

**DEPARTMENT OF DISTANCE EDUCATION  
PUNJABI UNIVERSITY, PATIALA**

**SYLLABUS OF MASTER OF LIBRARY AND INFORMATION SCIENCE (One Year)**

**SCHEME OF PAPERS**

**First Semester**

<b>Paper Code</b>	<b>Nomenclature of Papers</b>	<b>Written Examination</b>	<b>Internal Assessment</b>	<b>Total Marks</b>
<b><u>Core Papers</u></b>				
MLIS 201	Information, Communication and Society	70	30	100
MLIS 202	Information Storage and Retrieval	70	30	100
MLIS 203	Information and Communication Technology: Applications	70	30	100
MLIS 204	College and University Library System	70	30	100
<b><u>Second Semester</u></b>				
<b><u>Core Papers</u></b>				
MLIS 205	Research Methodology and Statistical Techniques	70	30	100
MLIS 206	Information Analysis, Consolidation and Repackaging	70	30	100
MLIS 207	Advanced Knowledge Organization:	36	14	50
	(a) Classification Practice*	36	14	50
	(b) Cataloguing Practice*			
MLIS 208	Information and Literature Survey in Social Sciences	70	30	100

**\*The nature of these papers is that of a theory paper and there will be separate written examination for paper MLIS 207- (a) and (b).**

**MASTER OF LIBRARY AND INFORMATION SCIENCE**  
**FIRST SEMESTER**

**MLIS201: INFORMATION, COMMUNICATION AND SOCIETY**

Objectives: 1. To enable the students to understand the nature of information and its relations to knowledge, patterns of information flow and the role of libraries and information centres in national development  
2.To acquaint the students with information policies and Infrastructures in India and abroad.

Max. Marks: 100

Internal Assessment : 30 Marks

Written Examination: 70 Marks

Time allowed: 3 hours

Pass Marks: 50%

INSTRUCTIONS TO THE PAPER SETTER: The question paper will consist of 3 sections: A, B and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 10.5 marks each. Section C will consist of 14 short answer type questions which will cover the entire syllabus uniformly and carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

**INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER**

Time Allowed: 3 hours

Max. Marks: 70

Pass Marks: 50%

Note: 1. Answer five questions in all, selecting at least two questions from each section. The question in section C is compulsory.

2. Questions in sections A and B carry 10.5 marks each. The questions in section C carry 2 marks each.

**SECTION–A**

1. Data, Information and knowledge: Conceptual difference.
2. Information: Definition, nature, use and value with special emphasis on multimedia information.
3. Information Society: Genesis, characteristics, and implications.
4. Information and Knowledge Management in the digital age: Role of libraries and information centres.
5. Communication: Communication channels.

6. Scholarly communication and open access.

### **SECTION-B**

7. Information Science: Definition, scope and status as a discipline.
8. Information Life-cycle: Generation, acquisition, processing, storage, dissemination and use.
9. Universe of Subjects: Formation, structures and development.
10. Information policy: Need, purpose and recent developments at national (NAPLIS) and international level.
11. Intellectual property rights: Copyright. Data security and fair use, Freedom of information, FAIFE, and censorship.
12. Library & Information Infrastructure: At International, National and Local level (only conceptual frame work to be discussed.)

### **RECOMMENDED READINGS**

1. Bell, D. The coming of post industrial society: a venture in social forecasting. NY: Basic Books, 1973.
2. Best, DP, Ed. The fourth resource: information and its management. Aldershot: Aslib, 1996.
3. Buckland, M. Information and information systems. New York: Praeger, 1991.
4. Cornish, G.P. Copyright: interpreting the law for library, archive and information service. London: LA, 1997.
5. Feather, J.P. The information society. London: LA, 2000.
6. Meadows, J. Knowledge and communication. London, LA, 1997.
7. Meadows, J. Understanding information.
8. Prasher, RG. Information and its communication.
9. P.S.G. Kumar. Fundamentals of Information Science. 4<sup>th</sup> rev. ed. 4 Vols. Delhi: B.R., 2016.
10. Rodden, R. ed. Information dynamics: Aldershot: Gower, 1998.
11. Vickery, B.C. and Vickery, A. Information science: theory and practice. London: Butterworth, 1997.

**MLIS202: INFORMATION STORAGE AND RETRIEVAL**

Objectives: 1.To keep students abreast of current developments in various information processing techniques.  
2. To develop capability in retrieving information by applying different search techniques.

