



# **St. PETER'S UNIVERSITY**

**St. Peter's Institute of Higher Education and Research**

**(Declared Under Section 3 of the UGC Act, 1956)**

**AVADI, CHENNAI – 600 054**

**TAMIL NADU**

**M.L.I.S**

**(LIBRARY AND INFORMATION SCIENCE)**

**Code No. - 431**

**(Effective From 2009 – 2010)**

**(Distance Education)**

**Regulations and Syllabi**

**(I Year)**

**St. PETER'S INSTITUTE OF DISTANCE EDUCATION**

**Recognized by Distance Education Council and**

**Joint Committee of UGC – AICTE - DEC, New Delhi**

**(Ref. F. No. DEC/SPU/CHN/TN/Recog/09/14 dated 02.04.2009 and**

**Ref.F.No.DEC/Recog/2009/3169 dated 09.09.2009)**

# **St. PETER'S UNIVERSITY**

## **St. PETER'S INSTITUTE OF DISTANCE EDUCATION**

Chennai – 600 054.

**Code No. – 431**

### **M.L.I.S. (LIBRARY AND INFORMATIN SCIENCE)**

(Distance Education)

#### **Regulations and Syllabi**

(Effective from 2009 – 2010)

- 1. Eligibility:** Candidates who passed B.L.I.S. degree examination of this University or an examination of other University accepted as equivalent thereto are eligible for admission to One Year M.L.I.S. Programme in Library and Information Science.
- 2. Duration:** One Year.
- 3. Medium:** English is the medium of instruction and examination.
- 4. Methodology:** The methodology of distance education includes the supply of self-instructional study materials in print format and in CD, face-to-face instruction for theory and practicals for a limited period during week ends and on holidays, provision of virtual class in phased manner, dissemination of information over e-mail, Student - Support Service at various Centres of the University, Continuous Assessment and End Assessment conducted by the University at various parts of India.
- 5. Weightage for Continuous and End Assessment:** There is no weightage for Continuous Assessment unless the ratio is specifically mentioned in the scheme of Examinations. The End Assessment (EA) has 100% weightage.
- 6. Credit System:** Credit system be followed with 36 credits for each Year and each credit is equivalent to 25-30 hours of effective study provided in the Time Table of the formal system.

## 7. Scheme of Examinations

### First Year

Code No.	Course Title	Credit	Marks	
			EA	Total
109PMLT01	Information Processing and Retrieval	4	100	100
109PMLT02	Communication and Information Systems	4	100	100
109PMLT03	Library and Information System Management	5	100	100
109PMLT04	Research Methods and Techniques	5	100	100
109PMLT05	Information Technology	4	100	100
109PMLT06	Digital Libraries	5	100	100
109PMLT07	Informetrics	4	100	100
109PMLP01	Information Processing and Retrieval(Practice) Record	5	90	100
			10	
<b>Total</b>		<b>36</b>	<b>800</b>	<b>800</b>

**8. Passing Requirements:** The minimum pass mark (raw score) be 50% in End Assessment.

**9. Grading System:** Grading System on a 10 Point Scale be followed with 1 mark = 0.1 and the conversion of the Grade point as given below.

$$\begin{aligned} \text{Overall Grade Point Average (OGPA)} &= \frac{\text{Sum of Weighted Grade Points}}{\text{Total Credits}} \\ &= \frac{\sum (EA)C}{\sum C} \end{aligned}$$

**The Overall Grade:** The Overall Grade and Classification of all candidates be arrived at from the Overall Grade Point Average as stipulated in the following conversion Table.

<b>Grade</b>	<b>Over all Grade Point Average(OGPA)</b>	<b>Over all weighted Average marks</b>	<b>Classification</b>
0	9.00 to 10.00	90.00 to 100	First Class
A	8.00 to 8.99	80.00 to 89.99	First Class
B	7.00 to 7.99	70.00 to 79.99	First Class
C	6.00 to 6.99	60.00 to 69.99	First Class
D	5.00 to 5.99	50.00 to 59.99	Second Class
<b>F</b>	0.00 to 4.99	0.00 to 49.99	<b>Fail</b>

The Grade Sheets of the candidates provide particulars such as (1) Overall weighted Average Marks, (2) Overall Grade Point Average, (3) Overall Grade and (4) the Overall classification.

