

CMJ UNIVERSITY, SHILLONG

REGULATION FOR Master in Library & Information Science

Duration – Two Years

Eligibility - B.Lib

Scheme of Distribution of Marks

Sr. No.	First Year	Internal Assessment Marks	Term End Examination	Total Marks	Passing Marks
1	Foundations Of Library And Information Science	30	70	100	40
2	Knowledge Organisation – Classification	30	70	100	40
3	Information Sources And Services	30	70	100	40
4	Introduction To Information And Communication Technology	30	70	100	40
5	Library Automation	30	70	100	40
Sr. No.	Second Year	Internal Assessment Marks	Term End Examination	Total Marks	Passing Marks
1	Library And Information System Management	30	70	100	40
2	Research Methods And Techniques	30	70	100	40
3	Information Technology	30	70	100	40
4	Digital Library	30	70	100	40
5	Informetrics	30	70	100	40

Master in Library & Information Science

First Year

FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE

UNIT - I

Modern Concept Of Library As An Information Centre- Contemporary View-Social, Economic, Cultural, Political, Technological Changes And Their Impact On Library And Information Science

UNIT - II

History Of Libraries – Library Movement In India, U.K., U.S.A. – Library Legislation – Model Public Library Act – Madras Public Library Act (1948) – Delivery Of Books And Newspapers Act (1954) – Indian Copy Right Act

UNIT - III

Objectives, Introduction, Public Libraries, Academic Libraries, Special Libraries

UNIT - IV

Objectives, Introduction, Five Laws of Library Science and their Implications, Professional Ethics, Extension Service, Library Co-operation

UNIT - V

Library Professional Associations: Role – Structure - Functions – National: ILA – IATLIS – IASLIC – International: IFLA, ALA, CILIP

KNOWLEDGE ORGANISATION - CLASSIFICATION

UNIT - I

Classification concept: Definition – Need and purpose – Basic Concepts – Terminology – Document and Knowledge Classification.

UNIT - II

Universe of Subjects: Knowledge structure and development – Formations of Subjects – Different Schemes of Classification – CC – DDC - UDC

UNIT - III

General Theory of Classification – Normative Principles – Three Planes of Work – Fundamental Categories – Facet Analysis – Postulates and Postulation Procedure

UNIT - IV

Notation – Definition – Types – Qualities – Functions – Canons – Mnemonics.

UNIT - V

Zone Analysis – Systems and Specials – Phase Analysis – Common Isolates.

INFORMATION SOURCES AND SERVICES

UNIT - I

Information Sources – Definition – Importance – Types – Documentary – Non- Documentary – Primary, Secondary and Tertiary.

UNIT - II

Study of various Sources – Dictionaries – Encyclopedias – Year Books – Directories – Almanacs – Handbooks – Bibliographies – Manuals – Biographical Sources – Geographical Sources.

UNIT - III

Evaluation Information Sources: Authority – Scope – Arrangement – Treatment.

UNIT - IV

Information Services: Definition, Need, Purpose, Types – User Education – Reference Service and Long Range Reference – Abstracting and Indexing Service – CAS – SDI – Bibliographical Service – Translation Service.

UNIT - V

Information System: Definition – Need – Types - National: NISSAT – NISCAIR – NASSDOC – DESIDOC – International: UNISIST – INIS – AGRIS – MEDLARS.

INTRODUCTION TO INFORMATION AND COMMUNICATION TECHNOLOGY

UNIT - I

Introduction to Computers, Information Technology: Definition, need, scope and objective, Historical Development of Computers – 1, Generations of Computers, Hardware vs. Software, Operating System, Input and Output Devices

UNIT - II

Information and communication technology: meaning, definition, telecommunications and communication media, cables, Ethernet, modem, radio modem, satellite communication, wireless communication, VSAT, bandwidth, ISDN

UNIT - III

Networking – Topologies –Types Of Networks, INDONET, INFLIBNET, DELNET, NICNET

UNIT - IV

Internet: Fundamentals, Intranet, Extranet, INTERNET Protocols, Web Browsers, Search Engines

UNIT - V

Digital libraries- concept, e-publishing

LIBRARY AUTOMATION

UNIT – I

Library Automation Need- Purpose- Function- Importance

UNIT – II

Computer Applications: House Keeping Operations – Acquisition – Technical Processing – Periodical Control – Circulation – OPAC – Report of Library Statistics

UNIT – III

Library Software and Applications: Modules – LIBSYS – SOUL – CDS/ISIS

UNIT – IV

Library Hardware/ Software Selection- Criteria- Planning and Designing of Library Automation

UNIT – V

Data Base Management System (DBMS) – Fundamentals – Types – Database Architecture

Master in Library & Information Science

Second Year

LIBRARY AND INFORMATION SYSTEM MANAGEMENT

UNIT - I

Management: Concept, Definition, Scope and Principles, Schools of thought, Functions and Principles of Scientific Management, System analysis, Design and development, Library as a system, PERT/CPM, SWOT, DFD.

