Shri VaishnavVidyapeethVishwavidyalaya, Indore

MASTER OF LIBRARY AND INFORMATION SCIENCE:YEAR: 2021-2022

SECOND SEMESTER (JANUARY-JUNE)

COURSE CODE	COURSE NAME	TEACHING & EVALUATION SCHEME									
		THEORY			PRACTICAL						
		TWO TERM EXAMS	TEACHER ASSESEMENT	END SEM. UNIV. EXAM.	TWO TERM EXAMS	TEACHER ASSESE ENT	END SEM. UNIV. EXAM	L	T	P	CREDITS
MLIS 107	Information Technology and Library Services Practice	-	-	-	-	40	60	-	-	8	**4**

Legends: **L** - Lecture; **T** - Tutorial/Teacher Guided Student Activity; **P** – Practical;   **C** - Credit;

****Teacher Assessment** shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

Course educational Objectives (CEOs): The students will be able to
- Understand the library automation soft wares: SOUL and KOHA.
- Understands the digital library networks
- Understand Web 2.0

Course Outcomes (Cos): The students should be able to:
- Develop and maintain the library data bases.
- Develop digital library systems.
- Introduction to web.2.0 services

COURSE CONTENTS

Unit-1 Database creation using library automation software: SOUL 2.0/3.0 and KOHA. Hands on practice of Scanner, barcode scanner and barcode printer

Unit-2 E-resources management in Digital Library Software Packages: GSDL and D Space.

Unit-3 Reference Management Software: Zotero, Mendley

Unit-4 Online searching of internet resources and databases . Accessing the National Digital Library, INFLIBNET, DELNET and other resources

Unit-5 Web 2.0 tools and their applications. Designing and developing of library blogs.

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MLIS 108	Advanced Library Cataloguing Practice	20	20	60	-	-	-	-	-	8	4

Legends: **L** - Lecture; **T** - Tutorial/Teacher Guided Student Activity; **P** – Practical;   **C** - Credit;

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Course educational Objectives (CEOs): The students will be able to
- Understand the basic principles and practices in library cataloguing
- Understand the principles of library cataloguing in modern era
- Learns the international standards for bibliographical information transfer.

Course Outcomes(Cos):The students should be able to:
- Catalogue different kinds of library reading materials according to AACR-2R
- Cataloguing principles for bibliographical description of records
- Learn the international standards for bibliographical information transfer.

COURSE CONTENTS

Unit-1: AACR-2R :Introduction
        Structure of AACR-2R

Unit-2: Cataloguing of Documents:
        Single author, multiple authors, multi volumes with complexities and Periodicals

Unit-3: Corporate bodies and Non Book Materials

Unit-4: MARC, MARC-21, UNIMARC and other international standard formats .Cataloguing according to MARC 21(AACR 2R)

Unit-5: List of Subject Headings, Using Sear's List of Subject Headings

Suggested Readings
- Sears List of Subject Headings. Latest available edition. New York: Wilson
- Anglo-American Cataloguing Rules. 2nd ed,(1988) London: LA.

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SECOND SEMESTER (January-June)

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		THEORY			PRACTICAL						
		TWO TERM EXAMS	TEACHER ASSESEMENT	END SEM. UNIV. EXAM.	TWO TERM EXAMS	TEACHER ASSESEENT	END SEM. UNIV. EXAM	L	T	P	CREDITS
MBI202	Research Methodology	20	20	60	-	-	-	4	-	-	**4**

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Common Paper form MBA course MBI 202

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		THEORY			PRACTICAL						
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MLIS 110A	Communication Skills and Personality Development in Libraries	20	20	60	-	-	-	4	-	-	4

Legends: **L** - Lecture; **T** - Tutorial/Teacher Guided Student Activity; **P** – Practical;   **C** - Credit;

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Course educational Objectives(CEOs): The students will be able to
- Understand the Communication skills in libraries
- Understand characteristics of personality development

Course Outcomes(Cos): The students should be able to:
- to communicate effectively with in the library system, users
- develop themselves in front of employers, professionals and end users.

COURSE CONTENTS

Unit- 1 Personality :
   a. Definition and Basic of Personality, Important theories of Personality Development.
   b. SWOT analysis, Body Language, Preparation of Self Introduction, Goal setting

Unit -2 Techniques in Personality development Stage I
   a. Communication Skills: Listening, Communication Barriers, Overcoming Barriers.
   b. Business correspondence. Telephone etiquettes

Unit- 3 Techniques in Personality development Stage II
   a. Personal Interview. Will power & self-discipline, How to motivate yourself & others.
   b. Building Self –Esteem and Self –Confidence, Working on attitudes, Positive thinking,
   c. Personal grooming.