**10. Pattern of the Question Paper:** The question paper for the End Assessment will be set for three hours and for the maximum of 100 marks with the following divisions and details.

**Part A:** 10 questions (with equal distribution to all the units in the syllabus). Each question carries 2 marks.

**Part B:** 5 questions with either or type (with equal distribution to all the units in the syllabus). Each question carries 16 marks.

The total marks scored by the candidates will be reduced to the maximum prescribed in the Regulations.

## **11. Syllabus**

# **109PMLT01: INFORMATION PROCESSING AND RETRIEVAL**

## **Unit – I**

Information Processing and Retrieval: Basic Concepts – Information Transfer – Universe of Subjects - Impact of various schemes of classification – CC- DDC – UDC.

## **Unit – II**

Indexing Languages and Vocabulary Control : General Theory of Subject Indexing Languages – Thesaurus – Need – Steps in compilation.

## **Unit – III**

Indexing System and Techniques: Pre Co-ordinate and Post Co-ordinate indexing – PRESIS, POPSI – Chain Indexing – Relational Indexing – KWIC - KWOC – Citation Indexing – Uniterm Indexing – Abstracting.

## **Unit – IV**

Search Strategies – Tools and Techniques – Boolean Logic - Criteria for Evaluation of IRS – Recall – Precision – Specificity – Exhaustivity.

## **Unit – V**

Bibliographic Description – Standardization – UBC - AACR-II, CCF, MARC 21, ISO-2709 – ISBD.

## **Books Recommended for Further Readings**

- 1) Foskett, A.C. The Subject Approach to Information. 4<sup>th</sup> Ed., London: Clive Bingley, 1982.
- 2) Chowdhry, G. G. Introduction to Modern Information Retrieval. 2<sup>nd</sup> ed. London: Facet, 2003
- 3) Aitchison, Jean and Gilchrist, Alan. Thesaurus Construction: A Practical Manual, London: ASLIB. 1972.
- 4) Lancaster, F. W. Information Retrieval Systems: Characteristics, Testing and Evaluation. 2<sup>nd</sup> Ed., 1979.
- 5) Ranganathan, S. R. Prolegomena to Library Classification. V 1. Bangalore: SRELS, 1967.
- 6) Salton, G. Automatic Information Organization and Retrieval, 1968.
- 7) Stokes, Adrian. Concise Encyclopedia of Information Technology. 3<sup>rd</sup> Ed. Hants Wild Wood, 1986.
- 8) Vickery, B. C. Techniques of Information Retrieval. London: Butterworth, 1970.
- 9) Vickery, B. C. Information Systems, 1973.
- 10) Lancaster, F. W. Vocabulary Control for Information Retrieval.
- 11) Soregal, D. Indexing Languages and Thesauri.
- 12) Simmons, P and Hopkins, A. CCF: The Common Communication Format. Paris: UNESCO, 1984.

# **109PMLT02: COMMUNICATION AND INFORMATION SYSTEM**

## **Unit – I**

Notion and Nature of Information – Data – Knowledge – concept – Characteristics of Information – Models of Information – Information Transfer Cycle.

## **Unit – II**

Communication – Concept – Definition – Theories – Model – Channels of Communication – Barriers of Communication.

## **Unit – III**

Information System – Concept – Characteristics, Types – Functions – National – International – Information Systems – INFLIBNET – DELNET – NISSAT – NASSDOC – MEDLARS – BIOSIS – AGRIS – INSPEC – BLAISE

## **Unit – IV**

Information Users – Definition – Types – User Studies – User Education – User Psychology – Guidance – Counseling.

