NETAJI SUBHAS OPEN UNIVERSITY
Master of Library and Information Science (MLIS)
SYLLABUS

Programme Objectives: Master of library and information science (MLIS) programme is a one-year post graduate professional programme to train the intended learners to cope up with the information ecosystem and to make them prepared as skilled and competent information professionals in the changing environment of ICT-enabled information society and also to boost up their innovative and research skills in their relevant study area.

MLIS programme of NSOU has been designed and developed at par with the mission of the institute, and all possible types of support services are supposed to provide to the learners’ at distance.

Expected programme outcome:
• To create professionals in the field of library and information science.
• To dedicate their professional career for the development of the subject-domain by catering services in different academic libraries, special libraries, public libraries, research centres, government departments, non-government organisations.
• To create a resource pool who will be able to handle and manage the recent developments in the subject domain specially in the ICT environment.

COURSE STRUCTURE:

Paper 1-Information, Communication and Society
Paper 2-Information Sources, Systems and Services
Paper 3-Information Processing and Retrieval (Theory)
Paper 4-Information Institutions, Products and Services
Paper 5-Management of library and Information Centres
Paper 6-Information Technology: Application
Paper 7-Research Methodology

Paper-8 (Elective Paper) (Any one):
Paper-8E1: Preservation and Conservation of Library Materials
Paper-8E2: Academic Library System
Paper-8E3: Public Library System

Paper-9: Dissertation

Full credit: 900 marks (72 credits)

DETAILED COURSE CONTENT

Paper 1: Information, Communication and Society
Module-1: Information Nature Property and Scope
Unit 1: Comparative study of data, information and knowledge
Unit 2: Data: Definition, Types, Nature, Properties and Scope
Unit 3: Information: Definition, Types, Nature, Properties and Scope
Unit 4: Information Science as a discipline
Module 2: Information Generation and Communication
Unit 5: Evolution of human communication and media
Unit 6: generation of information: models and forms
Unit 7: Information Theory: Shannon and Weaver, Entropy
Unit 8: Communication Process and media

Module 3: Knowledge generation Cycle
Unit 9: Structure and development of knowledge
Unit 10: Knowledge Generation to Utilization
Unit 11: Knowledge and Social survival

Module 4: Information and Society
Unit 12: Social implications of information
Unit 13: Information: an economic resource
Unit 14: Information Policies: National and International
Unit 15: Information Society

Paper 2: Information Sources, Systems and Services
Module-1: Multimedia
Unit 1: Physical Media of Information
Unit 2: Print media, Multimedia (Hypermedia) & Hypertext
Unit 3: Non-print media: Microform, Electronic and Optical media

Module -2: Information Sources, Systems and Services (Subject-wise organised)
Unit 4: Humanities
Unit 5: Social Sciences
Unit 6: Science and Technology
Unit 7: Non-disciplinary Subjects
Unit 8: International Organisations

Module -3: Information Sources for Users
Unit 9: Content analysis and its correlation to clientele
Unit 10: Customised Organisation of Information Sources
Unit 11: Aids to Information Sources

Module- 4: Information Services
Unit 12: Information Services: concepts, definitions, need and trends
Unit 13: Evaluation of Alerting Services (CAS, SDI), Bibliographic, Referral, Document Delivery and Translation Services
Unit -14: Study of National and International Information Systems and Services

Paper 3: Information Processing and Retrieval (Theory)
Module-1: Intellectual Organisation of Information
Unit 1: Intellectual Organisation: an Overview
Unit 2: Classification Systems: General Systems
Unit 3: Classification Systems: Special Systems
Unit 4: Thesaurus: Structure and Functions

Module-2: Bibliographic Description and Subject Indexing
Unit 5: Bibliographic description: an overview
Unit 6: Standards for Bibliographic Record Format
Unit 7: Bibliographic description of non-print media
Unit 8: Metadata
Unit 9: Indexing in theory and practice

