

**ANNAMALAI UNIVERSITY  
DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE**

**MASTER OF LIBRARY AND INFORMATION SCIENCE (M.L.I.S) – I Year**

**REGULATIONS AND SYLLABUS  
REGULATIONS**

**ELIGIBILITY**

A candidate seeking admission to the programme of the degree of Master of Library and information science shall have passed the Bachelor of library science/Bachelor of Library and information science Degree Examination of this university or an examination of any other university accepted by the syndicate of this university as equivalent there to.

**DURATION OF THE PROGRAMME**

The duration of the programme is one academic year

**COURSE OF THE STUDY**

The course of the study shall comprise both theory and practical with the following studies in accordance with the prescribed syllabus

1. Information Processing and Retrieval (Theory).
2. Information Processing and Retrieval (Practical)
3. Communication and Information Systems
4. Library Information System and Management
5. Research Methodology
6. Applications of Computers to Information Storage and Retrieval
7. Academic Library System
8. Project

**MEDIUM OF INSTRUCTION AND EXAMINATIONS**

The medium of instruction and examinations shall be in English.

**PASSING MINIMUM**

A candidate shall be declared to have passed the examination if he/she obtains not less than 50% of the marks in each course in the university Examination

ANNAMALAI UNIVERSITY  
 DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE  
 DEGREE OF MASTER OF LIBRARY AND INFORMATION SCIENCE 2005-2006  
 [MLIS – One Year]

**DURATION:**

The duration of the programme is one academic year

**SCHEME OF EXAMINATIONS:**

The scheme of examination shall be as follows:

Course Title	Hours	Exam.	Sessional Marks	Total	Min. Marks to Pass
<b>First Semester</b>					
11. Information Processing and Retrieval (Theory).	3	75	25	100	50
12. Information Processing and Retrieval (Practical)	3	75	25	100	50
13. Communication and Information Systems	3	75	25	100	50
14. Library Information System and Management	3	75	25	100	50
<b>Second Semester</b>					
21. Research Methodology	3	75	25	100	50
22. Applications of Computers to Information Storage and Retrieval	3	75	25	100	50
23. Academic Library System	3	75	25	100	50
24. Project	3	75	25	100	50

**CLASSIFICATION OF SUCCESSFUL CANDIDATES**

Successful candidate shall be classified as follows

- a. A Candidate who obtains not less than 60% and above of the total marks shall be deemed to have passed the examine in first Class
- b. All other successful candidate shall be deemed to have passed the examination in second class
- c. A candidate who obtains not less than 70% of the total marks in the first attempt shall be deemed to have passed with Distinction

ANNAMALAI UNIVERSITY  
DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE  
ONE YEAR M.L.I.S - REGULATIONS AND SYLLABUS

**SYLLABUS**

**Paper – 11: INFORMATION PROCESSING AND RETRIEVAL (THEORY)**

1. INFORMATION PROCESSING AND RETRIEVAL  
Basic concepts in information transfer
2. Universe of subjects  
Structure and development, Impact on scheme for classification
3. INDEXING Language  
Schemes for classification, CC, DDC, UDC and BSO. Vocabulary control  
Thesaurus design of indexing language , General Theory of subject indexing  
Languages.
4. INDEXING SYSTEMS AND TECHNIQUES
  - a. Pre-co-ordinate indexing, PRECIS, POPSI
  - b. Relational indexing, post –coordinate indexing uniterm.
  - c. Natural language indexing system
  - d. KWIC, KWOC citation indexing Abstracting.
5. Evaluation of indexing systems  
Criteria for evaluation/Aslib/cranfield studies
6. Search Strategy
7. Bibliographic control  
UBC Need and requirement of UBC
8. Standardization  
Activities relevant to bibliographic record access points Bibliographic description  
machine-readable records
9. Impact of computer Applications, Physical forms of the catalogue, Bibliographic  
description, Concept of main entry.
10. Evaluation of catalogues and cataloguing. Catalogue use studies, Major findings  
and implications

Suggested Readings

- |                |   |
|----------------|---|
| ALA            | : Anglo – American Catalogue rules, Ed.2, 1978  |
| Bose (H)       | : Information science, Principles and practices |
| Dahlberg(1) Ed | : Introduction to information science 1970      |
| Harner (john)  | : Subject approach to information E.4, 1982     |
| Afos et (AC)   | : Subject Approach to information, E.4 1982     |
| IFLA           | : International office for UBC, UNIMARC, 1977   |

## **PAPER –12 : INFORMATION PROCESSING AND RETRIEVAL (practical)**

1. Classification of documents according to the special edition of UDC and CC.Ed.6.
2. Bibliographic description and determination of access point including rendering of headings for an author title catalogue for books, Periodicals, and non-book materials on accordance with AACR II