## **Unit – V**

Information Services – Need – types – Reference – Referral – Translation, Reprography – Indexing and Abstracting Service – CAS – SDI – Consortium: UGC – Infonet – INDEST – Network Information Services.

## **Books Recommended for Further Readings**

- 1) Abell, Angela and Oxbrow, Nigel. Competing with Knowledge: The Information Professional in the Knowledge Management Age. London: Facet, 2001.
- 2) Atherton, Pauline. Handbook for Information Systems and Service, Paris: UNESCO, 1977.
- 3) Bikowitz, W. R. Knowledge Management. Delhi: PHI, 2000.
- 4) Elliott de Saez, Eileen. Marketing Concepts for Libraries and Information Services. 2<sup>nd</sup> ed. London: Facet, 2002.
- 5) Khan, M. T. M. Information Organization and Communication. New Delhi: Ess Ess, 2001.

- 6) Kumar, P. S. G. A Students Manual of Library and Information Science (Two Volumes Bound in one). Delhi: B.R., 2002.
- 7) Mahapatra, P. K and Chakrabarti, B. Knowledge Management in Libraries. New Delhi: Ess Ess, 2002.
- 8) McGarry, K. J. The Changing Context of Information: An Introductory Analysis. London: Bingley, 1981.
- 9) Neelameghan, A. Lectures on Knowledge Management: Paradigm, Challenges and Opportunities. New Delhi: Ess Ess, 2002.
- 10) Prasad, H. N., Information Needs and Users. Varanasi: Indian Bibliographic Centre, 1992.
- 11) Prasher, R. G. Information and its Communication. New Delhi: Medallion Press, 1991.
- 12) Ranganathan, S. R. Ed. Documentation and its Facets. Bombay: Asia, 1983.
- 13) Shera, J. H. Documentation and the Organization of Knowledge. London: Crosoy Lockwood, 1966.
- 14) Agarwal, V. & Rajput, N. D. Information Networks in India. New Delhi; Rajet, 2002.
- 15) Venkataraman, P. IT Applications in Libraries. New Delhi, Ess Ess, 2004.
- 16) Kaushik, P. Library Information Services and Systems. New Delhi, Anmol Publications, 2006



# **109PMLT03: LIBRARY AND INFORMATION SYSTEM MANAGEMENT**

## **Unit – I**

Management – Concept : Definition, Scope and Principles – Schools of thought – Functions and Principles of Scientific Management – System analysis, design and development – Library as a system – PERT/CPM, SWOT, DFD.

## **Unit – II**

Human Resource Management: Organization Structure – Personnel Policies – Job Description, Analysis and Evaluation – Recruitment Procedures – Training and Development – Motivation and Group Dynamics – Performance Appraisal.

## **Unit – III**

Financial Management: Resource Mobilization, Budget – Definition, Need and Purpose – Budgeting Techniques and Methods, PPBS, Zero Based Budget System etc. – Budgeting Control – Cost Effectiveness and Cost Benefit Analysis – Marketing of Information Products.

## **Unit – IV**

Library House Keeping Operations: Different Sections of Library and Information Centres and their functions – Acquisition - Collection Development – Policies and Procedures – Technical Processing, Serial Control, Circulation Control, Maintenance etc. – Stock Verification: Policies and Procedures – Evaluation and Weeding out documents – Conservation and Preservation.

## **Unit – V**

Planning: Concept, Definition, Need and Purpose – Types and Levels – Steps – Formulating Objectives – Management by Objectives – Space Management – TQM.

## **Books Recommended for Further Readings**

- 1) Awad, E. M., Systems Analysis and Design. New Delhi: Galgotia, 1995.
- 2) Ashworth, Wilfred., Handbook of Special Librarianship and Information, 6<sup>th</sup> Ed. London. ASLIB. 1967.
- 3) Brophy, P and Counlling K. Quality Management for Information and Library Managers, Mumbai: JAICO, 1995.
- 4) Cowley, J. Personnel Management in Libraries. 1982.
- 5) Eindor, P. Information Systems Management: Analytical Tools and Techniques, 1985.