Max. Marks: 100

Time allowed: 3 hours

Internal Assessment : 30 Marks

Pass Marks: 50%

Written Examination: 70 Marks

**INSTRUCTIONS TO THE PAPER SETTER:** The question paper will consist of 3 sections: A, B and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 10.5 marks each. Section C will consist of 14 short answer type questions which will cover the entire syllabus uniformly and carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

**INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER**

Time Allowed: 3 hours

Max. Marks: 70

Pass Marks: 50%

Note: 1. Answer five questions in all, selecting at least two questions from each section. The question in section C is compulsory.

2. Questions in sections A and B carry 10.5 marks each. The questions in section C carry 2 marks each.

**Section-A**

1. Classification : Development and trends in general classification schemes. Dewey Decimal classification, latest ed; Universal decimal classification (Medium) English edition; Library of congress classification; Bibliographic classification (2<sup>nd</sup> ed); Colon classification (7th ed) and B.S.O. Automatic classification. Activities of organisations in classification research; Documentation Research and Training Centre (Bangalore) CRG (London), and ISKO.
2. Cataloguing : Development and trends in cataloguing, Anglo-American Cataloguing Rules, 2<sup>nd</sup> ed. And revision, International Standard Bibliographic Description (ISBD) Machine Readable Cataloguing (MARC), UNIMARC, CCF, OPAC, Subject cataloguing for online search.

**Section-B**

3. Indexing : Development and trends in indexing. Derived indexing; Assigned indexing, Alphabetical indexing, Keyword indexing, Pre and post coordinate indexing systems, citation indexing. Features of information Storage and Retrieval System— Precision, recall relevance online searching and search strategies.
4. Vocabulary control : Methodology current trends and development, Sears List of Subject Headings, Library of Congress Subject Headings, Medical Subject Headings (MeSH). Thesaurus of ERIC Descriptors, Thesauro-facet.

**RECOMMENDED READINGS**

1. Aitchison, Jean, Gilchrist, Alan & Bawden, David: Thesaurus construction and use: a practical manual. 4th ed. London: Taylor and Francis, 2005.
2. Austin, Derek: PRECIS : A manual of concept analysis : London : British Library, 1984
3. Bajpai, S.K. Modern information retrieval, New Delhi: Ess Ess Pub, 1999.
4. Bates, M.J.: Understanding information retrieval systems: management, types and standards. Boca Raton, FL: CRC press, 2012.
5. Best, D.P.: The fourth resource: information and its management. Alders hot : Aslib, 1996
6. Chowdhary, G.G.: Introduction to modern information retrieval, London: L.A, 1999.
7. Cleveland, Donald & Cleveland, Ana: Introduction to indexing and Abstracting. 4th ed. Englewood: Libraries Unlimited, 2013.
8. Cooke, A.: A guide to finding quality information on the Internet. 2<sup>nd</sup> edition. London: Facet Publishing, 2001
9. Deegan, M. & Simon Tanner: Digital futures. London. LA, 2002
10. Ellis, David: Progress and problems in information retrieval. London: LA, 1996.
11. Foskett, A.C.: The subject approach to information. 5<sup>th</sup> ed. London: LA, 1996
12. Francson, Jonas: Efficient information searching on the web: a handbook in the art of searching for information. 2009.
13. Ghosh, S.B. & Satpathi, J.N. ed.: Subject indexing systems. Kolkata: IASLIC, 1998.
14. Guha, B.: Documentation .
15. Kemp, D.A.: Computer-based knowledge retrieval. London: Aslib, 1988.
16. Kemp, D.A: The nature of Knowledge, London Clive Bingley, 1976.
17. Kowalski, G.J. and Maybury, M.T.: Information storage and retrieval system: theory and implementation. 2nd ed. New York: Kluwer, 2002.

18. Lancaster, F.W.: Indexing and abstracting in theory and practice. 2nd ed. London: LA, 1998.
19. Maltby, A.: Sayer's manual of classification for libraries. 5<sup>th</sup>. Ed. London: Andre Deutsch, 1975
20. Manning, Christopher D. Raghavan, Prabhakar and Schütze, Hinrich: Introduction to information retrieval, Cambridge University Press. 2008. Link: <https://nlp.stanford.edu/IR-book/>
21. Martin, W.J.: The global information society. Aldershot: Aslib, 1995
22. Mason, R.O. and others, Eds: Ethics of information management. New Delhi: Sage, 1995
23. Meadows, J.: Understanding information. Munchen: KG Saur, 2001.
24. Oddy, P.: Future libraries, future catalogs. London: LA, 1996
25. Prasher, R.G.: Index and indexing systems. New Delhi: Medallion Press, 1989.
26. Rajan, T.N., ed.: Indexing Systems: Concepts methods and techniques Kolkata: IASLIC, 1981
27. Riaz, Muhammad: Advanced indexing and abstracting practices, New Delhi Atantic Pub, 1989.
28. Rowley, Jennifer E.: Abstracting and indexing. 2nd ed. London: LA, 1988.
29. Vickery, B.C. and Vickery, Alina: Information science in theory and practice. London: Butterworths, 1987

### **MLIS203: INFORMATION AND COMMUNICATION TECHNOLOGY: APPLICATIONS**

Objectives: To acquaint students with the use of ICT in library and information centres and to impart practical knowledge of web page creation and library automation software.