### **2.1. BIBLIOGRAPHIC DESCRIPTION FOR DEFFERENT TYPES OF DOCUMENT AND PER AACR-II AND SEARS LIST OF SUBJECT HEADING (CATALOGUING)**

1. Anglo-American cataloguing Rules (2Ed. 1978) an introduction
2. Description and various types of catalogue entries.
3. Sear list of subject Heading: An outline, structure and use
4. Monographic Materials – Work of personal Authorship.
  - Single personal Authorship
  - Shared authorship
  - Two personal Authors
  - Three personal Authors and
  - More than three personal authors.
  - Pseudonymous Authorship
  - Works of mixed authorship

1. Works of unknown and uncertain authorship and works calling for uniform titles
2. Works of corporate Authorship
3. Collection and works produced under Editorial Direction
4. Cataloguing of serial
5. Cataloguing of non-book Materials
6. Cartographic Materials
7. Manuscripts
8. Music
9. Sound recording
10. Motion Picture and Video - recordings.
11. Graphic Materials.
12. Machine Readable data files.
13. Three Dimensional Artifacts and Relics.

### **2.2 COLON CLASSIFICATION**

1. Introduction of colon classification –6<sup>th</sup> Ed. Rev
2. Postulates.
3. Common Isolates
4. Space Isolates
5. Time Isolates (Geographical device)
6. Subject Device
7. Alphabetical Device
8. Classic Device
9. Phases relations.
10. Super imposition Device
11. System and specials

12. Main classes

13. Examples

### 2.3. UNIVERSAL DECIMAL CLASSIFICATION

1. UDC: A brief account
2. Notation
3. Tables of Auxiliaries
4. Addition and consecutive extension sign and + /
5. Relation Sign
6. Common Auxiliaries of language = ....
7. Common Auxiliaries of form (0....)
8. Common auxiliaries of place (1/9)
9. Common Auxiliaries of "Age and Nationality" (=...)
10. Common Auxiliares point of Time " \_\_\_\_\_ "
11. Alphabetical and (Non-Decimal) Numerical sub divisions
12. Common Auxiliaries point of view. 00 -----
13. Special (Auxiliary) Sub – Division \_ ..... 0 ..... And .....
14. Terminologies
15. Practising UDC
16. Main Classes
17. Assignment

### **SUGGESTED READINGS**

1. Wayner B.S. : Introduction to cataloguing and classification 75h ed. Littelton: Libraries Unlimited, 1985.
2. Carmen, Rovira and Caroline Reyes : Sear's List of Subject Headings, 13<sup>th</sup> Ed. New York: Wilson, 1986.
3. Anglo - American Catalogue Rules : 2<sup>nd</sup> . ed. London : Library Association, 1988.
4. Rangantan, S.R. : Elements of Library Classification. 2<sup>nd</sup> Ed. Reprint, Bangalor: Sarada Ranganathan Endowment for Library Science, 1989.
5. Sathya, M.P. : Manual of Practical colon classification. 2<sup>nd</sup> rev. ed. New Delhi: Sterling Publishers.
6. Kaula, P.N. : A treatise on Colon Classification of New Delhi: Sterling Publishers, 1985.

### **Paper-13 : COMMUNICATION AND INFORMATION SYSTEM**

#### 1. CONCEPT OF INFORMATION

Definition of communication. Detailed study of Information Theory. Behavior Pattern Published Information. Information Explosion scatter and Obsolescence.

#### 2. COMMUNICATION: CHANNELS

Definition of communication. Details study on communication Models Definition of information Transfer (IT) channels of Communication. Formal Vs. Informal. Formal Channel. Printed Primary Source (Patents, Standards, Theses ,Conference Proceedings, Technical Reports, trade catalogues, State of the art,

Trend Reports, Institutional Sources(Information Analysis center and Data Centres, Informal Human Resources Channels\_ Innovative Chain opinion leaders / Experts / Consultants. Barriers to communication and library Vs. Mass Media.

### 3. AGENTS OF INFORMATION

Different agents of information and a detailed study of the role of each agent in information transfer.

### 4.USE OF INFORMATION

Study of users and their needs information seeking behaviour of scientists and Social Scientists.

### 5.USER EDUCATION

Needs and methods and techniques

### 6.Information SYSTEM

General concepts of systems and sub.-Systems. Resources sharing and networking techniques. Types and features of information networks.

