, 3 x 10 = 30 Marks   30 Marks

Total   70 Marks

13.Awarding of marks for Practical examinations.

Total Marks: 100 (External Practical 70 Marks +Internal (Record30 Marks)

14. CLASSIFICATION OF SUCCESSFUL CANDIDATES

Candidates who pass all the Courses prescribed and who secure 60 percent and above in the aggregate of marks will be placed in the First Class and those who are securing 50 percent and above but below 60 percent in the aggregate will be placed in the Second Class.

MASTER OF LIBRARY AND INFORMATION SCIENCE (M.Lib.I.Sc.)

SYLLABUS

MLS-01 : COMMUNICATION AND INFORMATION SYSTEMS

COURSE OBJECTIVES

While studying the Communication and Information Systems course, the student will be able to:

☐ Get introduced to the concept of Information, theories and models of information and information transfer cycle.

☐ Understand the various theories and models of communication, channels of communication and barriers to communication.

☐ Get familiar with types of information sources, information centres and systems at the national and international levels.

BLOCK -I

Basics of Information: Information – Concept, Notion and Definition-Information - Theories and Models-Information diffusion – Pattern; Information Transfer Cycle.

BLOCK - II

Communication Channels: Concept, Notion and Definition - Theories and Models -Modes of Communication - Forms and Channels- Barriers to Communication

BLOCK – III

Sources of Information: Information Sources – Characteristics; Types-Primary Sources – Characteristics; Types, Secondary Sources – Characteristics, Types - Tertiary Sources – Characteristics; Types- Non-Documentary Sources – Electronic Sources - Types .

BLOCK – IV

Information Systems, Centres and Services: Information Centres – Introduction, Meaning and Definition -Translation Centres and Reprographic Centres-Information System - Types and sub-systems – INIS, AGRIS, PubMed, NISCAIR, ICMR, LC and OCLC.

BLOCK –V

Information Institutions: Data Centres, Information Analysis Centres, Clearing House – Need; Genesis-Referral Centres - Objectives, Structure and Functions.

REFERENCE:

1. Feather J. (2008). The Information Society: a study of continuity and change. Ed. 5. London: Facet Publishing.

2. Khanna, J.K. (1984). Fundamentals of Library Organization . New Delhi : Ess Ess Publication.

3. Mistra, Jogesh (1979). History of Libraries and in Librarianship in Modern India Since 1850. Delhi: Alma Ramu & Sons.

WEB RESOURCES

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COURSE LEARNING OUTCOMES

After completion of the Communication and Information System course, the student will be able to:

☐ Understand the position and role of Library & Information Professionals

☐ Apply various communication theories and model in information dissemination and delivery

☐ Find out appropriate information from various information sources to fulfill the information needs of clientele

☐ Provide specific information services by using various information institutions.

MLS-02: INFORMATION PROCESSING AND RETRIEVAL (THEORY)

COURSE OBJECTIVES

While studying the Information Processing and Retrieval course, the student shall be able to:

☐ Understand the concept of Information retrieval system, models and processes.

☐ Get familiar with bibliographic description, standards and formats

☐ Learn indexing system and content development

BLOCK – I

Information Retrieval: Information Retrieval – Meaning, Definition- Processes and Technique - Models and their Applications-Search Strategy - Processes and Techniques.

BLOCK – II

Information Storage and Retrieval Systems: ISAR Systems - Objectives, Types and Compatibility - Intelligent IR Systems

BLOCK – III

Bibliographic Description: Principles and Evaluation of Bibliographic Description - Rules for Bibliographic Description- Standards for Bibliographic Record Format – Metadata.

BLOCK – IV

Indexing Languages and Systems: Intellectual Organization of Information - Indexing Languages - Concept and Types - Classification Systems – Types, Genesis and Development- Indexing Systems and Techniques –Evaluation of IR Systems.

BLOCK – V

Content Development: Norms and Guidelines of Content Development -Web-based Content Development - Introduction to HTML and XML –Multilingual Content Development.