Module-3: Indexing Languages and Vocabulary Control
Unit 10: Indexing Languages: Types and Characteristics
Unit 11: Vocabulary Control, Tools of Vocabulary Control
Unit 12: Structure and Construction of an IR Thesaurus
Unit 13: Trends in Automatic Indexing
Module-4: Information Retrieval
Unit 14: IR Models, Search Strategies, Feedback
Unit 15: Evaluation of IR Systems
Unit 16: Information Retrieval Techniques
Unit 17: Trends in IR Models

**Paper 4: Information Institutions, Products and Services**

*Module-1: Information Institutions*
Unit 1: Information Institutions: Evolution and Growth
Unit 2: Information Centres: Types and their Organisations
Unit 3: Data Centres and Referral Centres
Unit 4: Information Analysis and Consolidation Centres

*Module-2: Information Services*
Unit 5: Literature Searches and Bibliographies
Unit 6: Document Delivery Service
Unit 7: Translation Services

*Module-3: Information Products*
Unit 8: Information Newsletters, House Bulletins, In-house Communications
Unit 9: Trade and Product Bulletins
Unit 10: State-of the-art Report and Trend Reports
Unit 11: Technical Digest

*Module-4: Date-base Support Services*
Unit 12: Data-bases: types and uses
Unit 13: Data-base Intermediaries such as Searchers, Editors, etc.
Unit 14: On-line Information Systems and Information Networks

**Paper-5: Management of Library and Information Centres**

*Module-1: Management Perspectives*
Unit 1: Principles of Management
Unit 2: Management Functions
Unit 3: Managerial Quality and Leadership
Unit 4: Schools of Management Thought

*Module-2: System Analysis and Control*
Unit 5: Library as a System
Unit 6: Project Management, PERT\CPM
Unit 7: Decision Tables
Unit 8: Performance Evaluation, Standards, MIS
Unit 9: Work Flow and Organisation Routines

*Module-3: Personnel Management*
Unit 10: Overview of Personnel Management
Unit 11: Manpower Planning
Unit 12: HRD-Quality Improvement Programmes
Unit 13: Performance Appraisal
Unit 14: Total Quality Management

*Module-4: Financial Management*
Unit 15: Budgeting and Types
Unit 16: Budgetary Control System
Unit 17: Costing Techniques
Unit 18: Cost Effectiveness and Cost Benefit Analysis Out Sourcing

**Paper 6: Information Technology: Applications**

**Module-1: Library Automation**
Unit 1: Planning and implementation of Library Automation;
Unit 2: Computer-based Acquisition Control;
Unit 3: Computer-based Cataloguing, Gist & Unicode Standard, ASCII, ISClII;
Unit 4: Computer-based Serials Control;
Unit 5: Retro-Conversion, Bar-coding.

**Module-2: Database Management System**
Unit 6: Database Models;
Unit 7: Software System, Libsys, TLMS, VTLS, CDS/ISIS, Oracle/Postgras, SQL/MSSQL;
Unit 8: OPAC Systems;
Unit 9: Database Structure, Organisation and Search.

**Module-3: Operating Systems and Programming**
Unit 10: Single User Operating System- MS Windows;
Unit 11: Multi-User Operating System- LINUX, UNIX, Windows NT;
Unit 12: Programming Languages: Algorithms;
Unit 13: Flowcharting;
Unit 14: Search and Sorting Algorithm and Structure.

**Module-4: Networking**
Unit 15: Resource Sharing through Networks;
Unit 16: Network and their classification;
Unit 17: Network Architecture and Services;
Unit 18: Bibliographic information Networks

**Paper 7: Research Methodology**

**Module- 1: Introduction to Research Methodology**
Unit 1: Concept, Need, Purpose of Research
Unit 2: Types of Research methods (Scope: Fundamental, Applied, Quantitative and Qualitative)
Unit 3: Steps of Research
Unit 4: Ethical and Social aspects of research (Scope: general theoretical overview)

**Module- 2: Research Methods and Design**
Unit 5: Research Methods: Quantitative
Unit 6: Research Methods: Qualitative
Unit 7: Problems, Hypothesis/ Research Question, Variables
Unit 8: Literature Review: techniques