UNIT - II

Human Resource Management, Organization Structure, Personnel Policies, Job Description, Analysis and Evaluation, Recruitment procedures, Training and Development, Motivation and group dynamics, Performance Appraisal.

UNIT - III

Financial Management, Resource mobilization, Budget, Definition, Need and Purpose, Budgeting techniques and methods, PPBS, ZBBS, Budgeting control, Cost effectiveness and Cost Benefit Analysis, Marketing of Information Products

UNIT - IV

Library House Keeping Operations, Different sections of Library and Information Centres and their functions, Collection Development, Policies and Procedures, Acquisition, technical Processing, Serial Control, Circulation control, Maintenance, Stock Verification Policies and Procedures, Evaluation and Weeding of Documents, Conservation and Preservation

UNIT - V

Planning: Concept, Definition, Need and Purpose, Types and Levels, Steps in Planning, Formulating Objectives, MBO, Space Management, Risk, Manpower and Planning of Related Infrastructure, TQM

RESEARCH METHODS AND TECHNIQUES

UNIT – I

Research: Concept, Characteristics and Types; Pure, Applied, Action and Inter Disciplinary Research – Logic and Scientific Investigation.

UNIT – II

Research Problem: Identification, Selection and Formulation of a Research Problem - Research design - Literature Search and Review of Literature - Hypothesis – Definition - Types and Characteristics

UNIT – III

Research Methods: Survey – Historical – Case Study – Experimental - Sampling – Definition - Types and Relevance.

UNIT – IV

Data Collection: Data Sources – Primary Sources and Secondary Sources - Data Collection Methods – Questionnaire, Interview, Observation

UNIT – V

Data Analysis: Analysis and Interpretation – Statistical Tools and Techniques – Measure of Central Tendency - Frequency Distribution - Regression and Correlation – Scales - Statistical Tools – Report Writing - Style and Structure of Presentation of Data..

INFORMATION TECHNOLOGY

UNIT - I

Information Technology: Definition, Need and Scope – Impact of Information Technology and Library and Information Services

UNIT - II

Generation of Computers- Storage Devices – Operating Systems – Types- Single – Multiuser – Functions of OS – WINDOWS, LINUX, UNIX.

UNIT – III

Networking: Need- Purpose- Types – LAN, WAN, MAN, Topologies- Bus- Star- Ring- Network Servers

UNIT – IV

Network Protocols: TCP/IP, IP, HTTP – Hypertext – Hypermedia- Multimedia – ISDN- OSI. Accessories – Bridges – Routers - Switches

UNIT – V

Internet: Historical Development – Types of Connectivity- ISP – Web Resources – Web Portals – Browsers- Search Engines – Internet Tools - FTP

DIGITAL LIBRARY

UNIT - I

Digital Library; Definitions - Fundamentals - Characteristics - Nature of Digital Collections - Intellectual Properties Rights (IPR).

UNIT - II

Design and Organization of Digital Libraries; Architecture - Protocols - Metadata - Standards - User Interfaces.

UNIT - III

Digital Resources; Management - access to and use of Digital Libraries - Storage - Archiving and Digital Preservation

UNIT - IV

Open Source Initiatives; Open Archive Initiative (OAI) - Open Source Softwares; GSDL - DSpace - EPrint.

UNIT - V

Institutional Repositories; Definitions - Planning for Digitization - Digital Source Services - Digital Initiatives in India

INFORMETRICS

UNIT – I

Informetrics: Nature and General Aspects – Definition – Scope – Value – Librametrics – Bibliometrics – Scientometrics – Webmetrics.

UNIT – II

Theory and Laws: Zipf's law – Lotka's Law, Bradford's Law – Price Theory – Circulation – Applications.

UNIT – III

Quantitative and Qualitative Techniques: Types – Multidimensional Scaling – Cluster Analysis – Correspondence Analysis – Co-Word Analysis.

UNIT – IV

Citation Studies: Citation Theory – Citation Analysis – Different Forms of Citation – Citation Control – Self Citation.

UNIT – V

Application of Quantitative – Qualitative Tools and Techniques in LIS Research