REFERENCE:

1. Belew, Richard K. (2001). Finding Out About: A Cognitive Perspective on Search Engine Technology and the WWW. Cambridge, UK: Cambridge University Press.

2. Date, C.J. (2000). An Introduction to Database Systems. Reading, MA: Addison-Wesley.

3. Foskett, A. C. (1996). Subject Approach to Information. 5th ed. London: Library Association.

4. Foulonneu, M. (2008). Metadata for Digital Resources. UK: Chandos

5. Korfhage, Robert R. (1997). Information Storage and Retrieval. New York: Wiley.

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m%2feducation%2fwhat-is-information-processing-
theory/RK=2/RS=eMwR6_gw2qQB8ChDtJWnGaSa3B8-

COURSE OUTCOMES

 After completion of the Information Processing and Retrieval course, the student will be able to:

- ☐   Process the documents / information for storage and retrieval
- ☐   Describe the bibliographic item by using standards and formats
- ☐   Develop content using various techniques and approaches.

MLS-03: INFORMATION PROCESSING AND RETRIEVAL (PRACTICE)

COURSE OBJECTIVES

While studying the Information Processing and Retrieval (Practice) course, the student shall be able to:

- ☐ Understand how to classify the documents as per the schemes of classification.
- ☐ Get familiar with preparation catalogues for various bibliographic entities such as books and non-book materials.

BLOCK - I

Classification of Documents according to the Third Abridged edition of Universal Decimal Classification [UDC] and Colon Classification [CC] Ed. 6.

BLOCK - II

Bibliographic description for different types of Documents viz., books, periodicals, and non-book materials as per AACR-2 and Sears List of Subject Headings.

BLOCK - III

Cataloging of Non-Book Materials: Cartographic Materials, Manuscripts (Including Manuscript Collection), Music, Sound Recording, Motion Picture and Video- Recording, Graphic materials, Machine Readable data Files, Three Dimensional Artifacts and Realia.

REFERENCE:

1. Anglo-American Cataloguing Rules 2nd ed, (1988). London: Library Association.

2. Carmen, Rovira & Reyes, Caroline, Reyes (ed). (1986). Sear's List of Subject Headings, 13th ed. New York: Wilson.

3. Chan, Lois Mai (1986). Library of congress Subject Headings, Littleton: Libraries Unlimited, 1986.

4. Graham, Paul (1985). Current developments in Audio visual cataloguing. Library Trends, Summer.p. 5- 66

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COURSE OUTCOMES

After completion of the Information Processing and Retrieval (Practice) course, the student will be able to:

- ☐ classify the library collection in a meaningful manner for locating the documents

easily.

☐ catalogue the bibliographic items through which the availability of an item in the collection can be identified.

MLS-04 : MANAGEMENT OF INFORMATION CENTRES

COURSE OBJECTIVES

While studying the Management of Information Centres course, the student shall be able to:

☐ Understand the concept of management, various schools of management thoughts, TQM and Change Management

☐ Get familiar with the concept of system analysis, performance measurement and evaluation techniques.

☐ Know the concepts of human resource management, financial resource management, and Marketing of information.

BLOCK - I

Principles of Management: Management - Concept and Schools of Management Though - Management - Functions- Total Quality Management - Change Management; Participative Management.

BLOCK – II

Systems Analysis and Control: Systems Approach - Work Flow and Organisation Routine - Monitoring and Control Techniques-Performance Measurement and Evaluation Techniques

BLOCK – III

Human Resource Management: Organizational Behaviour - Managerial Quality and Leadership - Human Resource Planning and Development.

BLOCK – IV

Financial Management: Budgeting and Types- Budgetary Control System - Costing Techniques and Cost Analysis

BLOCK – V

Marketing of Information Products and Services: Information as a Marketable Commodity - Marketing Mix - Approach and Techniques -Market segmentation - E-Marketing

REFERENCE:

1. Bryson, Jo (1990). Effective Library Aand Information Centre Management.
   Hants : Gower.

2. Clayton, P R & Gorman, G E (2006). Managing Information Resources iIn Libraries: Collection Management iIn Theory aAnd Practice. London : Facet Publishing, London.