Max. Marks: 100

Time allowed: 3 hours

Internal Assessment : 30 Marks

Pass Marks: 50%

Written Examination: 70 Marks

#### **PART- I: THEORY (Max. Marks 70)**

INSTRUCTIONS TO THE PAPER SETTER: the question paper will consist of 3 sections: A, B, and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 10.5 marks each. Section C will consist of 14 short answer type questions which will cover the entire syllabus uniformly and will carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

**INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER**

Time Allowed: 3 hours

Max. Marks: 70

Pass Marks: 50%

Note: 1. Answer five questions in all, selecting at least two questions from each section. The question in section C is compulsory.

2. Questions in sections A and B carry 10.5 marks each. The questions in section C carry 2 marks each.

**Section-A**

1. Library automation : Planning and implementation
2. Automation of Housekeeping operations : Acquisition, Cataloguing, Circulation, Serials control OPAC Library management.
3. Library software packages : LIBSYS, SOUL, WINISIS.
4. Databases : Types and generations, salient features of select bibliographic databases.
5. Communication technology : Fundamentals communication media and components
6. Network media and types : LAN, MAN and WAN, Intranets

**Section-B**

7. Digital, virtual and hybrid libraries : Definition and scope. Recent developments.
8. Library and information networks with special reference to India : Delnet, Inflibnet, Ernet, Nicnet
9. The Internet : Multimedia, hypermedia, World Wide Web.
10. Internet-based resources and services : Basic Services : E-Mail, FTP, remote logon, and HTTP.
11. Internet-based resources and services Browsers, search engines, portals, gateways, electronic journals, mailing lists and scholarly discussion lists, bulletin boards, computer conferences and virtual seminars.

**Part-II****Practical and Viva-Voice for Internal Assesment****RECOMMENDED READINGS**

1. Ackermann, Ernest. Learning to use the Internet: An introduction with examples and experiences. BPB.
2. Bharihoke, Deepak. Fundamentals of IT. 2nd ed. Excel Books. New Delhi. 2002.
3. Bradley, P. World Wide web: how to design and construct web pages. 2<sup>nd</sup> ed. London: Aslib IMI, 2000.
4. Cady, Glee Harrah and McGregor, Pat. Mastering the INTERNET. BPB. New Delhi. 1996.
5. Cox, Ingemar, J. Digital Watermarking. 2002.

6. Deegan, M. and Simon Tanner. Digital futures. London. LA, 2002.
7. Digital Libraries and Multimedia. Boston: Kluwer, Academic Publishers. 2000.
8. Digital Libraries and use. Cambridge: MIT Press, 2003.
9. Digital Libraries from technology to culture. New Delhi: Kanishka Publications. 2006.
10. Digital Libraries: Policy, planning and practice. Hants: Ashgate. 2004.
11. DSpace Manual, Release 1.6.2.  
[http://www.dspace.org/1\\_6\\_2Documentation/DSpace-Manual.pdf](http://www.dspace.org/1_6_2Documentation/DSpace-Manual.pdf)
12. Falk, Bennett. The Internet basic reference from A to Z.
13. Gopal Krishnan. Digital Libraries in electronic information era. Delhi: Authors press. 2001.
14. Greenstone Home page. <http://www.greenstone.org/greenstone3-home>
15. Greenstone Manual.
16. Haravu, L.J. Library automation: Design, principles and practice. New Delhi: Allied. 2004.
17. Hughes, Lorna M. Digitizing collection: strategic issues for the information manager. 2004.
18. Jeevan VKJ . Digital Libraries. 2003.
19. Leon, Alexis and Leon, Mathews. Fundamentals of Information Technology. 2nd Ed. Vikas Publishing House Pvt Ltd New Delhi. 2009.
20. McCoy, John. Mastering Web design. LWB, New Delhi. 1996.
21. Poulter, A. and others. The library and information professionals guide to the Internet. London: LA, 2000.
22. Rowley, J. The electronic library. 4<sup>th</sup> ed. London: LA, 1998.
23. Vittal, N. Information technology: India's tomorrow. 2001

#### **MLIS204: COLLEGE AND UNIVERSITY LIBRARY SYSTEM**

Objective: To keep students aware of the latest trends and developments in various aspects of Academic Library Systems with particular reference of India.