**Module-3: Data Collection, Analysis and Interpretation**
Unit 9: Data Collection: tools and techniques (Scope: Tools and Techniques: Sampling Questionnaire, Interview, Schedules, Observation, Scaling, Role of NSSO, Census, etc.)
Unit 10: Presentation of Data: techniques (Scope: Tabular and graphical, frequency distribution, etc.)
Unit 11: Data analysis and Interpretation: an overview (Scope: basic theory, objectives, Goals, etc., Statistical packages- MS Excel, SPSS, R, etc.)
Unit 12: Application of statistical techniques (Scope: measures of central tendency, measures of dispersion, correlation and regression, testing hypotheses)

**Module 4: Research communication and promotion**
Unit 13: Report writing: format and structure; Study of Style manuals, Citation standards,
Plagiarism detection
Unit 14: Research communication: process and channels (Scope: Research in progress, etc.)
Unit 15: Research promotion agencies: their roles (Scope: Government Agencies- UGC, UGC-DEB, TIFR, DST, DSIR, ICSSR, ICHR, TISS, ISI, NISCAIR, and others).
Unit 16: Trend in LIS Research

**Paper 8E1: Preservation and Conservation of Library Materials**

Module-1: Concept of Preservation and Conservation of Library Materials
Unit 1: Need for Preservation
Unit 2: Evolution of Writing Materials
Module-2: Library Materials
Unit 3: Palm Leaves: Their Nature and Preservation
Unit 4: Manuscripts, Books, Periodicals, Newspapers, etc.
Unit 5: Non-Book Materials
Unit 6: Micro-documents

Module-3: Enemies of Library Materials
Unit 7: Physical Agents
Unit 8: Chemical Agents
Unit 9: Biological Agents
Unit 10: Digital Preservation

Module-4: Control of Deterioration
Unit 11: Environment Control
Unit 12: Control of Micro-biological Agents
Unit 13: Rehabilitation of Documents
Unit 14: Repair and Restoration
Unit 15: Conservation of Non-book Materials

Module-5: Binding
Unit 16: Different types of Binding for Library Materials
Unit 17: Binding Materials and their varieties
Unit 18: Binding Process
Unit 19: Standards for Binding

**Paper 8E2: Academic Library System**

Module-1: Academic Library
Unit 1: Nature and Characteristics
Unit 2: Role of Library in Academic Support System
Unit 3: Librarian and Teacher, Coordinated academic Team
Unit 4: Library as Learning Support
Unit 5: Library and Higher Education

Module-2: Kinds of Academic Library
Unit 6: Academic Institutions and their Libraries
Unit 7: Users’ Groups and their Needs
Unit 8: Library Services and Users’ Support within and beyond the Library
Unit 9: Role of Library in different kinds of Academic Institutions
Unit 10: Integration of Classroom teaching and Library Support

Module-3: Organization and Management of Library Services
Unit 11: Departmentalization and Coordination of Library Services
Unit 12: Library Committee and their Functions, Library Authority
Unit 13: Curriculum Development and Collection Development
Unit 14: Reference Services, Information Services and Referral Services
Unit 15: Users’ Services

**Module-4: Collection Development**
Unit 16: Collection Development: Policies and Procedures
Unit 17: Problems of Collection Development
Unit 18: Library Collection—Books, Serials, etc.
Unit 19: Cooperative Collection Management
Unit 20: Infra-structural Facilities, Library Planning, Library Building, Equipment, etc.

**Paper 8E3: Public Library System**

*Module 1:*
Unit 1: Public Library: origin and Growth
Unit 2: Public Library and Society
Unit 3: Agencies in the Promotion and Development of Public Library System
Unit 4: Library Policy and Legislation

*Module 2:*
Unit 5: Resource Mobilization and Financial resources
Unit 6: Physical and Documentary Resources
Unit 7: Human Resource Development

*Module 3:*
Unit 8: Organizational structure of Public Library System
Unit 9: Public Library Standards
Unit 10: Governance and Performance Evaluation of Public Libraries

*Module 4:*
Unit 11: Types of Library Services
Unit 12: Application of Information Technology in Public Libraries
Unit 13: Resource Sharing and Networking
Unit 14: Public Library scenario in the United Kingdom and United States of America