3. Clayton, P. R.& Gorman, G. E. (2006). Managing information resources in libraries: collection management in theory and practice. London: Facet Publishing.

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mia.edu%2f42005686%2fRIM2202_Management_of_Library_and_Information_Centres/RK=2
/RS=fkikC1IMOiFR3iOpQMCiU.UlU6I-i

COURSE OUTCOMES

After completion of the Management of Information Centres course, the student will be able to:

☐ Apply various management theories to manage Library and Information Centres

☐ Manage the human resources and financial resources in Library and Information Centres effectively.

MLS-05 : RESEARCH METHODS

COURSE OBJECTIVES

While studying the Research Methods course, the student shall be able to:

☐ Learn the concept of research, types of research and research problem

☐ Understand the research design, problem identification, population and samples, sampling techniques

☐ Know how to collect data by using various methods, analyse the collected data and presentation of data

BLOCK –I

Elements of Research: Research - Definition, Characteristics - Types of Research - Historical, Fundamental / Pure, Applied, Scientific Method- Formulation of Research Problem; Sources of identification, Factors influencing in selection of research problem.
- Hypothesis - Meaning, Definition, Types; Formulation and Testing.

BLOCK – II

Research Methods and Techniques: Research Methods – Survey, Census, Case Study, Experimental, Focused groups.- Method of Data collection - Observation, Interview and Questionnaires - Advantages and Disadvantages-Sampling - Introduction; Definition of Universe, Population, Sample - Sampling Techniques – Probability and Non-Probability.

BLOCK – III

Design of Research**:** Research Design - Definition and Importance – Types - Exploratory, Description, Experimental - Content Analysis – Socio-metric Techniques, Constructive Typology, Projective Techniques, Statistical Survey, Evaluation Studies.

BLOCK – IV

Data Analysis: Problem Measurement – Reliability, Validity, Measures of Central Tendency – Average – Measures of Dispersion; Correlation Analysis – Regression Analysis – Time Series - Measurement of Trends -Testing of Hypothesis: Statistical Testing; Chi-square Test.

BLOCK – V

Presentation of Research: Report Writing - Organization of Report – Components-Style and presentation – Tables, Charts, Figures

REFERENCE

1. Charles H. Busha, Charles H. & Stephen, P. Harter, Stephen, P. (1980). Research Methods in Librarianship: Techniques and Interpretation. New York: Academic Press

2. Goon, A M. (2000). Fundamental of Statistics. Calcutta: World Press

3. Krishnaswami, O.R. (1993). Methodology of Research in Social Sciences. Bombay : Himalaya

4. Das Gupta, Kalpana (ed)(2001). Library practice for effective management. New Delhi : Indian Library Association.

5. Evans, (G E &) And Saponaro, (M Z. (2005)). Developing Library Aand Information Center Collections. Ed. 5. 2005. London : Libraries Unlimited.

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COURSE OUTCOMES

After completion of the Research Methods course, the student will be able to:

☐ pursue research in the field of Library and Information Science for the development of libraries/ information.

MLS-06 : APPLICATIONS OF ICT

COURSE OBJECTIVES

While studying the Application of ICT course, the student shall be able to:

☐ Understand the basic concepts of Computer and its types, computer generations, organization and telecommunication technology

☐ Familiarise with the operating systems, database management system, application of computers for house- keeping operations and other reader oriented services

BLOCK – I

Overview of Computer Technology:Computer – Introduction, Classification, Genesis and development of computer technology, Computer Generations - Processor Technology - Storage Technology - Input, Output devices- Programming Languages - Natural Language Processing-

Fundamentals of Telecommunication Technology

BLOCK – II

Operating Systems and Programming Languages**:** Operating System – Introduction, Definition, Functions, Types – Windows; Unix – History, Version, Structure, commands - Use of Computers for House Keeping Operations -Automated Acquisition System; Automated Cataloguing System – Authority Control and standard formats in cataloging - Workflow in catalogues; Automated Serials Control System- Functions- Management and workflow in Serials Control System- Digital Libraries.

