



OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH

Ref. No. DU/DR-A/CLISS-Ph.D.(CW)/2024/1439

Date: 06.08.2024

NOTIFICATION

As recommended by the Board of Studies (BoS) in Library and Information Science, Dibrugarh University in its meeting held on 23.07.2024, the Hon'ble Vice Chancellor, Dibrugarh University has approved the modified M.Lib.I.Sc. Regulations for Library and Information Science of 2022-2023.

The above is notified under report to the next meetings of the Post Graduate Board and Academic Council, Dibrugarh University.

Issued with due approval.

Alanka 06/08/2024
Deputy Registrar (Academic)

Dibrugarh University

Phelia

Copy forwarded for kind information and necessary action to:

1. The Hon'ble Vice-Chancellor, Dibrugarh University.
2. All the Deans, Dibrugarh University.
3. The Registrar, Dibrugarh University.
4. The Chairperson, Centre for Library and Information Science Studies (CLISS), Dibrugarh University.
5. The Controller of Examinations i/c, Dibrugarh University.
6. The Joint / Deputy Controller of Examinations 'B', 'C' and 'A' Dibrugarh University.
7. The Programmer, Dibrugarh University with a request to upload the Notification in the University website.
8. File.

Alanka 06/08/2024
Deputy Registrar (Academic)

Dibrugarh University

Phelia



**DIBRUGARH UNIVERSITY
REGULATIONS FOR**

**MASTER DEGREE IN LIBRARY AND INFORMATION SCIENCE(M.LIB.I.SC)
PROGRAMME
2022-23**

1. Introduction:

Short Title, Definition and Commencement:

- (a) These Regulations shall be called the Dibrugarh University Regulations for the Integrated Master Degree in Library & Information Science (M.Lib.I.Sc.) programme, hereinafter referred to as the M.Lib.I.Sc. programme.
- (b) Department: The term „department“ is used to mean a Department of Dibrugarh University or a Centre established for the purpose or with reference to the subject approved by Dibrugarh University.
- (c) Programme: The term „programme“ is used to mean the whole learning experience or combination of courses in a particular field of study.
- (d) Course: Programme is divided into a number of courses. A course may be considered as a paper in conventional education system.
- (e) Academic Year: An academic year means a period of twelve months consisting of two semesters.
- (f) Semester: The word „semester“ is used to mean a half-yearly term or term of studies including examinations, vacations and semester breaks.
- (g) These Regulations shall be effective from the academic session 2022-23.
- (h) Extent of Application: The Regulations shall be applicable to the students enrolled for the Integrated M.Lib.I.Sc programme of Dibrugarh University.
- (i) The entire course is divided into four (4) semesters and shall be of two year duration. The normal schedule for the M.Lib.I.Sc. programme shall be from the month of August in every alternate year. The recommended Academic Schedule shall be as shown in Annexure I. Any change in the Academic Calendar/Schedule may be made by the Academic Planning Committee whenever necessary.
- (j) This Integrated M.Lib.I.Sc. programme in CBCS mode is a Modular Structure with the provision of Lateral Entry in the Third (3) Semester for the B.Lib.I.Sc. Degree holders from other universities.

- (k) Following a Modular System, a student may opt for B.Lib.I.Sc Degree after successful completion of two (2) Semesters fulfilling other criteria of the Integrated M.Lib.I.Sc. Programme.

2. Admission & Eligibility norms:

- a) Notice inviting application for admission into the Integrated M.Lib.I.Sc. programme shall be issued by the Joint Registrar (Academics) or by any person authorised for the purpose at least 6 (six) weeks advance from the date of admission. Each applicant shall have to submit online application within the prescribed date as indicated in the admission notice.
- b) Candidate seeking admission to the course should possess at least a bachelor's degree or equivalent degree in any discipline from Dibrugarh University or any other University recognized by Dibrugarh University, with a minimum of 45% in general course. Candidates possessing higher academic qualification are also eligible for admission.
- c) Selection for admission of the candidates will be based on the basis of marks obtained in an Admission Test/Screening Test to be conducted by the University/Centre. Candidates must also fulfill the conditions regarding age as per rules formulated by the university/government from time to time. Relaxation for the candidates belongs Scheduled Caste/Scheduled Tribes/Other Backward Classes shall be made as per existing rules of the Govt./University.
- d) No candidate shall be admitted into the course after two weeks of its commencement of class. This deadline may however be extended by not more than 1(one) week, with late fee, under very special circumstances at the discretion of the university.
- e) There shall be no scope for a student to appear as a private candidate in this course.
- f) The selected candidates must take admission by paying the prescribed fees for the current semester. The rest of the admission rules will be made by provision of ordinance on "admission of students to postgraduate programme" of the Dibrugarh University from time to time.
- g) The intake capacity of Integrated M.Lib.I.Sc. programme will be of 60 seats. (54 General seats + 6 Endowment Seats) and addition of 10% for EWS as per Govt. Rule.
- h) The names of the selected candidates will be notified in the notice board/D.U. website in due time and they should immediately get themselves admitted formally by paying necessary fees etc. in the University as per rule. Failure to do so will result cancellation of admission.

- i) Candidates who are admitted to the course will be required to submit (i) Photo copy of their credentials (ii) Photo of passport size (iii) Inter-University migration certificate, if they come from a University other than Dibrugarh University.
- j) In all cases of admission, decision of the Admission Committee shall be final.
- k) The classes will be held at per D.U. Academic Calendar in the Centre for Library and Information Science Studies (CLISS) of Dibrugarh University.

3) Attendance:

The course teacher shall be responsible for maintaining a record of attendance of students who have registered for the programme.

All course teachers shall intimate the Head/Director/Chairperson of the Department/Centre (at least fifteen calendar days before the last instruction day in the semester), the particulars of all students who have less than 85% attendance.

A student who has less than 80% attendance shall not be permitted to sit for the End-semester examination in the course in which the shortfall exists.

Provided that it shall be open to the University to grant exemption to a student who has attended a minimum of 75% classes but failed to obtain the prescribed 80% attendance for valid reasons on recommendation of the Head/Director/ Chairperson of the Department/ Centre on payment of a prescribed fee(s).

The Head / Director/Centre in charge of a Department/Centre shall announce the names of all students who shall not be eligible to take the End-semester examinations in the various courses and send a copy of the same to the Controller of Examinations. Registrations of such students for those courses shall be treated as cancelled and they shall have to repeat the course when it is offered next.

A student declared as discollegiate shall not be allowed to proceed to the next higher Semester. He/ She shall need to pursue the Semester a fresh in which he/ she was declared as discollegiate along with the next fresh Batch.

4. Examination

The Examination of Integrated M.Lib.I.Sc. programme shall have two parts-

- a. In-Semester Assessment
- b. End Semester Examinations

There shall be at least two in-semester assessments and one End-semester examination in each Course during every semester.

40% of the total marks of each Course will be allotted for in-semester evaluations or

Internal Assessment.

In in-semester assessments, two sessional tests will be conducted for each course, which will carry 50% of the total marks allotted for in-semester assessment. For the remaining 50% of total marks allotted for in-semester assessment, two or more assessment tools such as Concept Note, Group Discussion, Objective Tests, Home Assignment, Paper Presentation, Laboratory Work, Project Work, Field Report may be employed. Students shall compulsorily attend the two In-semester examinations, failing which they will not be allowed to appear for the End-semester examination.

Ordinarily, a student cannot repeat in-semester assessment. However, the Course Teacher may arrange an in-semester assessment beyond the regular schedule under special circumstances as deemed valid by the Course Teacher (with due information to the HOD/Director/Chairperson of the Department/Centre). The in-semester assessment must be completed before the end-semester examinations.

There will be one End semester examination carrying 60% Marks in each course covering the entire syllabus of the course. The End semester examination is normally a written/ laboratory-based examination/Project Work/Dissertation.

End-semester Practical examinations will normally be held before the theory Examinations.

The End semester Examinations shall be conducted as per the Dibrugarh University Examination Ordinances (amended up to date).

The end-semester examination schedule shall be notified by the Controller Examinations in consultation with the Deans of the Schools of Studies.

A student shall not be allowed to take more than one project work in a single semester.

8. Result and Progression

A candidate shall be declared as passed a course, provided he/ she secures-

- (a) at least 45% of marks in each Course in the End Semester Examinations.
- (b) at least „C“ grade in the 10 point scale combining both the in-semester and End Semester Examination performance.
- (c) There shall be no separate pass mark for Internal Assessment.