Max. Marks: 100

Internal Assessment : 30 Marks

Written Examination: 70 Marks

Time allowed: 3 hours

Pass Marks: 50%

**INSTRUCTIONS TO THE PAPER SETTER:** The question paper will consist of 3 sections: A, B and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 10.5 marks each. Section C will consist of 14 short answer type questions which will cover the entire syllabus uniformly and carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

**INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER**

Time Allowed: 3 hours

Max. Marks: 70

Pass Marks: 50%

Note: 1. Answer five questions in all, selecting at least two questions from each section. The question in section C is compulsory.

1. Questions in sections A and B carry 10.5 marks each. The questions in section C carry 2 marks each.

**Section-A**

1. Role of Library in academic institutions, i.e., Schools, Colleges and Universities.
2. Development of University and College libraries with special reference to India Role of UGC.
3. Role of academic libraries in open and distance education/learning.
4. Library as a system : environmental influences and responses.
5. Planning : Need & importance of planning; types of plans—short term, long term, strategic; steps and components of planning—time involved, money involved, areas of planning, SWOT analysis, systems approach, planning tools-MBO, planning of library building and its interior.
6. Organizing : Purpose & need for organizing. Organizational structure (line & staff functions, departmentalization, organizational charts); authority & its decentralization; (quality circles, matrix structures); functional organisation of libraries.

**Section-B**

7. Human Resources Management : Staffing : Job definitions, recruitment, training and development motivation, job enrichment, appraisal of library staff.
8. Leadership & Communication : effective leadership in libraries; functions activities & qualities of library managers; creativity and innovation; entrepreneurship. Interpersonal communication.
9. Financial Management; source of funds, different type of budgets; accounting & auditing, costing and cost analysis of library services.
10. Academic Library, collections and services development, evaluation and effectiveness.
11. Marketing : Identification of market for libraries; Market segmentation, Information as a marketable commodity; Marketing library services and products; Marketing & promotion techniques.

12. Control : Control techniques—Budgetary and non-budgetary devices, Management Information System. Change & quality management with special reference to library automation and networking

### RECOMMENDED READINGS

1. Baker, David, Ed. Resource management in academic libraries. London: Library Association, 1997.
2. Brophy, P. Quality management for information and library managers. London: Aslib, 1996.
3. Brophy, P. The academic library. London: Library Association, 2000.
4. Budd, J. M. The academic library: the context, its purpose and its operation. London: Libraries Unlimited, 1988.
5. Chapman, Liz. Managing acquisitions in library and information services London: Library Association, 2001.
6. Clayton, P. and Gorman, G.E. Managing information resources in libraries. London: LA, 2001.
7. Clayton, P. Managing information resources in library and information services: principles and procedures, 1997.
8. Corral, S. Strategic management of information services: a planning handbook. London: Aslib, 2000.
9. Crawford, J. Evaluation of library and information services. 2<sup>nd</sup> ed. 2000.
10. Dowler, L. Ed. Gateways to knowledge: the role of academic libraries in teaching, learning and research. London: The MIT Press, 1998.
11. Evans, G.E. Management techniques for librarians.
12. Feather, J. Matthews, Graham and Eden, Paul.(1996). Preservation Management: Policies and Practices in British Libraries. England: Gower Pub Ltd.
13. Feather, J.(Ed.). (2003).Managing Preservation for Libraries and Archives: Current Practice and Future Developments. England: Ashgate.
14. Gallacher, Managing change in library & information services. London: Aslib, 2000.
15. Gorman, GE. Evaluating library collections. 2001.
16. Jordan, P. Staff management in library & information work. Bombay: Jaico, 1996.
17. Jordan, P. The academic library and its users. London: Gower Publishing Limited, 1998.
18. Kahn, Mirian B.(2009) Disaster Response and Planning for Libraries. American Library Association series, N. Delhi: Indiana
19. Lancaster, F.W. If you want to evaluate your library.
20. Latimer, Karen and Niegaard, Hellen Ed. (2007) IFLA Library Building Guidelines: Developments & Reflections.

21. Lazinger, Susan S. (2001), Digital Preservation and Metadata: History, Practice. Colorado: Libraries Unlimited.
22. Line, Maurice B., Ed. Academic library management. London: Library Association, 1990.
23. Mahaptra, P.K and Chakrabarti B. (2003). Preservation in Libraries: Perspectives, Principles and Practice. New Delhi: Ess Ess Pub.
24. Mathews, Graham and Feather, J. (2003). Disaster Management for Libraries and Archives. England: Ashgate.
25. Narayana, G.J. Library and information management. Delhi: Prentice Hall, 1991.
26. Nicholas, David and Ritchie Maureen. (2003). Literature and Bibliometrics. London: Clive Bingley.
27. Pugh, Change management in information services. London: Gower, 2000.
28. Singh, Rajwant. (1984). University Library Buildings in India. ASLIS, N. Delhi: Academic Publications, Vol. 1.
29. Ranganathan, S. R. School and college libraries. Madras: Madras Library Association, 1942.
30. Stueart, Robert D. & Moran, Barbara B. Library and information center management. 6th ed. Colorado: Libraries Unlimited, 2004.
31. Webb, Sylvia P. Personal development in information work. Ed 2. London: Aslib, 1991.
32. White, Carl M. Survey of university of Delhi. Delhi: University of Delhi, 1965.

