

# NIMS UNIVERSITY, JAIPUR



## SYLLABUS

# MASTER OF LIBRARY & INFORMATION SCIENCES

## **Department of Library and Information Sciences**

Candidates willing to pursue a career as Librarians or as Information Scientists can pursue studies in Library and information Sciences. With a DLIS, BLIS, MLIS, M.Phil and Ph.D degree in this subject, you can get excellent jobs in libraries or take up a research-oriented career in the information industry. Even if you are willing to earn Library and Information Science degree through Distance Learning so that your existing schedule of life including work does not get affected or you do not have to relocate , you will find NIMS UNIVERSITY DISTANCE EDUCATION GUIDANCE & LEARNING RESOURCE CENTRES in all the major cities throughout country.

### **Benefits of Library and Information Science courses:**

The candidates pursuing Library and Information Science Degree through Distance Learning , gain an insight into the areas such as Information Systems & Services , Management of Libraries & Information Centre , Universe of knowledge , Research Methodology , foundations of information Sciences, Information Retrieval Technique, Information Sources as well as Information Products. Once you finish this course, you can take up the job of a librarian or conduct research as information Scientists to contribute to the development of the field of information Science.

### **MLIS SYLLABUS**

#### COURSE OBJECTIVES

To equip the students with the advanced professional skills for the management of information knowledge, libraries and information centers, so that they can serve the society through an institution of library and information centre or through consultancy.

To achieve the above objectives of the course programme, it needs to realize the following:

- To impart the students through understanding of patterns of knowledge development and its organization.
- To train the students in the advanced skills of information knowledge, gathering, processing, organization and retrieval.
- To train the students in information knowledge analysis, repackaging and marketing.
- To provide the students through understanding of IT applications in information environment including networks and communication systems.
- To train the students in the analysis, planning and management of the systems of library and information centers.

- To provide an understanding of research methods and activities of research organizations.

S.No	Paper Code	Name of the paper
1	MLIS-101	<b>Information , Communication and Society</b>
2.	MLIS-102	Information Sources, Systems and Services
3.	MLIS-103	Information Processing and Retrieval
4.	MLIS-104	Management of Library and Information Centres
5.	MLIS-105	Fundamentals of Information Communication Technologies
6.	MLIS-106	Information Communication Technologies: Applications
7.	MLIS-107	Preservation and Conservation of Library Materials
8.	MLIS-108	Research Methodology

### **MLIS-101 : INFORMATION, COMMUNICATION AND SOCIETY**

- UNIT- 1: Data, Information and Knowledge: Intellectual Assets  
 UNIT- 2: Definition, Types, nature, properties and Scope  
 UNIT- 3: Information: Nature, Definition, Types, properties and Scope  
 UNIT- 4: Communication process and Media  
 UNIT- 5: Generation of information: Modes and forms  
 UNIT- 6: Information Theory  
 UNIT- 7: Information Diffusion Process  
 UNIT- 8: Structure and Development of knowledge  
 UNIT- 9: Social Epistemology of knowledge  
 UNIT-10: Knowledge Generation to Utilization  
 UNIT-11: Knowledge and Societal Survival  
 UNIT-12: Learning Processes and theories  
 UNIT-13: Social Implications of Information  
 UNIT-14: Information as an Economic Resource  
 UNIT-15: Information policies: National and International  
 UNIT-16: Information Society

### **MLIS-102: INFORMATION SOURCES, SYSTEMS AND SERVICES**

- UNIT- 1: Physical Media if Information  
 UNIT- 2: Print Media, Multimedia (hypermedia) and hypertext  
 UNIT- 3: Non- Print Media: microform, Electronic and optical Media  
 UNIT- 4: Humanities  
 UNIT- 5: Social Science  
 UNIT- 6: Science and Technology  
 UNIT- 7: Non- Disciplinary Subjects  
 UNIT- 8: International Organizations  
 UNIT- 9: Content Analysis and its Correlation to Users  
 UNIT-10: Customized Organization of Information Sources