A candidate shall be declared as passed a Semester/ Programme, provided he/ she secures at least „C“ grade in the 10 point scale in all the Courses separately.

A candidate who fails or does not appear in one or more courses of any end Semester examinations up to the final Semester shall be provisionally promoted to the next semester with the failed course(s) as carry over course(s). Such candidates will

be eligible to appear in the carry over course(s) in the next regular examinations of those courses.

If a candidate clears the final semester examination before clearing all the courses of the previous semesters, the result of the final semester examination of that candidate shall be kept withheld and his/ her results shall be announced only after he/ she clears the courses of the previous semesters.

A student must clear all his/her semester examinations within the stipulated duration of 5 Years irrespective of number of chances to appear in an end semester examination.

9. Grading System

The absolute grading system shall be applied in evaluating performance of the students.

A candidate shall have to secure at least „C“ grade to pass a course, taking into consideration the In-semester and End-semester marks together.

The marks of in-semester examinations obtained shall be carried over for evaluating the grade of a course.

The following scale of grading system shall be applied to indicate the performances of students in terms of letter grade and grade points as given below:

Letter Grade with meaning		Grade Point	Percentage
O	Outstanding	10	90-100
A+	Excellent	9	80-90
A	Very Good	8	70-80
B+	Good	7	60-70
B	Average	6	55-60
C	Pass	5	45-55
F	Fail	0	Below 45
I	Incomplete	-	

* *Exclusive Class Interval*

CGPA	0-4.5	4.5-5.5	5.5-6.0	6.0-7.0	7.0-8.0	8.0-9.0	9.0 & above
Letter Grade	F	C	B	B+	A	A+	O

The overall Letter Grade „A“ and above shall be considered as First Class; and Letter Grade(s) „C“ to „B+“ shall be considered as Second Class. With minimum of 45% marks.

A student is considered to have completed a course successfully and earned the prescribed credits if he/she secures a letter grade other than F (Failed) or Incomplete.

If a candidate secures „F“ grade in a Course, he/she shall have to reappear in the Course in the next legitimate chance.

If a student secures F grade in Project Work/ Dissertation/ assignment etc., he/she shall have to re-submit it after necessary revisions as suggested by the examiners/Course Teacher within 45 days after the declaration of the results.

Incomplete grade shall be awarded to a candidate if he/she has not fulfilled the following requirements:

- (i) If a candidate fails to appear in any Course(s) in an end semester examination.
- (ii) If a candidate fails to submit the project work/dissertation / assignment of an End Semester Examination within the regulatory specified period.

14. Distribution of Courses

Semester	Courses with Credits				Total
	Core (fixed)	Elective (minimum)		AEC (minimum)	
		DSE	GE		
I	3 Courses X 4 Credit= 12	1 Course X 4 Credit= 4	---	1 Course X 2 Credit= 2	18
II	3 Courses X 4 Credit= 12	1 Course X 4 Credit= 4	1 Course X 4 Credit= 4	—	20
III	3 Courses X 4 Credit= 12	1 Course X 4 Credit= 4	1 Course X 4 Credit= 4	1 Course X 2 Credit= 2	22
IV	3 Courses X 4 Credit= 12	1 Course X 4 Credit= 4	----	—	16

*** Credit earn through MOOCS are not covered in this course structure.**

15. If a candidate is certified as not eligible to appear in any course(s) in an end semester examination by the Course Teacher(s) due to insufficient attendance in lectures, tutorials, practical or field work

General:

For any matters not covered under these Regulations for the Integrated M.Lib.I.Sc programme, the existing University Rules, Ordinance and the Dibrugarh University Act, 1965 (as amended) shall be applicable.

Names:

Signatures

1. Prof. Moses M Naga, Subject Expert:
2. Dr. Sadananda Nath, Librarian, Member
3. Dr. Deepa Baruah, Librarian, Member:
4. Dr. Rima Nath, Assistant Professor, Member :
5. Ms. Deepsikha Dutta, Assistant Professor, Member :
6. Ms. Priyanka Bhuyan, Assistant Professor, Member :



(Chairperson, BoS, CLISS, DU

Annexure I

Course structure of the Integrated Master Degree in Library and Information Science (M.LIB.I.Sc), Dibrugarh University, Dibrugarh

INTEGRATED M.Lib.I.Sc.							
SEM	COURSE CODE	COURSE TITLE	CREDIT	COURSE TYPE	MARKS DISTRIBUTION		
					Semester Examination	Internal Assessment	Total Marks
I	MLIS-C-101	Library, Information and Society (Theory)	4	Core	60	40	100
	MLIS-C-102	Organization of Knowledge: Classification & Cataloguing (Theory)	4	Core	60	40	100
	MLIS-C-103	Reference and Information Sources and Services (Theory)	4	Core	60	40	100
	MLIS-DSE -104	Fundamentals of Information Technology (Theory)	4	DSE	60	40	100
	MLIS-AEC-105	Information Literacy (Theory)	2	AEC	30	20	50
II	MLIS-C-201	Digital Library and E-Resource Management (Theory)	4	Core	60	40	100
	MLIS-C-202	Organization of Knowledge: Classification Practice	4	Core	60	40	100
	MLIS-C -203	Organization Of Knowledge: Cataloguing Practice	4	Core	60	40	100
	MLIS-DSE-204	Documentation Project, Job Diary and Field Visit	4	DSE	60	40	100
	MLIS-GE-205	Advanced Research Methodology (Theory)	4	GE	60	40	100
III	MLIS-C-301	Information & Communication System (Theory)	4	Core	60	40	100
	MLIS-C-302	ICT in Library and Information Centres (Theory)	4	Core	60	40	100
	MLIS-C-303	Research Methodology (Theory)	4	Core	60	40	100
	MLIS-DSE-304	i. Public Library System (Theory) ii. Special Library System (Theory)	4	DSE	60	40	100
	MLIS-GE-305	IPR, Research Ethics and Publication Ethics (Theory)	4	GE	60	40	100
	MLIS-AECC-306	Computer Applications (SOUL; KOHA Practice)	2	AECC	30	20	50
IV	MLIS-C-401	Management of Library and Information Centres (Theory)	4	Core	60	40	100
	MLIS-C-402	Information Retrieval Systems (Theory)	4	Core	60	40	100
	MLIS-C -403	Guided Research Project And Library Software Practice (IR tools/software)	4	Core	60	40	100
	MLIS-DSE-404	Preservation and Conservation of Library Document (Theory)	4	DSE	60	40	100
		Grand Total	76		1140	760	1900

Integrated M.Lib.I.Sc. Syllabus

FIRST SEMESTER

MLIS-C-101: LIBRARY, INFORMATION AND SOCIETY (4 credit)

Unit 1:

1. Library: Concept, Objectives, Types. 2. Academic libraries, Public libraries and Special libraries: Role, Function and Services, 3. Library extension services 4. Library as a social institution. 5. Librarianship as a profession: Professional skills & competencies, seven lamps of Professional ethics. 6. Five laws of Library Science.

Unit 2:

1. Historical Perspective of Libraries in India with special reference to North East and Assam, 2. National Libraries of India, UK and USA: A Descriptive account with role and functions 3. Library and Information Science education in India 4. Committees and Commissions on Libraries in India: National Knowledge Commission (NKC), National Mission on Libraries 5. Library Legislation/Acts/Statutory Provisions in Indian states 6. Public Libraries Acts 7. RTI Act 2005.

Unit 3:

1. Information: Definitions and characteristics 2. Information and Knowledge Society 3. Library Cooperation and Resource sharing: Concept, Need and Requirements 4. Library Networks and Consortia: Concept, types, functions at National and International level: INFLIBNET, DELNET, ERNET, BLAISE, JANET, CeRA, FORSA, E-ShodhSindhu, DBT-DeLCON etc.

Unit 4:

1. Professional Associations: National (ILA, IASLIC, IATLIS, SIS) 2. International (IFLA, CILIP, ALA, ASLIB, SLA) 3. Regional/Local (ALA and ACLA), Role of UGC for development of academic libraries of Higher Educational Institutions 4. RRRLF and Public Library Development of India 5. UNESCO: Role and Functions in the development of Library & Information Sector, Public Library Manifesto.