**MASTER OF LIBRARY AND INFORMATION SCIENCE**  
**SECOND SEMESTER**

**MLIS205: RESEARCH METHODOLOGY AND STATISTICAL TECHNIQUES**

Objective: To expose students to various research methods and their application to Library and Information Science.

Max. Marks: 100

Internal Assessment : 30 Marks

Written Examination: 70 Marks

Time allowed: 3 hours

Pass Marks: 50%

**INSTRUCTIONS TO THE PAPER SETTER:** The question paper will consist of 3 sections: A, B and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 10.5 marks each. Section C will consist of 14 short

answer type questions which will cover the entire syllabus uniformly and carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

### INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time Allowed: 3 hours

Max. Marks: 70

Pass Marks: 50%

Note: 1. Answer five questions in all, selecting at least two questions from each section. The question in section C is compulsory.

2. Questions in sections A and B carry 10.5 marks each. The questions in section C carry 2 marks each.

#### Section-A

1. Concept of Research : Definition, need, purpose and types of Research.
2. Basic concept of Research Methodology : Variable, hypotheses, induction, deduction, observation, objectivity, validity, reliability.
3. Research Design : Meaning, purpose, principles, components and criteria. Literature search : print, non-print and electronic sources.
4. Instruments of Research. Schedule, questionnaire, interview and observation.
5. Scientific Method : Definition; components, steps; limitations; applicability in the field of Library and Information Science.
6. Historical Method : Definition; steps; limitations; applicability in the field of Library and Information Science.

#### Section-B

7. Experimental Method : Definition; experimental validity, internal external limitation; applicability in the field of Library and Information.
8. Comparative Method : Definition; steps; limitations; applicability in the field of Library & Information Science.
9. Statistical techniques : Definition; steps; limitations; applicability in the field of Library & Information Science.
10. Elementary Statistics : Mean, Median, Mode, mean deviation, standard deviation, percentage, ratio, frequency.
11. Computerised Data Analysis : Description, analysis and interpretation. Use of SPSS.
12. Research Reporting : Structure, style, contents guidelines for research reporting. Style manuals in MLA-APA etc. e-citation and Methods of research evaluation.

#### RECOMMENDED READINGS

1. Bailey, Kenneth: Methods of social research. Ed.2,1982.
2. Bajpai, S.R.: Methods of social survey and research. 1984.

3. Busha, Charles H and Harter, S.P.: Research Methods in Librarianship, 1988.
4. Carpenter, R.L.: Statistical Methods for librarians. 1978.
5. Charles, H. and others: Research Methods in librarianship: Techniques and Interpretations. 1980.
6. Fastinger, Leon and Katz, Denial: Research methods in behavioral sciences, New York: Amerind, 1976.
7. Ghosh, B.N.: Scientific methods and social research. Ed.2,1984
8. Kerlinger, F.N.: Foundations of behavioral research. Ed 2, 1973.
9. Kothari, C.R. Research Methodology: Methods and Techniques. New Delhi: New Age, 2004.
10. Krishan Kumar: Research Methods in Library and Information Science, New Delhi: Vikas Publishing House. 1992.
11. Misra, K.P.: Research methodology: A handbook, 1989.
12. Neelameghan, A.: Presentation of ideas in technical writings, 1975.
13. Pickard, Alison Jane: Research methods in information. 2007.
14. Powell, Ronald R. Basic Research Methods for Librarians. 1985.
15. Ranjit Kumar: Research Methodology: A Step-by-Step Guide for Beginners, New Delhi: Sage, 2014.
16. Ravi Chandra Rao, I. K.: Quantitative methods in Library and Information Science. New Delhi: Wiley Eastern Limited, 1983.
17. Saravanavel, P.: Research and Report Writing. 1993.
18. Sardana, J.L. and Sehgal, R.L. : Statistical methods for librarians. 1981.
19. Sharma, Ram Dutt. Research methods in social science, 1988.
20. Simpson, I.S.: Basic statistics for librarians, Ed 3, 1983.
21. Stevens, R.F.: Research methods in librarianship: Historical and Bibliographical methods in library research,1971.
22. Young, P.V. Scientific social survey and research, Ed 4. Englewood Cliffs, N.J.: Prentice Hall, 1966.