BLOCK - III

Design and Management of Databases: Database - Introduction, Components, Structure, Organization and search - Database Models - Hierarchical Database, Relational Model, Network Model - Bibliographical Database; Database Management Software.

BLOCK - IV

Networking and internet Services: Computer networks – Components, Types - LAN, MAN, WAN; Network Topology - Bus, Ring, Star, Mesh and Hierarchical Topology- Elements in Networking- Network based Information Services- Internet Services**:** Introduction – History of Internet – Hardware – Basic communication facilities: E-mail, FTP – TELNET – Network Navigation Tools: Archie, Gopher, Veronica – World Wide Web- Information Services – Web page Design – HTML – Internet based Library and Information Services: E-books, E-Journals – Institutional Repositories (IR) - Advantageous and Disadvantageous.

BLOCK –V

 Computerized Information Services: House-keeping operations- Current Awareness Service and Selective Dissemination of Service – Alerting services – Digital Reference Service – Bibliographic Services – Electronic Document Delivery – Inter Library Loan.

REFERENCE:

1. Andrews, J. (2010). Digital Libraries. London: Ashgate

2. Cox, Andrew (2010). Introduction to Digital Library Management. London: Facet

    Publishing.

3. Deepali , Talagala (2003). Web Interface For CDS/ISIS : Genisisweb V.3.0.

    Colombo: Sri Llanka Library Association.

4. Haravu, L J. (2004). Library Automation: Design, Principles aAnd Practice. New Delhi: 2004.

WEB RESOURCES

http://tscpl.com/publication/applications-of-ict/#:~:text=Author%20%3A%20Sanjay,5259%2D036%2D0

COURSE OUTCOMES

On completion of the Research Methods course, the student will be able to:

☐ Use computer technology for automate the library activities

☐ Apply computers for doing library routines and providing computer based information services to the users.

MLS-07: ACADEMIC LIBRARY SYSTEM

COURSE OBJECTIVES

While studying the Academic Library System course, the student shall be able to:

☐ Understand the concept, objectives, types and functions of the Academic Library

☐ Learn the meaning of collection development, collection development policies and weeding out policies, and norms.

☐ Know the staff, staff pattern, staff requirements and staff development.

BLOCK – I

Introduction**:** Academic Libraries - Objectives, Types and Functions-Role of UGC and other bodies in promoting libraries of universities, Colleges and Other Institutions of Higher Learning- Library Governance-Academic Library Services- Financial Management in Academic Libraries.

BLOCK – II

Collection Development: Collection development Policy; Weeding Out Policy -Problems in Collection Organization- Collection development Programmes

BLOCK – III

Staffing Pattern and Staff Development: Categories of Staff - Professional – Para-professional, Semi-professional - Norms and Patterns- Continuing Education Programmes and Personnel Management.

BLOCK – IV

Resource Sharing Programme: Resource Sharing - Need, Objectives and Function -INFLIBNET - Activities and Services in resource sharing.

BLOCK – V

Promotional Services:User Education – Information need analysis -Information Literacy – Methods - Use and User Studies

REFERENCE:

1. Baker, David (Ed.) (1997). Resource Management in Academic Libraries. London : Library Associations.

2. Brophy, Peter (2000). The Academic Library. London : Library Association.

3. Budd, J. M. (1988). The Academic Library: The Context, its Purpose and its Operation. London : Libraries Unlimited.

4. Chapman, Liz (2001). Managing Acquisitions in Library and Information Services. London : Library Association.

5. Dowler, L. (Ed.) (1998). Gateways to Knowledge: The Role of Academic Libraries in Teaching, Learning and Research. London : MIT Press.