Recommended Reading:

1. Agarwal, U. K. (1999). Twentieth century: Library legislation in India, Udaipur, Shiva Publishers.
2. Chopra, Hans Raj. (1989). Librarianship: As a profession, Jodhpur: Jain Brothers.
3. Kesselman, Martin. Alan, & Weintraub, Irwin (Eds.) (2010). Global librarianship, New York, Marcel Dekker Inc.
4. Panella, Deborah, & Mount, Ellis (2012). Basics of law librarianship, New York, Routledge.
5. Ranganathan, S. R. (1988). The five laws of library science. New Delhi: Sarada Ranganathan Endowment for Library Science.
6. UNESCO. (1960). National libraries: Their problems and prospects, Paris.
7. Venkatappaiah, Velaga. (1994). Model library legislation: Model Public Library Act and rules made therein for the constituents States and Union Territories, New Delhi, Concept Publishing Co.

**MLIS-C-102: ORGANIZATION OF KNOWLEDGE: CLASSIFICATION & CATALOGUING
(THEORY) 4 CREDIT**

Unit 1

1. Universe of Knowledge: Structure and Attributes, Modes of Formation of subjects, 2. Tripartite Theory of Knowledge. 3. Knowledge Management (KM): Meaning, Concept and Genesis. 4. Library Classification: Need, purpose & functions, 5. Kinds of Classification Schemes: Enumerative & Faceted 6. Major Schemes of Library Classification: DDC, UDC, CC etc. 7. Phase Relations. 8. Common Isolates and Standard Divisions.

Unit 2

1. Normative Principles in Library Classification: Laws, Canons, Principles and Postulates 2. Fundamental Categories, Round & Level 3. Facet Analysis and Facet Sequence 4. Postulation approach 5. Notation: Needs and Functions, Mnemonics, Devices, Hospitality in Array and Chain 6. Call Number and its structure 7. Current Trends in Library Classification

Unit 3

1. Library Catalogue: Objectives, Purpose and Functions 2. Types and Physical Forms of Catalogue: Book, Sheaf, Card and Machine-Readable Catalogue, MARC, OPAC/Web-OPAC 3. Rules, Principles & Codes: ICP, AACR-2, CCC 4. Union Catalogue: Centralized Catalogue, (IndCat, WorldCat) 5. Entries: Types, Formats and their Functions 6. Cataloguing Networks: Objective & Functions 7. Current Trends in Library Catalogue

Unit 4

1. Rendering of Personal Author(s): Western Names, Indic Names, Corporate Authors, Pseudonyms, Anonymous Work and Uniform Titles 2. Thesaurus: Structure functions and Construction 3. Subject Headings: Needs and Importance, SLSH, LCSH 4. Non-Print Materials

Recommended Reading:

1. Buchanan, Brian (1979). Theory of library classification: an introduction. New York: McGraw Hill.
2. Dhiman, A. K. & Yashoda Rani. (2005). Learn library classification. New Delhi: EssEss
3. Kao, Mary L. (2003). Cataloguing and classification for library personnel. Mumbai: Jaico.
4. Krishan Kumar (2000). Theory of cataloguing. New Delhi: Vikas Publication.
5. Krishan Kumar (2000). Theory of classification. New Delhi: Vikas Publication.
6. Kumar, P. S. G. (2003). Knowledge organization, information processing and retrieval theory. Delhi: B. R. Publishing.
7. Ranganathan, S. R. (1989). Elements of library classification. (3rd.ed.). Bangalore: Sarada Ranganathan Endowment.
8. Ranganathan, S. R. (1989). Prolegomena to library classification. (3rd. Ed.). Bangalore: Sarada Ranganathan Endowment.
9. Singh, Sonal. (1998). Universe of knowledge: structure and development. Jaipur: Raj Publishing.
10. Taylor, A. G. (2007). Introduction to cataloguing and classification (10th edition). New Delhi: Atlantic.

**MLIS-C-103 REFERENCE AND INFORMATION SOURCES AND SERVICES
(4 CREDIT)**

Unit 1

1. Reference and Information Sources: Concept, Needs, Kinds and Use 2. Types of Reference and Information Sources: Documentary & Non-Documentary 3. Documentary Sources: Primary, Secondary & Tertiary 4. Non-Documentary: Formal & Informal 5. Evaluation of Reference & Information Sources 6. Bibliography: Concept, Types (INB, BNB, Subject Bibliography) 7. Biographical & Geographical Sources.

Unit 2

1. Digital and Virtual Reference Sources: Concept, Need, Types, Scope 2. Application Tools of Digital Reference Source: Instant Messaging, SNS, VoIP, e-mail, Question Point, Omni Reference, Library H3lp, etc. 3. Reference 2.0: Concept & Features and Models

Unit 3

1. Reference Service: Concept, Need, Types and Scope 2. Theories of Reference Service 3. Information Products: Newsletter, House Bulletins, State-of-the Art Reports, Trend Reports, and Technical Digests, Handbooks etc. 4. Information Analysis 5. Consolidation & Repackaging.

Unit 4

1. Documentation Services: CAS, SDI, DDS 2. Indexing and Abstracting Services 3. Translation Services: Tools & Pools 4. Reprographic Services 5. Literature Search Service and Databases Services 6. Computer based Information Services

Recommended Reading:

1. Chowdhury, G. G. (2011). *Information users and usability in the digital age*. New York: Neal-Schuman Publishers, Inc.
2. Connor, E. (Ed.). (2006). *An introduction to reference services in academic libraries*. New York: Haworth Information Press.
3. Dalston, T. & Columbus, M. P. (Eds.). (2008). *Virtual reference on a budget: Case studies*. Ohio: Linworth Publishing.
4. Mabry, C. H. (Ed.). (2003). *Cooperative reference: Social interaction in the workplace*. Binghamton, N Y: Haworth Information Press.
5. Nicholas, D. (2000). *Assessing information needs: Tools, techniques and concepts for the internet age* (2nd ed). London: ASLIB.
6. Novotny, E. (Ed.). (2006). *Assessing reference and user services in a digital age*. Binghamton, NY: Haworth Information Press.

MLIS-DSE - 104 FUNDAMENTALS OF INFORMATION TECHNOLOGY (4 CREDIT)

Unit 1

1. Evolution & Generation of Computers 2. Computer Taxonomies 3. Computer Software & Hardware 4. Computer Network & Communication Channels: Types: Mode, Media, LAN, MAN, WAN, Wireless Communication (Wi-Fi, Li-Fi, Satellite Communication, Mobile Communication) 5. Internet: Hypertext, Web Browsers, World Wide Web, E-mail 6. Search Engines 7. Internet Protocols and Standards

Unit 2

1. Information Technology: Concept & Current Trends 2. Information Management: Need & Importance 3. Database: Concept, Definition & Types 4. MIS 5. Internet: Concept, History & Development of Internet in India 6. Internet Security & Cyber Crime: Concept, Types 7. Information Technology Act 8. Netiquette 9. Ten Commandments of Computer Ethics

Unit 3

1. Library Automation: Need and Purpose 2. Planning and Designing of Library Automation 3. Application of Computers in Libraries for different House Keeping Operations 4. Office Automation: Office Productivity Tools

Unit 4

1. Introduction to Library Management Software packages: CDS/ISIS & WINISIS, SOUL, KOHA, LIBSYS etc. 2. Digital Library Software & IR Software (D-Space & GSDL): Need, Features and Application in Library Services

Recommended Reading:

1. Arora, Ashok & Bansal, Shefali (2000). *Computer fundamentals*. New Delhi: Excel Books.
2. Damien, Jose (2011). *Introduction to computers and application software*. Jones & Bartlett Learning
3. ITL Education Solutions Limited (2011). *Introduction to computer science*. 2nd edition. Pearson Education India
4. Kaliammal, A. & Thamaraiselvi, G. (2005). *Role of ICTs in Library and Information Science*. New Delhi: Author Press.
5. Nair, R. Raman. (1999). *Basics of CDS/ISIS for DOS*. New Delhi: EssEss.
6. Patnaik, Srikanta. (2001). *First Textbook on Information technology*. New Delhi: Dhanpat Rai
7. Rowley, J E. (1993). *Computer for Librarians*. London: Clive Bingley
8. Sinha, Pradeep Kumar and Sinha, Priti (2009). *Foundation of Computing*. New Delhi: BPB Publication.

MLIS-AEC-105 INFORMATION LITERACY (2 CREDIT)

Unit 1

1. Information Literacy (IL): Concept, Need and Objectives 2. Definition, Categories, Models, Standards of IL 3. Information Literacy Skills & Indicators 4. Five Laws of Media & Information Literacy 5. Role of Institution in IL 6. Information Literacy Programmes, Scope & Initiatives in National & International Level; Role of UNESCO, IFLA, IAIL, SCONUL & ALA

Unit 2

1. Information Literacy Products & Services: Bibliographic Instruction, Handbooks, Manuals, Library Brochure or Pamphlets 2. Web-based Access Instructions, Database Brochure, Blogs/Weblogs, Online Reports, Online Toolkits, Tutorial Websites, MOOCs, SWAYAM etc. 3. Library Orientation Programme, Information Skill Workshop, Seminar, etc. 4. Recent Trends in IL Products & Services 5. Application of Information Literacy in Library and Information Centres: IL for Users, Professionals, Research and Development 6. Trends in Information Literacy: Web based Information Literacy System, OPAC Information Literacy System, Life Long Learning System.