### **MLIS206: INFORMATION ANALYSIS, CONSOLIDATION AND REPACKAGING**

**Objective :** The aim of this paper is to understand the concept of information analysis and consolidation.

- To understand Packaging and Repackaging of Information and Consolidation Methodology.

Max. Marks: 100

Internal Assessment : 30 Marks

Written Examination: 70 Marks

Time allowed: 3 hours

Pass Marks: 50%

INSTRUCTIONS TO THE PAPER SETTER: the question paper will consist of 3 sections: A, B, and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 10.5 marks each. Section C will consist of 14 short answer type questions which will cover the entire syllabus uniformly and will carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

### **INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER**

Time Allowed: 3 hours.

Max. Marks: 70

Pass Marks: 50%

- Note: 1. Answer five questions in all, selecting at least two questions from each section. The question in section C is compulsory.
2. Questions in sections A and B carry 10.5 marks each. The questions in section C carry 2 marks each.

#### **Section-A**

1. Concept of Information analysis and consolidation
2. Need of information analysis and consolidation
3. Information requirement of users
4. Guiding principles for presentation of ideas in a helpful sequence.
5. Packaging and repackaging : Concept, need and purpose.
6. Criteria for determining appropriate repackaging activities.
7. Information consolidation products : concepts, types, design and development
8. Marketing of information products and services

#### **Section-B**

9. Information consolidation methodology : Pre-requisites and stages/steps in preparation of information consolidation products.
10. Knowledge and skills required for information analysis and consolidation.
11. Planning and management of information consolidation units.
12. Content creation and management.
13. Methodology for preparation of a handbooks, newsletters and State-of-the-Art reports
14. Abstracting : Types and guidelines for preparing abstracts.
15. Evaluation of information products : Criteria and steps

### **RECOMMENDED READINGS**

1. Atherton, P.: Handbook of information systems and services. Paris: Unesco, 1977.
2. Bhatt, R. K: UNESCO: Development of libraries & Documentation centres in developing countries, 2004.

3. Chatterjee, Amitabha: Elements of information analysis, consolidation and repackaging (IACR). Kolkata: Prova Prakashani, 2013.
4. Kumar, P.S.G.: Information Analysis, Repackaging consolidation & Information retrieval (Paper X and XI of UGC Model Curriculum). Delhi: B.R. Pub., 2003
5. Kumar, P.S.G.: Library and Users: theory and Practice (Paper VIII of UGC Model Curriculum) Delhi: B.R. Pub., 2003.
6. Rowley, J.E: Abstracting and Indexing. London, Clive Bingley, 1982.
7. Saracevic, T. and Wood, J.S.: Consolidation of information: a handbook of evaluation, restructuring and repackaging of scientific and technical information. Paris: Unesco, 1981.
8. Seetharama, S. Information Consolidation and Repacking: Framework, Methodology, Planning. New Delhi: Ess Ess Pub, 1997.
9. Seetharama, S. Modes of Presentation of Information in Information Consolidation Products. *Library Science with a Slant to Document*, 22; 1985; Paper E.
10. Sewa Singh. Information analysis, consolidation and repackaging. New Delhi: Atlantic, 2014.

### **MLIS 207: ADVANCED KNOWLEDGE ORGANIZATION**

#### **(a) CLASSIFICATION PRACTICE**

Objectives: The aim of this paper is to train students in the techniques of classifying titles of documents according to the UDC (abridged 3<sup>rd</sup> revised English edition 1961)

Classification of adequate number of titles from all disciplines by the UDC (abridged 3<sup>rd</sup> revised English edition, 1961)

Max. Marks: 50

Internal Assessment: 14 Marks

Written Examination: 36 Marks

Time Allowed: 1 ½ hours

Pass Marks: 50%

**INSTRUCTION TO THE PAPER SETTER:** The question paper will consist of two parts: Part-I and Part II. Part I should include 6 simple titles carrying 4 Marks each and the Part II should include 8 complex titles carrying 6 Marks each. Candidates should be asked to classify any 3 titles from Part I and any 4 from Part II respectively. The question paper should be set strictly according to the instructions given above.

#### **INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER**

Time Allowed: 1 ½ hours

Max. Marks: 36

Pass Marks: 50%

#### **PART-I**

Classify any Three of the following Six titles.

12 Marks

**PART-II**

Classify any Four of the following Eight titles.