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COURSE OUTCOMES

After completion of the Academic Library System course, the student will be able to:

☐ Gain knowledge to work with academic libraries and manage the resources in academic library system

MLS-08: INFORMETRICS

COURSE OBJECTIVES

While studying the Informetrics course, the student shall be able to:

☐ Understand the concept of Informetrics and other metrics

☐ Familiar with bibliometrics laws, growth studies and citation analysis

BLOCK – I

Evolution: Informetrics - genesis, scope and definition- Other metrics - Librametry, Bibliometrics, Scientometrics & webometrics

BLOCK – II

Laws of Bibliometrics: Classical bibliometrics laws – Zip's Law, Lotka's Law, Bradford's Law Of Scattering; Generalized Bibliometrics distributions. Fitting of Informetrics models : Bradford's Curve, Leimukuhler's Distribution, etc.-Concentration measures; 80-20 rule, Price's Law relating to scientific productivity; Analysis of use statistics.

BLOCK – III

Growth Studies: Growth and Obsolescence of literature-Various growth models; Aging factor and half-life: real vs. apparent; synchronous vs. diachronous.

BLOCK - IV

Citation Analysis: Citation analysis- Bibliographic Coupling and Co-Citation Analysis

BLOCK – V

Quantitative and Qualitative Indicators: Quantitative Indicators: Authorship pattern, Collaborative Index, Affinity Index, Science Production Index- Qualitative Indicators - Impact factor, h-index, g-index, i-10; Mapping of Science.

REFERENCE:

1. Baker, S L. & Lancaster, S.W. (1991). Measurement and evaluation of library services. 2 Ed. Arlinglon: Information Resources Press,

2. Carpenter, R.L. & Vasu, E.S. (1979). Statistical methods for librarian. Chicago: ALA.

3. Donohue, J C. (1990). Understanding scientific literature: A Bibliometric approach. London: MIT.

4. Egghe, L., & Rousseau, R. (1990). Introduction to Informetrics: Quantitative methods in Library, Documentation and Information Science. Amsterdam: Elsevier.

5. Egghe, L. & Rousseau, R. (2001). Elementary statistics for effective Library and Information services management. London: ASLIB.

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COURSE OUTCOMES

After completion of the Informetrics course, the student will be able to:

☐ Apply bibliometric, informetrics laws for quantitative and qualitative measurement of documents / information.

☐ Measure performance of individuals and countries applying the principles of informetrics.

<table>
<tr><td colspan="9" align="center">**M.Lib.I.Sc Degree Programme - Non-Semester**</td></tr>
<tr><td colspan="9" align="center">**Mapping of the programme Learning Outcomes with the Course Learning Outcomes**</td></tr>
<tr><td>**Programme Outcomes**</td><td colspan="8" align="center">**Courses**</td></tr>
<tr><td></td><td>**MLS-01**</td><td>**MLS-02**</td><td>**MLS-03**</td><td>**MLS-04**</td><td>**MLS-05**</td><td>**MLS-06**</td><td>**MLS-07**</td><td>**MLS-08**</td></tr>
<tr><td>Understanding of Concept, Nature and Importance</td><td>√</td><td>√</td><td>√</td><td>√</td><td>√</td><td>√</td><td>√</td><td>√</td></tr>
<tr><td>Theoretical Understanding</td><td>√</td><td>√</td><td>√</td><td>√</td><td>√</td><td>√</td><td>√</td><td>√</td></tr>
<tr><td>Professional Knowledge & Attitude</td><td></td><td>√</td><td>√</td><td></td><td></td><td>√</td><td>√</td><td>√</td></tr>
<tr><td>Knowledge of Programme Library Information Literacy</td><td>√</td><td></td><td></td><td>√</td><td></td><td></td><td></td><td>√</td></tr>
<tr><td>Application of Management related Programs</td><td></td><td></td><td></td><td>√</td><td></td><td></td><td></td><td></td></tr>
<tr><td>Application of Scientific Knowledge & Skills</td><td>√</td><td></td><td></td><td></td><td></td><td>√</td><td></td><td>√</td></tr>
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Critical Evaluation of thearetical approaches						√			√