Recommended Reading

1. Association of College and Research Libraries (2016). Framework for Information Literacy for Higher Education.<http://www.ala.org/acrl/standards/ilframework>.
2. Eisenberg,M.(2004).Information Literacy: The whole enchilada(ppt).
<https://web.archive.org/web/20111001054537/http://www.big6.com/presenations/sreb/>
3. <http://www.unesco.org>>access to knowledge
4. Ryan,J.,&Capra,S.(2001).Information Literacy Toolkit: ALA
5. SCONUL(2007).The Seven Pillars of Information Literacy Model.
http://www.sconul.ac.uk/groups/information_literacy/sp/model.html
6. Wikipedia.InformationLiteracy.https://en.m.wikipedia.org/wiki/information_literacy

SECOND SEMESTER

MLIS-C-201 DIGITAL LIBRARY AND E-RESOURCE MANAGEMENT (4 CREDIT)

Unit 1

1. Digital Library: Concept, Genesis, Characteristics, Architecture 2. Types, Standards, Formats and Protocols 3. Digital Library Software: D-Space/Greenstone/Eprint etc. 4. Digitization: Concept, Scope and Need 5. Planning and Selection of Resources, Hardware & Software, Manpower, Costs 6. Workflow: Digitization Process, Formats of Digital Documents etc. 7. Virtual Library: Concept and Objective 8. Digital Library Vs Virtual Library 9. Institutional Repository: Concept, Characteristics and needs

Unit 2

1. Digital Availability of Resources: Concept, Advantage and Disadvantage 2. Open Internet Resources and Subscribe Resources 3. Research output as E-Resource: Concept, Need, Type and Advantage 4. Management of E-resource: Publishers, Aggregators, Discovery Services etc. 5. Federated Search, Perpetual Access etc. 6. E-resource Initiatives: Public and Private Contributions; INFLIBNET center, National Digital Library of India (NDLI), OCLC etc.

Unit 3

1. Purchase Policy of Library e-Resources 2. E-Resource Management: Types of e-Resources (E-Books, E-Journals, Consortia based e-resources, E-Reports, ETD, Internet Resources, Open Source) 3. Internet Resources: Science & Technology, Humanities, Social Science, Evaluation of Internet Resources 4. Perpetual Access 5. Digital Preservation: Tools & Techniques

Unit 4

1. Information Explosion: Concept, Meaning and Impact 2. Exponential Growth and Controlling Measures. 3. Theory of Innovation- E. M. Roger's Theory: Elements, Characteristics, Adoption Process. 4. Information Management vs. Knowledge Management. 5. KM System and its application in various sectors, Three Dimensional expansion of KM 6. Tools and Techniques of KM. 7. Knowledge Audit. 8. KM Strategies. 9. Knowledge Preservation & Harvesting 10. Information Entrepreneurship and its Development.

Recommended Reading:

1. Arora, A. & Bansal, S. (2000). Computer Fundamentals. New Delhi: Excel Books.
2. Breeding, M. (2015). The future of library resource discovery: a white paper commissioned by the NISO Discovery to Delivery (D2D) Topic Committee. Council of Undergraduate Research. Available at: http://www.cur.org/about_cur/frequently_asked_questions_/#
3. Breeding, M. (2015). Discovery product functionality. Library technology reports, 50(1), 5-32.
4. Chad, K. (2012). Specification for a Unified (Next Generation) Library Resource Management System, version 2. KenChad Consulting, August 2012. <https://libtechrfp.wikispaces.com/Unified+library+resource+management+specification>.
5. De Smet, Egbert, and S. N. Dhamdhere. (2016). E-discovery tools and applications in modern libraries. IGI Global.
6. Fox, E. A., & Torres, R. S. (2014). Digital library technologies: Complex objects, annotation, ontologies, classification, extraction, and security.
7. Gupta, G. K. (2011). Database Management System. Tata McGraw-Hill Education.
8. Heath, T. & Bizer, C. (2011). Linked data [electronic resource]: Evolving the web into a global data space Morgan & Clypool.
9. Hitzler, P. Krotzsch, M. & Rudolf, S. (2010). Foundations of Semantic Web technologies, Chapman & Hall
10. Shrikantaiah, T. Kanti & Koeing, Micheal E. D (Ed). (2008). Knowledge management in practice: connections and context. New Delhi: Ess Ess.

**MLIS-C-202 ORGANIZATION OF KNOWLEDGE: CLASSIFICATION PRACTICE
(4 CREDIT)**

Unit 1

DEWEY DECIMAL CLASSIFICATION (DDC): Classification of Documents according to DDC (22nd edition) having Basic, Compound and Complex Subjects

Unit 2

COLON CLASSIFICATION: Classification of Documents according to Colon Classification (6th rev edition) having Basic, Compound and Complex Subject.

Recommended Reading:

1. Comaromi, J. P., Warren, M.J. & Dewey, Melvil. (1982). *Manual on the use of the Dewey decimal classification*. Forest Press
2. Dewey, Melvil. (1996). *Dewey decimal classification*. Ed. 22. USA: Forest Press
3. Dhyani, Pushpa. (2006). *Classifying with Dewey decimal classification*. New Delhi: Ess Ess.
4. Kaula, P. N. (1985). *A treatise on colon classification*. New Delhi: Sterling Publishers
5. Kaula, P. N. (1985). *A treatise on colon classification*. New Delhi: Sterling Publishers
6. Khan, M. T. M. (2005). *Dewey decimal classification*. New Delhi: Shree Publishers
7. Ranganathan, S R. (1960). *Colon classification*. Ed.6. Bangalore: Sarada Ranganathan Endowment for Library Science
8. Ranganathan, S R. (1989). *Elements of library classification*. Bangalore: Sarda Ranganathan Endowment for Library Science.
9. Satija, M. P. (2007). *The theory and practice of the Dewey decimal classification system*. Oxford: Chandos Publishing
10. Satija, M. P. (1995.) *Manual for practical colon classification*. Rev. Ed.3. New Delhi: Sterling

**MLIS-C-203 ORGANIZATION OF KNOWLEDGE: CATALOGUING PRACTICE
(4 CREDIT)**

Unit 1

Cataloguing: AACR II, SEARS LIST OF SUBJECT HEADING (SLSH), MARC, LCSH

Unit 2

Classified Catalogue Code (CCC)

Recommended Readings:

1. Krishan Kumar (1986). An introduction to cataloguing practice. (3rd Rev. ed.). New Delhi: Vikas Publishing.
2. Ranganathan, S R. (2000). Cataloguing practice. Bangalore: Sarada Ranganathan Endowment for Library Science.
3. Sehgal, R.L (1996). Cataloguing practice: classified catalogue code. New Delhi: Ess Ess.
4. Singh, S. N. & Prasad, H. N. (1985). *Cataloguing manual AACR-II*. Delhi: B. R. Publishing.

MLIS-DSE -204 DOCUMENTATION PROJECT, JOB DIARY and FIELD VISIT (4 CREDIT)

i. DOCUMENTATION PROJECT

Each student has to prepare project report on any one of the following on a particular topic/area to be assigned by the Center

- a) Bibliographic Project on a selected topic/ area;
- b) Newspaper Clipping on a selected topic/ area;
- c) Description of Few Selected Library Websites;

ii. JOB DIARY

Students are required to work in every section of the Lakshminath Bezbaroa Library, Dibrugarh University or any other well organized library specified by the Centre. During the work, the students need to gain practical knowledge under the guidance of a Teacher. The students should have to maintain a diary and later on have to prepare a report on the basis of their practical experience in the library. The report has to submit for the purpose, to be signed by the concerned teacher, and countersigned by the Chairperson of the Centre. The Diary is to be evaluated jointly by both the external and internal examiners followed by Viva-Voce.

iii. FIELD VISIT:

Every student are required to visit and prepare a report on the working system and management of selected library and information centre of a place outside the state, preferably metropolitan city, accompanied by teachers for guidance in the beginning of the Second Semester. The report shall have to be submitted to the Centre for evaluation jointly by external and internal examiners. The objective of the visit to the library/libraries is/ are curriculum stipulated study tour are:

- To acquaint the students in organization and management to establish modern libraries and information centers.
- To get exposure in automated and networked libraries on site.
- To understand the functions discharged and the services provided by these libraries and information Centres.
- To make a comparative and critical study and evaluation among the libraries visited
- To get an overview of the latest trends and development on library and information services provided in the emerging scenario.