- UNIT-11: Citation Analysis and Cito- Analytical product as Sources of Information and  
Their uses
- UNIT-12: Aids to Information Sources
- UNIT-13: Library and information Personnel
- UNIT-14: Science and Technology Information Intermediaries
- UNIT-15: Database Designers and managers
- UNIT-16: Persons as Sources of Information

### **MLIS-103 : INFORMATION PROCESSING AND RETRIEVAL**

- UNIT- 1: Intellectual organization of Information: An Overview
- UNIT- 2: Classification Systems 1: General Systems
- UNIT- 3: Classification Systems 2: Special Systems
- UNIT- 4: Thesaurus: Its Structure, Functions and Construction
- UNIT- 5: Bibliographic Description: An overview
- UNIT- 6: Standards for Bibliographic Record Format
- UNIT- 7: Bibliographic Description of Non- Print Materials
- UNIT- 8: Indexing process and Models
- UNIT- 9: Objectives of Information storage and retrieval systems
- UNIT-10: ISAR Systems: operations and Design
- UNIT-11: Compatibility of ISAR Systems
- UNIT-12: Evolution of Information Storage and Retrieval (ISAR) systems
- UNIT-13: Information Retrieval Process (IRP)
- UNIT-14: The Process of Searching
- UNIT-15: Search strategies and heuristics
- UNIT-16: Common command Language and multiple database Searching

### **MLIS-104: INFORMATION INSTITUTES, PRODUCTS AND SERVICES:**

- UNIT- 1: Information Institutions: Evolution and Growth
- UNIT- 2: Information Centres: Types and their Organization
- UNIT- 3: Data Centers and Referral Centers
- UNIT- 4: Information Analysis and Consolidation Centers
- UNIT- 5: Literature Searches and Bibliographies
- UNIT- 6: Technical Enquiry Service
- UNIT- 7: Document Delivery Service
- UNIT- 8: Translation Service
- UNIT- 9: Information Newsletters, House Bulletins, In-house Communications
- UNIT-10: Trade and Product Bulletins
- UNIT-11: State- of -art reports and trend reports
- UNIT-12: Technical Digests
- UNIT-13: Database- Types and uses
- UNIT-14: Database intermediaries such as searchers, Editors, etc.
- UNIT-15: Online information systems and information Networks
- UNIT-16: International Standards for database Design and Development

### **MLIS-105 : MANAGEMENT OF LIBRARY AND INFORMATION CENTRES:**

UNIT- 1:	Principles of management
UNIT- 2:	Management Functions
UNIT- 3:	Managerial Quality and Leadership
UNIT- 4:	Schools of management thought
UNIT- 5:	System analysis and Design
UNIT- 6:	Work Flow and organizational routines
UNIT- 7:	Monitoring Techniques
UNIT- 8:	Evaluation techniques
UNIT- 9:	Overview of personnel management
UNIT-10:	Manpower Planning
UNIT-11:	Quality Improvement programmes
UNIT-12:	Budgeting and types
UNIT-13:	Budgetary Control System
UNIT-14:	Costing techniques
UNIT-15:	Cost Analysis
UNIT-16:	Information as a Marketable Commodity
UNIT-17:	Pricing of Information Products and Services
UNIT-18:	Marketing Strategies

#### **MLIS-106 : APPLICATION OF INFORMATION TECHNOLOGY :**

UNIT- 1 :	Overview of Computer Technology
UNIT- 2 :	Overview of Communication Technology
UNIT- 3 :	Overview of Reprography and Micrography
UNIT- 4 :	Printing and Publishing Technology
UNIT- 5 :	Use of Computers for Housekeeping Operations
UNIT- 6 :	Computer- based Acquisition Control
UNIT- 7 :	Computer –based Cataloguing
UNIT- 8 :	Computer –based Serials Control
UNIT- 9 :	Database Concept and Database Components
UNIT-10 :	Database Structure ,Organisation and Search
UNIT-11:	Database Management Systems
UNIT-12 :	Resource Sharing Through Networks
UNIT-13 :	Networks and Their Classification
UNIT-14 :	Networks and Architecture and Services
UNIT-15 :	Bibliographic Information Networks