Unit- 4 Techniques in Personality development Stage III
   a. Interpersonal Relationships: Stress management: Causes, Impact and managing Stress.
   b. Environmental awareness, Concept of professionalism, Ethics & Morale.

Unit -5 Techniques in Personality development Stage IV
Team Building and Conflict Management, Time Management & effective planning Presentation: Analyzing audience and locale, Organizing content and preparing an outline.

Suggested Readings:

- Nielsen, John(2008).. Effective Communication Skills: The Foundations for Change. Xlibris Corporation.
- Chambers, Harry E.(2001). Effective Communication Skills for Scientific and Technical Professionals. Basic Books.
- MTD Training(2012). Effective Communication Skills. Book boon.
- Worth, Richard.(2004). Communication Skills. Infobase Publishing.
- Shaffer, David(2008). Social and Personality Development. Cengage Learning.
- Mroczek, Daniel K. and Little, Todd D. Ed.(2014). Handbook of Personality Development. Psychology Press.

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MLIS 110B	Preservation and Conservation of Library materials	20	20	60	-	-	-	4	-	-	4

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Course educational Objectives (CEOs): The students will be able to
- Understand the need for preservation of library materials
- Understand enemies of library materials

Course Outcomes(Cos): The students should be able to:
- to develop the skills for maintenance of library materials.

Unit-1: Concept of Preservation and Conservation of Library Materials: Need for Preservation, Evolution of Writing Materials

Unit-2: Library Materials: Palm Leaves: Their Nature and Preservation, Manuscripts, Books, Periodicals, Newspapers, etc., Non-Book Materials, Micro- documents

Unit-3: Enemies of Library Materials: Physical Agents, Chemical Agents, Biological Agents, Digital Preservation, Control of Deterioration, Environment Control, Control of Micro- biological Agents

Unit-4: Rehabilitation of Documents
Repair and Restoration, Conservation of Non book Materials

Unit-5: Binding
Different types of Binding for Library Materials, Binding Materials and their varieties ,Binding Process, Standards for Binding

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MLIS 111	Bibliometrics and Scientometrics	20	20	60	-	-	-	4	-	-	4

Course educational Objectives(CEOs): The students will be able to
- Understand the need for bibliometric studies and their application in libraries
- Understands scientometrics and its use in academic output

Course Outcomes(Cos): The students should be able to:
- use bibliometric studies in their library functions.

Unit 1: Librametry**,** Bibliometrics, Scientometrics and Infometrics
 Definitions, concepts and applications

Unit 2 Bibliometric Laws
 Bibliometric Laws: Zip's law, Lotka's law, Bradford's Law of Scattering; Bookstein, Garfield, Price laws.

Unit 3: Growth and Obsolescence of Literature
 Growth models; Aging factor and half-life.synchronous vs. diachronous

Unit 4: Application of Bibliometrics
 Citation analysis: Bibliographic Coupling and Co-citation Analysis; Science indicators: Impact factor, h-index, g-index, i-10 index. Scopus and Web of Science

Unit 5: Trends and Developments
 Current trends and developments in Informetrics and Scientometrics; Open source Software for bibliometric analysis.

REFERENCES

- Almind, T C &Ingwersen, P. (1997) Informetric analysis of World Wide Web:
- Methodological approaches to webometrics. Journal of Documentation, 53(4).412-420.
- Andres, Ana. (2009). Measuring academic research: How to undertake Bibliometric Study. Oxford.
- De Bellis, N. (2009). Bibliometrics and citation analysis: From the Science Citation Index to Cybermetrics.Scarecrow press.
- Egghe, L & Rousseau, R.. (1990). Introduction to Informetrics: Quantitative methods in library, documentation and information science. Elsevier Science.

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MLIS 112	Internship/Project Work	-	-	-	-	40	60	-	-	8	4

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To enable students to improve communicative behavior/performance to build capacities.

Course educational Objectives(CEOs): The students will be able to
- work in a library of repute for 30 working days
- Get the latest experience s working as intern

Course Outcomes(Cos): The students should be able to:
- Overcome the practical problems in handling difficult situations.
- Will be able to prepare a project report

COURSE CONTENT:

The student will be allotted to different libraries in the university library./ The student will submit a Project work under the supervision of faculty

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MLIS 113	Comprehensive Viva Voice	-	-	-	-		100	-	-	-	**4**