MLIS-GE-205 Advanced Research Methodology (4 CREDIT)

Unit 1: Fundamentals of Research & Research Design

1. Concept, Need & Purpose of Research 2. Truth, Fact & Ethics in Research 3. Research Problem 4. Research Design 5. Literature Review/Search: Print, Non-Print & E-Resources 6. Hypothesis: Definition, types, sources, formulation & Testing of Hypothesis

Unit 2: Types of Research & Research Methods

1. Academic Research 2. Fundamental research 3. Applied Research 4. Exploratory Research 5. Descriptive Research 6. Experimental Research 7. Historical Research 8. Survey Methods

Unit 3: Research techniques & tools

1. Data Collection Tools: Questionnaire, Interview, Observation and Sampling 2. Data Presentation: Tables, Charts/Graphs 3. Statistical Techniques/Interpretation of Data: Frequency Distribution 4. Measures of Central Tendency 5. Time Series Analysis 6. Measures of Dispersion 7. Correlation 8. Regression Analysis and Analysis of Variance 9. Chi-Square test 10. t-test 11. z-test 12. f-test 13. Statistical Inference 14. Use of Statistical Packages: MS Excel, SPSS, and Web-based Statistical Analysis Tools 15. Bibliometric Studies: Meaning, Scope and Parameters

Unit 4: Report Writing

1. Academic outputs 2. Writing of Research Report (Theses and Dissertation) 3. Evaluation of report writing 4. Use of Citation – Structure, Style, Contents, Guidelines; 5. Style Manuals 6. Online Citation Tools 7. Reference Management: APA, MLA, CHICAGO, Zotero, Mendeley etc. 8. Impact Factors – Journal, Institutional and Authors; h-Index, g-Index, i10 Index 9. Plagiarism: Concept & Understanding, Cause, types & averting plagiarism; .Anti-plagiarism tools & techniques 10. Case study

Recommended Reading:

1. Ablex, B, Charles H and Harter, S (1980). *Research Methods in Librarianship*. NY: Academic Press.
2. Egghe, L., Neelameghan, A., & Sarad, Ranganathan Endowment for Library Science. (2000). *Lectures on informetrics and scientometrics*. Bangalore: Sarada Ranganathan Endowment for Library Science
3. Hafner, A, W. (1997). *Descriptive statistical techniques for librarians*. (2nd ed.). Chicago: American Library Association
4. Kothari, C. R. (2008). *Research Methodology: Methods and Techniques*. New Delhi, New Age International
5. Kumar, K. (1992). *Research Method in Library and Information Science*. Delhi, Har Anand Publications.
6. Powel, R. R. (1991). *Basics Research Methods for Librarians*. 3rd Ed. Norwood NJ
7. Sharma P, S. R. (1990). *Universe of Knowledge and Research Methodology*. Delhi: Kent Publications
8. Vaughan, L (2001). *Statistical methods for Information professionals: A Practical painless approach to understanding, using and interpreting statistics*. N.J.: Information

THIRD SEMESTER

MLIS-C-301 Information & Communication System (4 CREDIT)

Unit 1

1. Data, Information, Knowledge & Wisdom: Concept, Types, Characteristics 2. Information Theory 3. Information Life Cycle: Generation, Collection, Storage & Dissemination 4. Role of Information in Socio-Economic, Cultural, Educational & Technological Development 5. Information Science & linkage with other discipline 6. Communication: Concept, Types, Theories, Models, Channels & Barriers 6. Scholarly Communication: History & Development. 7. Information Centre: Types, Characteristics & Services 8. Planning & Design of an Information Centre

Unit 2

1. Information Industry: Concept, Generators, Providers & Intermediaries 2. Information as an Economic Resource: Marketing of Information Products & Services, Plan, Strategies & Marketing Mix 3. Information Organisation as a System: Basic Concepts, Types and Characteristics of an Information System 4. Kinds of Information System: Libraries, Documentation Centres and Information Centres, Data Centres, Information Analysis Centres, Referral Centres and Clearing Houses

Unit 3

1. Information System: Concept, Types & Characteristics 2. Basics of National Information System: Concept, Need, Policy, Planning and Design of National Information System 3. National Information Systems: NISCAIR, DESIDOC, NASSDOC, SENDOC, NDCMC, ENVIS, etc. 4. Regional Information Systems: SAARC, ASTINFO, etc. 5. Global Information Systems: Programme and activities of UNESCO, UNISIST, IFLA, OCLC, AGRIS, INIS, MEDLARS, WIPO, PIS, BIS etc.

Unit 4

1. Resource Sharing, Library Networks and Library Consortia, Programmes and Activities of INFLIBNET , DELNET, CSIR 2. E-Journals Consortium: eSS, DelCon, N-List etc. 3. Information Products: Newsletter, In-house Journal, State of the Art Report, Trend, Report, etc.

Recommended Reading:

1. A. K. (1999). *Marketing Information Products & Services*. Canada: IDRC.
2. Avison, D. E. and Guy Fitzgerald (2006). *Information Systems Development: Methodologies, Techniques & Tools* (4th Ed.). McGraw-Hill
3. Bauer, P. (2000). *Foundations of library and information science*. New York: Neal-Schuman
4. Buckland, M. K. (1991). Information as Thing. *Journal of the American Society for Information Science*. 42, 5.
5. Drucker, P. (1998). *From capitalism to knowledge society*. The knowledge economy, 15-34. Jain,
6. Feather, J. (2000). *The information society: A study of continuity and changes*. London: Facet Publishing
7. Hoffer, J. A., George, J. F and Joe V. (2013). *Modern Systems Analysis and Design* (7th Ed.). Pearson Education, Limited
8. Kohtanek, T, R. & Matthews J. R. (2002). *Library Information Systems: From Library Automation to Distributed Information Access Solutions*. Libraries Unlimited
9. Kock, N (2006). *Systems Analysis & Design Fundamentals: A Business Process Redesign Approach*. SAGE
10. Kumar, K. (1987). *Reference Service*. Delhi: Vikash
11. Kumar, P.S.G (2003). *Management of Library & Information Centres*. Delhi: BR Publishing
12. Machlup, F. (1984). *The Economics of information and human capital*. Princeton: Princeton University Press
13. Rowley, Jennifer. (2002). *Information marketing*. Aldershot: Ashgate Publishing Limited.
14. Wang, S. and Hai, W. (2012). *Information Systems Analysis and Design*. Universal-Publishers

MLIS-C-302 ICT IN LIBRARY AND INFORMATION CENTERS (Theory) (4 CREDIT)

Unit 1

1. Implementation and Evaluation, Standards for Library Automation 2. Web based Library Management Software, Library Software Security Parameters 3. Integrated Library Management Systems (ILMS): Case study on KOHA/SOUL 4. Network Management 5. Data Networks: Integrated Services Digital Network (ISDN), Digital Subscribers Line (DSL), Asynchronous Transfer Mode (ATM) etc. 6. Network Software: Network Operating Systems, Domain Name System and Network Management Systems, etc. 7. ISO-OSI Network Model and TCP/IP.

Unit 2

1. Emerging Technologies and next generation library management platforms: RFID, Barcode, QR Code, Smart Card, Biometric, CCTV, Exlibres (alma), Kuali, Sierra, OCLC WorldShare, Serial Intota 2. Web 2.0 and Web 3.0: Concept, Features, Applications, Characteristics and Components, Academic Social Networks, Social Tagging, Social Bookmarking 3. Web Ontology: Basic Concept, Semantic Web, Linked Data, Big Data, Cloud Computing in Libraries 4. Audio and Video Conferencing 5. Application of Artificial Intelligence in Libraries

Unit 3

1. Legal Issues: Meaning, Genesis, Importance 2. Copyright 3. Digital Right 4. Intellectual Property Rights 5. Licensing 6. Case study: Role of Individual, Institution, Society etc. 7. Civil Issues: Ethical, Societal, Traditional Knowledge 8. Content Development: Concept and Purpose 9. Content Creation & Organization 10. Digital Content Management Systems (CMS) and Software: Joomla/Drupal

Unit 4

1. Digital Preservation: Need, Purpose, Methods, Techniques 2. Digital Library Initiatives: National and International 3. Metadata: Definition, Importance 4. Harvesting of Metadata, Z39.50 Standard for Retrieval and OAI-PMH 5. Database: Concept and Components, Types, Structure 6. Database searching: Federated Search and Multimedia Database Search etc.