24 Marks

**NOTE:**

1. Copies of the UDC (Abridged 3<sup>rd</sup> revised English edition 1961) and a dictionary are available for use.

**LIST OF REQUIREMENTS IN THE EXAMINATION HALL**

1. U.D.C (Abridged 3<sup>rd</sup> revised English Edition 1961)
2. Dictionaries : ( 2 Copies)

The above books are to be collected by the Superintendent, Examination Centre from the Departmental Library of Distance Education, Punjabi University, Patiala.

**TEXT BOOK**

1. U.D.C. (Abridged 3<sup>rd</sup> revised English Edition 1961).

**(b) ADVANCED CATALOGUING: PRACTICE**

Objective: The aim of this paper is to give practice to students in the techniques of cataloguing of non-book materials. Cataloguing Practice of non book material by AACR II, 2<sup>nd</sup> ed. 1988 Revision, supplemented by Sears List of Subject Headings, Ed 12, 1982.

Max. Marks: 50

Internal Assessment: 14 Marks

Written Examination: 36 Marks

Time allowed: 1 ½ hours

Pass Marks: 50%

**INSTRUCTIONS FOR THE PAPER SETTER:** The question paper will consist two Parts: I and II. Part-I should include three titles covering (I) Cartographic material (ii) Motion Pictures, (iii) Video recordings.

Part-II should also include three titles covering (I) Sound recordings, (ii) Computer files.

Candidates should be asked to catalogue fully any three titles in all selecting at least one title from each Part. In no case, the questions should be asked from outside the syllabus, and question paper should be set strictly according to the instructions mentioned above.

**INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER**

Time allowed: 1 ½ hours

Max. Marks: 36

Pass Marks: 50%

**NOTE:**

1. All questions carry equal marks. (12x3=36)
2. Catalogue fully three titles in all, selecting at least one from each part.
3. All Catalogue entries for each title should be completed before attempting the next title.
4. Follow unit card system for added entries.
5. For subject headings, use Sears List of Subject, Headings, Ed. 12.

**LIST OF REQUIRMENTS IN THE EXAMINATION HALL**

The following books are to be provided to the candidates:

1. Sears List of Subject Headings. Ed 12.
2. Language dictionary

The above books are to be collected by the Superintendent, Examination Centre from the Departmental Library of Distance Education, Punjabi University, Patiala.

**TEXT BOOKS**

1. Anglo-American Cataloguing Rules. Ed 2. 1988. Revision.
2. Sears List of Subject Headings. Ed 12. 1982.

**MLIS 208: INFORMATION AND LITERATURE SURVEY IN SOCIAL SCIENCES**

Objective: To acquaint students with the contributions research activities and information sources in Social science disciplines.

Max. Marks: 100

Time allowed: 3 hours

Internal Assessment : 30 Marks

Pass Marks: 50%

Written Examination: 70 Marks

**INSTRUCTIONS TO THE PAPER SETTER:** the question paper will consist of 3 sections: A, B, and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 10.5 marks each. Section C will consist of 14 short answer type questions which will cover the entire syllabus uniformly and will carry 2

marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

### **INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER**

Time Allowed: 3 hours

Max. Marks: 70

Pass Marks: 50%

Note: 1. Answer five questions in all, selecting at least two questions from each section. The question in section C is compulsory.

2. Questions in sections A and B carry 10.5 marks each. The questions in section C carry 2 marks each.

#### **Section-A**

1. Social Science disciplines : Scope of the major subjects : Economics, Political Science, Sociology, History, Brief Survey of the contributions made by prominent authors in these fields.
2. Social science disciplines : Developments, problems and research trends.
3. Information sources : Role of primary, secondary and tertiary documents in the growth and development of Social Sciences.

#### **Section-B**

4. Information sources : Evaluation of important secondary and tertiary sources of information in Social sciences including distributed and net-worked sources.
5. Databases : Networked and distributed databases in Social Sciences.
6. Web-based resources and services : A brief introduction in the context of Social Sciences.
7. Research activities : Brief survey of the activities of the research institutions and professional organisations in the growth and development of Social Science disciplines with particular reference to India, U.K. and U.S.A.

### **RECOMMENDED READINGS**

1. Bhatt, R.K. & Manish Kumar, Ed. Development of social sciences: A librarian's companion. New Delhi: KK, 2014.
2. Brock, C.: The Literature of Political science: a guide for students, libraries and teachers, 1969.
3. Herron, Nancy, Ed. Social Sciences: A Cross disciplinary guide to selected sources. Libraries Unlimited, 1996.
4. Holler, F.L.: The information sources of political sciences. Ed 3, 1981.