### 7 International information system

Study of the role of various general. mission and discipline oriented international information systems such as;

INIS, AGIS, DEVSIS

UNESCO, ICSU :Need, Genesis and Objective

UNISIST, CAS,

MEDLARS,BIOSIS,

INSPEC :Structure and Functions.

### 8. NATIONAL INFORMATION SYSTEMS

Study and the Role of the existing National Information System in various Countries.

INDIA : NISSAT, ICCSSR, and SSDC : Need: Genesis, Objectives.

UK : British Library And BLAISE, structure and Functions.

USA : LC, OCLC, AND NTIS

### 9.REGIONAL INFORMATION SYSTEM

Information Centres, Data Centre, Information Analysis Centers, Need, genesis.

Referral centers, Objectives, Structure and Functions.

### SUGGESTED READINGS

- 1.Balton (W.E.) : Hand book special Librarianship and information Work , Ed. 4,1975.
2. Britain(J.M) : Information and its uses- A review with special reference to social sciences, Bath Uni. 1970.
3. Atherton (Pauline) : Handbook for information system and services, 1977.
4. Chapman(E.A.) : Library system, analysis Guidelines, 1970
5. IDRC AND other : DEVSIS - 1976.
6. DRTC : current trends in communication media. Refresher seminar  
Vol. 14 1984.

## **Paper – 14 : LIBRARY INFORMATION SYSTEMS AND MANGEMENT**

### 1. CONCEPT OF MANAGEMENT AND ORGANISATION

Definition, Information Systems or Library as Non-Profit Organization.

### 2. VARIOUS SCHOOLS OF MANAGEMENT THOUGHT

Classical school of Thought. Human Relations Schools Of thought. Behavioural School Of thought((Management Theories – Taylor, Fayol, Gantt, Gilberths, Me Gregar, Argryrin and Maslow).

### 3. APPLICATION OF SCIENTIFIC MANAGEMENT IN LIBRARIES OR INFORMATION SYSTEM.

It's principles, area of Application, Methodology, Advantages and Limitations.

### 4. MANAGEMENT STYLES AND APPROCHES APPLIED TO LIBRARY AND INFORMATION SYSTEM

Participative, Challenge and Response. Spontaneity, Checks and Balances.

1. Systems Approach. General Theory and Characteristics, System analysis in Libraries/ Information Systems.
2. Contingency approach, Decision making approach.
3. MBO.

### 5. Functions of Management in Library System POSDCORB

### 6. PLANNING

Different types of planning and steps in planning of library of information system: National Information policy and national information system planning.

### 7. PERSONAL MANAGEMENT

Human resource Planning Recruitment, Selection. Induction and Orientation. Training and development. Performance appraisal. Transfer. Promotion and Demotion Operation.

### 8. ORGANISATION STRUCTURE IN LIBRARY OR INFORMATION SYSTEMS

Departmentalization. Formal and Informal Organization. Organization – Charts. Division of Labour.

### 9. CO-ORDINATION AND SPAN OF CONTROL

Authority, Delegation. Communication. Centralization and Decentralization.

### 10. BUDGETARY CONTROL SYSTEM

Types of Budget, Steps or Process Of Budgeting, PPBS . Zero Base Budgeting

### 11. NON-BUDGETARY METHODS OF CONTROL

Information as an important control method . Management Information System (MIS). Designing of MIS. Work Analysis, Flow process Chart. Decision flow charts. Block Diagrams , Gantt chart, Net work analysis PERT and CPM operation research Techniques.

12. INFORMATION SYSTEMS- Evaluation : Cost Benefit analysis. Cost effective analysis.

## SUGGESTED READINGS

1. Davar Rusons : The Management Process, Ed, 7.1982
2. Dougherty – ( Richardson & Heinrits P.J) : Scientist Management of Library Operation
3. Beishon (John) & Peters (Gooff) : System Behavior, Ed.2, 1976
4. Johnes Noroght & Jordon (Peter) : Staff Management Techniques for Library and Information work 1979, Ed .2

5. Evans(S.E) : Management techniques for Librarians  
1979, Ed.2
6. Mittal(R.L) : Library Administration: Theory and  
Practice, Ed.4, 1978.