Recommended Readings:

1. Allemang, D. & Hendler, J. (2011). Semantic Web for the working ontologist: effective modeling in RDFS and OWL, Elsevier.
2. Arora, A. & Bansal, S. (2000). Computer Fundamentals. New Delhi: Excel Books.
3. Brand, A. (2003). Metadata Demystified. NISO. <http://groups.niso.org>
4. Breeding, M. (2015). The future of library resource discovery: a white paper commissioned by the NISO Discovery to Delivery (D2D) Topic Committee. Council of Undergraduate Research. Available at: http://www.cur.org/about_cur/frequently_asked_questions_/#
5. Breeding, M. (2015) Discovery product functionality. Library technology reports, 50(1), 5-32.
6. Chad, K. (2012). Specification for a Unified (Next Generation) Library Resource Management System, version 2. KenChad Consulting, August 2012. <https://libtechrfp.wikispaces.com/Unified+library+resource+management+specification>.
7. Chad, K. (2013). The library management system is dead—long live the library ecosystem. CILIP Update magazine, 18-20. Available at: http://www.kenchadconsulting.com/wp-content/uploads/2013/09/LMS_is_dead_long_live_ecosystem_CILIP-Update_Sept2013.pdf
8. Damien, J. (2011). Introduction to Computers and Application Software. Jones & Bartlett Learning
9. De Smet, Egbert, and S. N. Dhamdhare. (2016). E-discovery tools and applications in modern libraries. IGI Global.
10. Fox, E. A., & Torres, R. S. (2014). Digital library technologies: Complex objects, annotation, ontologies, classification, extraction, and security.
11. Gupta, G. K.(2011) Database Management System. Tata McGraw-Hill Education.
12. Halpin, H. (2012). Social semantics: the search for meaning on the Web, Springer.
13. Heath, T. & Bizer, C. (2011). Linked data [electronic resource] : Evolving the web into a global data space Morgan & Clypool.
14. Hitzler, P., Krotzsch, M. & Rudolf, S. (2010). Foundations of Semantic Web technologies, Chapman & Hall.
15. Hjelm, J. (2001). Creating the semantic Web with RDF: Professional developer's guide. New York: Wiley
16. Patnaik, S. (2001). First Textbook on Information technology, New Delhi, Dhanpat Rai
17. Rowley, J. E. (1993). Computer for Librarians, London, Clive Bingley
18. Sinha, P. K. and Sinha, P. (2009). Foundation of Computing. New Delhi: BPB Publication.
19. Srikantiah, T. K & Koenig, E. D. (ed.) (2008). Knowledge Management in Practice: Connections and Context. Delhi: Ess Ess Publications
20. Subbarao, V. S. (1999). Library Management through Automation and Networking. Bombay: Allied Publishers
21. Verma, K. (2004). The Electronic Library. New Delhi: Akansha Publishing House

MLIS-C-303 RESEARCH METHODOLOGY (4 CREDIT)

Unit 1

1. Concept of Research: Definition, Meaning, Purpose, Importance and Motivation in Research
2. Steps in Research Process
3. Types of Research: Theoretical Research, Analytical Research, Pure Research, Applied Research, Action Research, Deductive and Inductive Research, Seminal Research etc.
4. Scientific Research, Social Science Research and Historical Research
5. Characteristics of Research: Interdisciplinary, Multidisciplinary, Collaborative Research
6. Research in LIS Education in India
7. Ethics and Philosophy in Research

Unit 2

1. Literature Survey, Meaning and its Importance
2. Research Problem: Source, Selection, Formulation of Problem, Criteria of Selection of Problem
3. Research Question: Meaning and Importance
4. Research Design: Characteristics, Steps and Types
5. Hypothesis: Meaning, Types, Characteristics
6. Formulation of Hypothesis: Problems and difficulties, Standard Error;
7. Hypothesis Testing: Importance and Fundamental of Testing of Hypothesis, Types of Testing, Level of Significance, Error in Hypothesis Testing

Unit 3

1. Methods and Methodology of Research
2. Research Data: Meaning, Importance and Types
3. Data Collection Tools and Techniques
4. Sampling Technique: Meaning, Objective, Importance
5. Sampling Design: Types, Steps in selection of Sample Design, Advantage and Disadvantage
6. Data Analysis: Nature and scope of statistics, its limitation; Measure of Central Tendency and average, Measure of Dispersion, Skew-ness, Kurtosis.
7. Statistical Packages –R programming, SPSS, MS Excel, and Web-based Statistical Analysis Tools, (Scientometrics, Infometrics and Webometrics)
8. Parametric - Non Parametric Tests, Chi-square Test, t-test, z-test, f-test.

Unit 4

1. Academic Writing: Concept and Importance
2. Technical Report Writing: Concept and Use, Classification and Characteristics, Skills for Technical Writing
3. Technical Editing and Editorial Tools.
4. Research Report: Types, Structure, Layout, Editing and Evaluation
5. Style Manual: Importance, Types: APA, Chicago, MLA, Harvard etc.
6. Reference Management Tools
7. Plagiarism: Concept, Cause, Types, Anti-Plagiarism Software
9. Publication Ethics: Definition, Best Practices, Predatory Publishers and Journals.
10. Impact Factors: Journal, Institutional, Authorship; h-index, g-index, i10 index

Recommended Reading:

1. Ablex, B, Charles H & Harter, S (1980). *Research methods in librarianship*. NY: Academic Press.
2. Egghe, L., Neelameghan, A., & Sarada Ranganathan Endowment for Library Science.(2000). *Lectures on informetrics and scientometrics*. Bangalore: Sarada Ranganathan Endowment for Library Science.
3. Hafner, A, W. (1997). *Descriptive statistical techniques for librarians*. (2nd ed.). Chicago: American Library Association
4. Kothari, C R (2008). *Research Methodology: Methods and Techniques*. New Delhi: New Age International
5. Kumar, K. (1992). *Research method in library and information science*. Delhi: Har Anand Publications.
6. Kumar, P.S. G (1987). *Research in library and information science in India*. New Delhi: Concept Publishing.
7. Powel, R. R. (1991). *Basics research methods for librarians*. 3rd Ed. Norwood NJ
8. Sharma P, S. R. (1990). *Universe of knowledge and research methodology*. Delhi: Kent Publications
9. Vaughan, L (2001). *Statistical methods for Information professionals: A Practical painless approach to understanding, using and interpreting statistics*. N.J.: Information

MLIS-DSE-304 i) PUBLIC LIBRARY SYSTEMS (4 CREDIT)

Unit 1

1. Public Library: History, Concept, Need and Growth of Public Libraries 2. Role & Contribution: Role of Public Libraries in social development, Informal education, continuing education, Community development 3. National Agencies for Public Library Development: NML, RRRLF, National Library, ILA 4. Library Legislation: Objectives, Needs & Importance; Library Legislation scenario in India, Library Legislation scenario in Assam, Role of Assam Library Association 5. International scenario: UNESCO's Role & Contribution in Public Library Development, UNDP's Sustainable Development Goals on Education.