5. Hoselitz, Bert F.: Reader's guide to the social sciences, Rev.ed, 1972.
6. Hunt, Elgin F. and Colander, David L.: Social sciences: An Introduction to the study of society. Ed.9. Allyn, 1995.
7. Knowledge divides (2010) World Social Science Report. Paris: Unesco.
8. Lewis, P.R.: The literature of the social sciences: an introductory survey and guide.1960.
9. Li, Tze Chung: Social science reference sources: A Practical guide. Rev and enlarged ed 2. Greenwood, 1990.
10. Mackenzie, Wom: Study of political science today.1970.
11. Malnyk, P. Economics: bibliographic guide to reference books and information sources, 1971.
12. Maltby, A.: Economics and commerce: the sources of information and their organization, 1978.
13. Mc Innis, Raymond G. and James, W.S.: Social science research handbook, 1975.
14. Sheehy, E. P.: Guide to reference books.Latest ed.
15. Unesco: Main trends of research in the social and human science, 1970.
16. Vyas, S. D. Social science information in India: Efforts toward bibliographic control. New Delhi: Concept, 1992.
17. Walford, A. J.,Ed.: Guide to reference material, 1980.
18. Webb, W. H. Ed.: Sources of information in the social science. Ed 3, 1980.

TEACHING METHODS: Barring specific requirements of particular papers, following will be the teaching methods: Lectures, discussion or assignments/demonstration, observation, tutorials and seminars.

TEACHINGS AIDS: Black-board and chalk are mainly used as teaching aids. Students are shown different types of print and non-print materials being used in libraries. Besides these, projectors and computers for demonstration are used.

ACTIVITIES OF STUDENTS: Listening, notes-taking, raising questions and answering questions raised in the class, discussing, observing and analyzing various activities and problems. They will be required to write assignments, tutorials and seminar papers and to search for information regarding the various points of view presented in the class. In this respect they are supposed to spend some time in the departmental library and the university library.

#### APPENDIX

##### Social Sciences:

1. Bibliography of Doctoral dissertation: Social Sciences: AIU.
2. Social Science Citation Index.

3. London Bibliography of the Social Sciences.
4. World List of Social Sciences Periodicals.
5. International Bibliography of Social Sciences: Economics, Political Science, Social & Cultural Anthropology, Sociology.
6. World Bibliography of Bibliographies.
7. Bibliographic Index.
8. Public Affairs International Service.
9. Current Contents: Social & Behavioural Sciences.
10. Index India.
11. Index Translationum.
12. Social Science Abstracts.
13. India: A Reference Annual.
14. Encyclopaedia of the Social Sciences.
15. International Encyclopaedia of the Social Sciences.
16. Dissertation Abstracts International
17. ICSSR Research Abstracts.

**Political Science**

18. Brock (Clifton) The Literature of political science.
19. Wynar (LR) Guide to Reference Materials in Political science
20. Holler (FL) Information sources of Political Science
21. Bibliography of Asian Studies
22. International Political Science Abstracts
23. Dunner (Joseph ),Ed: Dictionary of Political science
24. Yearbook of the United Nations.

**History**

25. Guide to Historical Literature.
26. International Bibliography of Historical Sciences
27. Historical Abstracts.
28. English Historical Review
29. Adams (James Truslow) ,Ed: Dictionary of American History
30. Economic History Review
31. South Asia Bibliography and Documentation.

**Economics**

32. Maltby (Arthur) : Economic and Commerce : the sources of information and their organization
33. Fletcher(J): The use of Economic literature
34. Key to Economic Science.(Formerly Economic Abstracts)

35. Economic Titles Abstracts.
36. Journal of Economic Literature (Formerly Journal of Economic Abstracts)
37. Business Periodical Index
38. American Economic Review.
39. World Economic Survey

**Sociology**

40. Lovtamore (B) Sociology : A guide to problems and literature
41. Clarke (Jack Alden) Research Material in the social science
42. Eldridge (Hope T) : The Materials of demography: A selected and annotated bibliography
43. Population Index
44. Sociological Abstracts
45. Current Sociology
46. Demographic yearbook
47. American Journal of Sociology
48. Duncan( Mitchell C) Dictionary of sociology
49. D'Corness (Peter J): Encyclopaedia of sociology

**Organisations**

National:

1. Indian Council of Special Science Research, New Delhi
2. National Social science Documentation Centre. New Delhi
3. Indian Institute of Public Administration, New Delhi
4. Indian Council of Economic Affairs, Calcutta
5. Indian Council of Historical Research, New Delhi
6. Tata Institute of Social Sciences, Mumbai
7. Institute of Economic Growth, New Delhi
8. The Institute of social and Economic Change
9. National Council of Applied Economic Research
10. Centre for Research in Rural and Industrial Development, Chandigarh.

International and Foreign:

11. International Committee for Social Science Information and Documentation
12. Unesco
13. International Social Science Council.
- 14 Social Science Research Council.
- 15 Economic and Social Research Council.