

# Syllabus for M.Lib.I.Sc. Programme of Study

## Section-1: Foundations of Library and Information Science



Library Development, Five Laws of Library Science, Types of Libraries, Professional Associations and Organizations: RRRLF, UNESCO, IFLA and FID, National Library of India, Library Legislation and Library Movement, Model Library Act, Press and Registration Act, Delivery of Books (Public Libraries) Act, Library Cooperation and Extension Activities, Resource Sharing: Networking and Consortia; Publicity and Extension Services, Professional Ethics, Library and Information Profession in Digital Era

#### Section-2: Knowledge Organisation and Information Processing: Classification and Cataloguing

Library Classification, Knowledge classification and Book Classification, Species of schemes of classification, Subjects and Isolates, Systems and Specials, Concept of Categories, Notational systems Types, characteristics, qualities and functions, Devices, Book Number, Canons of Classification, Principles of Helpful Sequence & facet sequence, Postulation Approaches, Facet Analysis, Phase Relation and Facet analysis, CC and DDC schemes of classification; Library Cataloguing, physical forms, types of cataloguing, Pre-natal, Cooperative and centralized cataloguing, union catalogue, CIP, Canons, Codes and standards: CCC and AACR2, MARC, Meta data, Dublin core, CCF, ISBN, ISSN, ISBD

## Section-3: Information, Communication and Library Information Technology

Data, information and knowledge, Information Science and Information Society, Communication: components, barriers and models, National Knowledge Commission, Information Policy, Right to information, Extension services and Public Relation, Types and generation of computer, Application and system software, Operating System: DOS & WINDOWS; Programming languages; Multimedia, Automation, Library management software: SOUL & CDS/ISIS; Networking- types and topology, Internet

### Section-4: Management of Library and Information Centres

Library Management Principles, Library Governance & Planning, Total Quality Management, Financial Management: Budget, Budgeting and Accounting; Human Resource Management: Selection, Recruitment, Training, Development, Performance Appraisal; Library Building and Resources Management, Collection Development, Circulation, Shelving and Stock Verification, Preservation and Conservation, Library Records and Statistics, Staff Manual, Library Statistics, Annual Report.

#### Section-5: Information Sources & Services

Information Sources, Documents: Print & electronic. Documentary- Non-documentary, Conventional- Non conventional, Non-book materials, Primary, Secondary and Tertiary Information sources, Internet as source of information - Blogs, Wikis, and Portals. Information Services, Reprographic, Translation, CAS & SDI, Index and Indexing: PRECIS, POPSI, UNITERM, Keyword, Abstract and Abstracting, Reference Service: Ready & Long range Reference service, User orientation, Documentation: work and service.

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