Unit 2

1. Public Library Systems: Definition, Characteristics & Types (District, Sub-divisional, Rural etc.) 2. Public Library Administration: Authority, Organizational Structure 3. Evolution of Public Library Services: Public Libraries as Knowledge Center, Community Center, Cultural Heritage Center 4. Public Library Services in Changing Dimensions, Extension services 5. Role of Public Libraries in Community Information Needs and Services, Community Information Centre, Arunodoi Centres 6. Public Library User Groups and Communities: Rural, Urban and Metropolitan Communities, Industrial Business Communities, Academic, Research, Institutional Communities Children, Adult, Senior citizen and Specially Abled Persons

Unit 3

1. Resource Mobilization in Public Library 2. Infrastructure Development: Planning, Standard, Building & Architecture 3. Public Library Finance: Source of Fund, Budget, etc. 4. Information Resource Development for Public Libraries 5. Human Resource Development for Public Libraries

Unit 4

1. Role of ICT in Public Library services 2. Resource Sharing and Networking in Public Libraries: Objectives, Need & Importance 3. Web based Public Library Services: Components, Information Dissemination 4. Comparative studies of Public Library Scenario of India with UK, USA and Russia 5. Role of Social Media in building Public Library awareness and services

Recommended Reading

1. Danielle, W. Scott, M, & Danny, B. (2015). Public Libraries in a Digital Culture. Melbourne: The University of Melbourne
2. Devarajan, G. & Nayar, M. N. Ramakrishnan (1990). Public Library System in India. New Delhi: Ess Ess Publications.
3. Government of India (1867). The Press and Registration of Books Act, 1867. Retrieved from <http://rni.nic.in/prbact.asp> Government of India (1956).
4. Hada, Kapil Singh & Bajpai, R. P. (2014). Integrated Indian Public Library System. Gurgaon: Partridge Publishing.
5. Khanna, J. K. (1987). Library & Society. Kurukshetra: Research Publications.
6. Kim, Choong Han & Little, Robert David (1987). Public Library Users and Uses: A Market Research Handbook. USA: Scarecrow Press.
7. Koontz, C., Gubbin, B., & International Federation of Library Associations and Institutions. (2010). IFLA public library service guidelines. Berlin: DeGruyter Saur.
8. Munchen, K G Saur (2001). The Public Library Service: IFLA / UNESCO Guidelines for Development. Retrieved from: <http://www.ifla.org/files/assets/hq/publications/archive/the-publiclibraryservice/publ97.pdf>
9. Norm, P. (2003). Stimulating Growth and Renewal of Public Libraries: The Natural Life Cycle as Framework. Eric Digest.
10. Ranganathan, S. R., & Neelameghan, A. (1972). Public library system. Bangalore: Sarada Ranganathan Endowment.
11. Raval, Ajay kumar (2013). Handbook of Public Library System. New Delhi: Discovery Publishing House.
12. The Delivery of Books and Newspapers (Public Libraries) Act, 1956. Retrieved from http://www.nationallibrary.gov.in/nat_lib_stat/pdfs/db-act.pdf

MLIS-DSE-304 ii) SPECIAL LIBRARY SYSTEMS (4 CREDIT)

Unit 1

1. Special Library: Meaning, Definition, Aim and Objectives 2. Characteristics, Types and Functions 3. Growth and Genesis 4. Importance and Role of Special Library in R & D, Social and Cultural Development 5. Organizational Structure and Authority 6. Special library Management 7. Special Library Associations: IASLIC, SLA, FID etc.

Unit 2

1. Special Library Resources: Management Types: Documentary(Print) & Non-Documentary (Non-Print) 2. Physical Resources including ICT Infrastructure 3. Collection Development Policy 4. Problems in Collection Development 5. Role of Library Committee in Collection Development 6. Financial Resource Development, Source of Finance.

Unit 3

1. Special Library Products and Services: CAS, SDI, DDS etc. 2. Services using ICT: e-DDS, e-CAS, e-SDI, e-mail, FAQ etc. 3. Resource Sharing and Networking: Special Library Consortia in India and Abroad 4. Human Resource: Categories and Job Description 5. Staffing Norms and Standards. 6. Continuing Education program for Special Libraries. 7. Personnel Management: Types of Users, User Identification, Profile Management, Information Seeking Behavior etc.

Unit 4

1. Study of selected Libraries: India, USA, European Union (EU) 2. National Science Library. 3. Libraries in S & T Institutes 4. Role of DST in India 5. Library Infrastructure: Library Building, Lighting, Interior Decoration 6. Concept of Modular Building 7. Library Furniture and Fittings 8. Standards and Norms 9. Library Building in Present and Future Context

Recommended Reading:

1. B. D. (1992). *Towards a Special Library System*. New Delhi: Anmol Publications.
2. Guha, B (1983). *Documentation and Information: services, techniques & systems*. Calcutta: World Press Panda.
3. Singh, S. P. & Kumar, Krishan (2005). *Special Libraries in the Electronic Environment*. Delhi: Bookwell

MLIS-GE-305: IPR, RESEARCH ETHICS AND PUBLICATION ETHICS (4 CREDIT)

Unit 1

1. Knowledge Economy: Definition, Concept, Scope; Knowledge Economy and its relationship with IPR 2. Property: Definition, Concept, Kinds & Categories of property 3. IPR: Definition, Concept, Scope; Needs, Kinds and Classification of IPR 4. Copyright and rights related to copyright 5. Rights related to Industrial property: Trademark, Geographical Indication (GI), Patent, Industrial Design, Trade Secret, Commercial Goodwill 6. National IPR Policy

Unit 2

1. Research: Definition, Nature and Scope, Branches, Concept & Characteristics 2. Research Ethics: Facts and Truth in Research, Academic Integrity, Ethics in Research, Ethical issues in research & Scientific Misconduct (FFP) 4. Plagiarism: Definition, Forms, Reasons of Plagiarism 5. Avoidance of Plagiarism: International, National, Institutional and Individual approaches

Unit 3

1. Publication Ethics: Definition, Introduction and Importance 2. Initiatives for Best Practices/Standards and Guidelines: COPE, WAME, etc. 3. Conflicts of Interest. 4. Publication Misconduct: Definition, Concept, Problems that lead to unethical behavior and vice versa, Types, Identification, Complaints and Appeals 5. Violation of publication ethics, authorship and contributorship 6. Predatory Publishers and Journals

Unit 4

1. Open Access Publishing: OAP and Initiatives; SHERPA/RoMEO for Publisher's Copyrights & Self-Archiving Policies 2. Software tools: SPPU to identify predatory publications; JANE, Springer Journal Suggester, Elsevier Journal Finder, etc. as journal finder/Journal suggestion tools; Turnitin, URKUND (OURIGINAL) as PDS tools 3. Indexing & Citation Databases: WoS, SCOPUS, etc. 4. Research Metrics: JCR (Journal Citation Report), SNIP, SJR, IPP, CiteScore, etc. for measuring Impact Factor of Journals 5. Metrics: h-Index, g-Index, i10 Index, Altmetrics

Recommended Reading:

1. Bird, A. (2006). *Philosophy of Science*. Routledge.
2. MacIntyre, Alasdair (1967). *A Short History of Ethics*. London.
3. Chaddah, P. (2018). *Ethics in Competitive Research: Do not get scooped; do not get plagiarized*. ISBN: 978 9387480865.
4. National Academy of Sciences, National Academy of Engineering and Institute of Medicine. (2009). *On Being a Scientist: A Guide to Responsible Conduct in Research: Third Edition*. National Academies Press.
5. Resnik, D. D. (2011). *What is ethics in research & why is it important*. National Institute of Environmental Health Sciences, 1-10. Retrieved from <https://www.niehs.nih.gov/research/resources/bioethics/whatis/index.cfm>
6. Beall, J. (2012). *Predatory Publishers are corrupting open access*. *Nature*, 486(7415), 179-179. <https://doi.org/10.1038/489179a>
7. Indian National Science Academy (INSA), *Ethics in Science Education, Research and Governance* (2019), ISBN: 198-81-939482-1-7. http://www.insaindia.res.in/pdf/Ethics_Books.pdf

MLIS-AECC-306: COMPUTER APPLICATIONS (PRACTICE) (2 credits)

Unit 1

MSDOS, Windows, MS-Word, MS-Excel, Power Point, Mail Merge

Unit 2

Creation of Database in SOUL & KOHA

Recommended Reading:

1. SOUL 2.0 Manual by INFIBNET Center.
2. Manual for WINISIS, UNESCO Information and Documentation, Paris.

FOURTH SEMESTER

MLIS-C-401 MANAGEMENT OF LIBRARY AND INFORMATION CENTRES (4 CREDIT)

Unit 1

1. Management: Philosophy and Schools of Thought 2. Scientific Management of Library & Information Centres: Concept, Functions and Principles 3. Library Administration: Concept & Characteristics 4. Organization, Structure, Process of Structuring, Charts (Horizontal and Vertical) 5. Library Building: Planning, Architecture, Standards 6. Library Furniture: Standard. 7. Disaster and Risk Management in Libraries: Importance and Implementations. 8. Library Authority: Types, Functions and Need, Library Committee, Managerial Tasks & decision making process of Librarian, 9. Library Rules and Regulations.

Unit 2

1. Library Resources: Concept and Needs 2. Types of Resources 3. Collection Development: Policies, Procedures, Evaluation 4. Selection Principles of different resources 5. Selection Tools and Importance. 6. Acquisition Procedure, 7. Processing: Books, Journals/Periodicals, 8. Circulation Work, Maintenance, Shelving. 9. Stock Maintenance and Stock Verification: Policies and Procedures, Resource Optimization, Space Management 10. Elements of Binding; Weeding, etc. 11. Library Finance: Funding Source, Budgeting Techniques, Financial estimation, Cost Benefit Analysis, Cost Effective Analysis.