## **SECOND SEMESTER**

### **Paper – 21 : Research Methodology**

1. Introduction to Research Methodology: Concept, classification, Historical Research, Fundamental Research, Action Research, Operation Research, Experimental Method, Case study.
2. Meaning of Research: Nature of Science, Logic of Scientific method, subjective and objective aspects of research.
3. Research Problem – Problem of Formulation – Definition sources of identification, Factor influencing selection of problems, statements of problems. – Aims, objectives, purposes, scopes and limitations.
4. Bibliography as continuous process of research: Definition of concepts, terms, library as a tool of research
5. Definition of universe, population, sample; Sampling techniques – Random Sampling methods such as simple, stratified, systematic sampling - Non random sampling methods, like quota, cluster, area, sociometric sampling. Sample size, Bias and Error.
6. Formulation and /Testing of Hypothesis – Meaning of hypothesis. Definition of Null hypothesis – types of Hypothesis – Descriptive, rotational and explanatory hypothesis.
7. Methods of data collection survey, Documentary sources – Observation interview, Questionnaires.
8. Design Research – Definition inter relationship with problem formulation, Types of research design – Random, observation, Descriptive Diagnostic, explanatory, exploratory, experimental, Formulative, panel, survey, content analysis, sociometric techniques, constructive typology, projective techniques, statistical survey, case study, Evaluation studies.
9. Testing of Hypothesis and Data analysis – Problem Measurement – Reliability, Validity, Measures of central Tendency – Measure of Central Distendency – Measures of associations. Correlation Co – efficient – other measures contingency – Regression Scatter, Time series analysis and analysis and interpretation.
10. Bibliometry and Librametry
11. Report Writing, Organization of report, tables, presentation and proof reading.

### **SUGGESTED READINGS**

1. Baipai, S.R : Method of Social Survey and research Kanpur: Kitab  
Ghar, 1966.
2. Busha, C.H : : Research Methods in Librarianship: Techniques and  
interpretation London: Academic press, Inc; 1980
3. Krishnan Kumar : Research Method in Library and Informtion science.  
New Delhi: Har – Anand Publications, 1992.



## **Paper – 22 : APPLICATION OF COMPUTERS TO INFORMATION STORAGE AND RETRIEVAL**

1. Overview of Computer Technology – Genesis and development of computer technology – computer Generations- Processor Technology – Storage Technology – Input, Output devices – Operating systems programming languages – Library applications Software packages fundamentals of Telecommunications Technology.
2. LIBRARY AUTOMATION: Use of computers for House keeping operations – computer based Acquisition control –fundamentals capabilities of automated Acquisition system – Automated cataloguing system – Authority control and standard formats in cataloguing – workflow in serials control system – digital libraries.
3. Design and management of databases – Database concept and database components – Database structure, organization and search – Database management systems.
4. NETWORKS: Overview and computer networked –Network and their classification network based information – services – network components and architectures.
5. INTERNET: Concept and essentials of internet – overview of internet services – world wide web – Browsers and search engines – Developing WebPages – internet based library and information services.

### **SUGGESTED READINGS**

1. Balaguruswamy, E and Sushila,B : Computer Science: Theory and Applications, New Delhi, Tata Mc Graw Hills, 1999
2. Chandra kumar, V : WINISIS – Windows version of CDS / ISIS : Workshop Manual
3. Crumlish, Christian: The ABCs of the Internet. Second edition. New Delhi BPB publications, 1998.
4. Deshpande, Christian:Digitalization of library materials, In: ICAR-KAU Information Technology courses: Managing Digital Libraries in Agriculture, KAU, Thrissur: 50-53
5. <http://www.CD Page.com>
6. <http://www.OCLC.org> / digital preservations
7. Ravichandra Rao, I.K: Library Automation, New Delhi, Wiley Eastern, 1992.

## **Paper – 23 : ACADEMIC LIBRARY SYSTEM**

1. Role of libraries and function in Higher education, Assessment of User needs in Academic libraries. Growth of university libraries in India / UGC. Growth of College libraries in India. University and collected libraries, Authorities.
2. Academic libraries. Collection building in the university libraries, University library finance centralization and decentralization in the university libraries. Resource sharing among university libraries in India. User education in college and University libraries.

3. Preservation of reading materials in the academic libraries. Academic library building. Automation in academic libraries with respect to Indian context. Status of Academic libraries in Librarianship in India. Economics of Academic Libraries.
4. Impact on open and correspondence education in academic and public libraries. Public relations in Academic libraries. Library Statistics.
5. College librarian Vs University Librarian, Files and Records in Academic Libraries, Library and Information system, services.

### **SUGGESTED READINGS**

1. Braden, Irene A : Undergraduate Library, 1970
2. Bryan, Herrison : University Libraries in Britain, 1976.
3. Buckland M.K et al., : Systems analysis of a University Library, 1970.
4. Daiches D : Idea of a new University, 1964
5. Fusslor H.J & Simon J.L: Pattern of use of books in larte Research Libraries, 1961
6. Gelfoand M.A : University libraries for Developing countries, 1968
7. Krishnakumar : Research Libraries in Developing Countries, 1974
8. Motcalf, Key (D) : Planning academic and research library buildings, 1965.