Unit 3

1. System Analysis & Design: Concept, Need; Library as a System, Library Workflow 2. Tools & Techniques: OR, MIS, MBO, SWOT, DFD, Network Analysis, PERT/CPM, PEP, MAP, PCS, etc. 3. Quality Indicators and Standards in LIS domain: Lib QUAL, COUNTER, EQUINOX, ISO-9000, etc. 4. Quality Improvement Cycle, Total Quality Management (TQM), Six Sigma 5. Change Management, Performance measurement and time-motion study.

Unit 4

1. Human Resource Management: Objectives, Manpower Planning, Staff Pattern 2. Job Analysis: Description, Selection, Recruitment, Induction and Deployment 3. Human Resource Development: Performance Appraisal, Interpersonal relation, Group Dynamics, Johari Window, Training and Skill Development 4. Leadership: Theories, Styles, Approaches and Models 5. Motivation: Theories of Motivation, Sources of Motivation 6. Patron Management: User Studies: Scope, Content & User Identification. 7. Types and Techniques of User Studies. 8. User Education: Objectives, Types and Programmes. 9. Information Seeking Behavior: Concept & Models

Recommended Readings:

1. Beardwell, I. & Holden, L. (1996). *Human resource management: A contemporary perspective*. U.K: Longman.
2. Bryson, J. (1996). *Effective library and information management*. Bombay: Jaico Publishing House.
3. Bryson, J. (2011). *Managing information services: a sustainable approach*. England: Ashgate Publishing, Ltd.
4. Gorman, G. E., & Miller, R.H. (1997). *Collection management for the 21st century: A handbook for librarians*. The Greenwood Library Management Collection. Westport, CT: Greenwood Press.
5. Howes. (1989). *Collection development for libraries: topics in library and information studies*. London: Bowker-Saur.
6. Katz, W. A. (1980). *Collection development: The selection of materials for libraries*. New York: Holt, Rinehart and Winston.
7. Koontz, H. (1980). The Management Theory Jungle Revisited. *The Academy of Management Review*. [.http://www.jstor.org/stable/257427](http://www.jstor.org/stable/257427)
8. Prasad, L. M. (1989). *Principles and practice of Management*. New Delhi: Sultan Chand.
9. Rowley, J. (2002). *Information marketing*. Aldershot: Ashgate Publishing Limited.
10. Sharma, S. (1999). *Management in new Age*. New Delhi: New Age International.
11. St. Clair, G. (1997). *Total quality management in information services*. London: Bowker-Saur.
12. Stoner, James. A. F. et al. (1996). *Management* (6th edition). New Delhi: Prentice Hall of India.
13. Weilrich, H. & Koontz, H. (1994). *Management: A global perspective* (10th edition). New York: McGraw Hill

MLIS-C-402 INFORMATION RETRIEVAL SYSTEMS (4 CREDIT)

Unit 1

1. Information Retrieval Systems: Concept, Definitions, Characteristics, Types & Components 2. Operations & Design of an IR System 3. Evaluation & Compatibility of Information Storage and Retrieval Systems (ISAR) 4. Classic IR Models 5. Introduction to major IR research approaches: Traditional, User Oriented & Cognitive.

Unit 2

1. Bibliographic Description: An overview 2. Bibliographic Formats, Standards & Models: ISBD, MARC, CCF, RDA, FRBR, FRSAD, BIBFRAME, ISO-2709 etc. 3. Metadata: Concept, Types & Standards 4. Indexing Language: Concept, types & characteristics 5. Vocabulary Control: Need, Purpose & Tools, 6. Thesaurus: Concept, Need, Purpose & Construction.

Unit 3

1. Indexing Systems & Techniques 2. Pre-Coordinate Indexing: Chain Indexing, PRECIS, POPSI 3. Post-Coordinate Indexing: Uniterm Indexing, Optical Coincidence Card 4. Keyword Indexing: KWIC, KWOC, KWAC 5. Web Indexing 6. Citation Indexing 7. Abstracting: Concept & Types 8. SCOPUS, Web of Science, ICI, Google Scholar etc.

Unit 4

1. Data Warehouse 2. Data Mining 3. Internet Searching & Meta Search Engines 4. Search Strategies: Free Text Search, Boolean Operations, Proximity Search, Navigational Search, Heuristic Search 5. Evaluation of Search strategies: Recall & Precision Ratio

Recommended Reading:

1. Aitchison, J. & Gilchrist, A. (2000). *Thesaurus construction and use: a practical manual*. 4th ed. London: ASLIB.
2. Anderson, J. D. (1997). *Guidelines for indexes and related information retrieval devices: a technical report*. Bethesda, Maryland: National Information Standard Organization.
3. Bawden, D. (2007). Information seeking and information retrieval: the core of the information curriculum. *Journal of Education for Library and Information Science*. 48 (2), pp.125-138.
4. Borko, H & Bernier, C. L. (1978). *Indexing concepts and methods*. New York, Academic Press.
5. Chowdhury . G. G. (2004): *Introduction to modern information retrieval*. 3rd Ed.
6. Chu, H. (2003). *Information representation and retrieval in the digital age*. Medford, N.J: Published for the American Society for Information Science and Technology by Information Today Inc.
7. Ingwersen, P. (1992). *Information retrieval interaction*. UK: Taylor Graham, London: Facet Publishing.

**MLIS-C-403 GUIDED RESEARCH PROJECT AND LIBRARY SOFTWARE
PRACTICE (4 CREDIT)**

Unit 1

- i. Integrated Library Management Software: SOUL & KOHA.
- ii. IR Software: DSpace / GSDL / EPrint

Unit 2

Guided Research Project/ Dissertation

Every student shall have to choose a topic for the dissertation in the beginning of the first semester and preliminary preparation carried out under the guidance of a teacher. The final prepared dissertation to be submitted to the department/university before the commencement of the second semester for evaluation jointly by the external and internal examiners followed by a Viva-Voce.

MLIS-DSE-404 PRESERVATION & CONSERVATION OF LIBRARY DOCUMENTS (4 CREDIT)

Unit 1: Preservation and Conservation

1. Meaning, Concept, Definition 2. History and Development: preservation in early historical period, Preservation in the age of enlightenment, Preservation in the modern age 3. Meaning and concept of rare documents, manuscripts 4. Need, purpose and importance of Preservation and Conservation of rare documents, manuscripts 5. Management of preservation activities and actions 6. Restoration: Meaning, Concept, Definition & Need

Unit 2: Factors of Deterioration

1. Environmental or Physical factors for deterioration: Temperature, Humidity, Light, Air Pollution 2. Biological Factors of Deterioration: Micro-organisms, Insects, Rodents. 3. Chemical Factors: Acidity, Browning of Paper, Reaction with Ink, Action of Pigments. 4. Man-made Factors and Natural Calamities

Unit 3: Methods and materials& tools for Conservation

1. Types of Conservation: Meaning and definition of Preventive Conservation and Curative Conservation 2. Methods of Preventive Conservation: Basic methods of Handling, Cleaning, Dusting, Preserving of Documents 3. Methods of Curative Conservation: Process, Control and Monitoring of Deterioration caused by Environmental Factors, Microclimate 4. Process, Control and Monitoring of Deterioration caused by Chemical Factors, Acidity and Acidic Materials 5. Process, Control and Monitoring of Deterioration caused by Biological Factors Control on Man-made Factors and Natural Calamities 6. Steps and Actions of Curative Conservation

Unit 4: Organization and Preservation Initiatives

1. Role and Initiatives of Library and archives in preservation of heritage collections 2. Role of International Organizations: IFLA, UNESCO 3. Role and Initiatives of Govt. of India: National Archives of India, National Library of India, Asiatic Society of India, IGNCA, NMM etc. 4. Role and Initiatives of Govt. of Assam: Kamrup Anusandhan Samity, Assam State Archives, Satras, Universities and Colleges of Assam

Recommended Reading

1. Balakrishnan, S. & Paliwal, P K (ed.) (2001). *Preservation of library collections*. New Delhi: Anmol Publication.
2. Deegan, Marilyn & Tanner, Simon, ed. (2006). *Digital preservation*. London: Facet.
3. Feather, John (1996). *Preservation and the management of library collections*. London: Library Association.
4. Mahapatra, P.K. & Chakrabarty, B.(2003). *Preservation in libraries*. New Delhi: Ess Ess Publications.