- 6) Evans, G E., Management Techniques for Libraries.2<sup>nd</sup> Ed. 1983.
- 7) Gopinath, M. A. Financial Norms for Collection Development in Libraries, 1982.
- 8) Jones, N. and Jordon, P. Staff Management in Library and Information Work. 2<sup>nd</sup> ed. Alder shot Gower, 1987.
- 9) Koontz, Harold and Welhrich, Heinz. Management. Ed. 9, New York: Mc Graw Hill, 1988.
- 10) Lazar, Peter. Information System Design and Management Bangalore: SRELS, 1982.
- 11) Mahapatra, P. K. Human Resource Management in Libraries. New Delhi: Ess Ess, 2002.
- 12) Narayana, G.J. Library and Information Management. New Delhi: Prentice-Hall of India, 1991.
- 13) Norah, Jones and Jordan, Peter. Staff Management in Library and Information work Alder shot: Gower, 1982.
- 14) Osborne, Larry N. and Rakamura, Margaret. Systems Analysis for Librarians and Information Professionals. 2004.
- 15) Reddy, S. P. Automated Management of Library Collection. New Delhi: Ess Ess, 2001.
- 16) Iyer, V. K. Management of Library and Information Services. New Delhi; Rajet Pub., 1998.
- 17) Jain, M. K. Library Manual: A Practical approach to Management . New Delhi; Ess Ess., 1999.
- 18) Koontz, Hetal., Essentials of Management. New York; McGraw Hill Inc.,
- 19) Mittal, R. L. Library Administration: Theory and Practice. Delhi; Metropolitan Book Co., 1978.
- 20) Ranganathan, S, R, Library Administration . Bombay; Asia Pub. House. 1959.
- 21) Singh, R. S. P. Fundamentals of Library Administraian & Management. Delhi; Prabhat, 1990.
- 22) Singh, S. K. Essentials of Library Management. Delhi; Author Press, 2002.

# **109PMLT04: RESEARCH METHODS AND TECHNIQUES**

## **Unit – I**

Research : Concept, Characteristics and Types; Pure, Applied, Action and Inter Disciplinary Research – Logic and Scientific Investigation.

## **Unit – II**

Research Problem: Identification, Selection and Formulation of a Research Problem - Research design - Literature Search and Review of Literature - Hypothesis – Definition - Types and Characteristics.

## **Unit – III**

Research Methods: Survey – Historical – Case Study – Experimental - Sampling – Definition - Types and Relevance.

## **Unit – IV**

Data Collection: Data Sources – Primary Sources and Secondary Sources - Data Collection Methods – Questionnaire, Interview, Observation

## **Unit – V**

Data Analysis: Analysis and Interpretation – Statistical Tools and Techniques – Measure of Central Tendency - Frequency Distribution - Regression and Correlation – Scales - Statistical Tools – Report Writing - Style and Structure of Presentation of Data.

## **Books Recommended for Further Readings**

- 1) Busha, Charles H. and Harter, Stephen P., Research Methods in Librarianship: Techniques and Interpretation. New York: Academic Press, 1980.
- 2) Gopal, M. H., An Introduction to Research Procedure in Social Science. Bombay: Asia, 1964.
- 3) Goode, William J. and Hatt, Paul K., Methods in Social Research. New York: McGraw Hill, 1952.
- 4) Krishan Kumar. Research Methods in Library and Information Science, New Delhi Vikas; 1992.
- 5) Morice, B. L. Library Surveys: An Introduction to the use, Planning Procedure and Presentation of Surveys. 2<sup>nd</sup> Ed. London: Bingley, 1982.
- 6) Ravichandra Rao, I. K. Qualitative Methods for Library and Information Science. New Delhi: Wiley Eastern, 1985.

- 7) Simon, J. L. Basic Research Methods in Social Science: The Art of Empirical Investigation, 1989.
- 8) Stevens, Rolland E., Research Methods in Librarianship. London: Bingley, 1971.
- 9) Ward, P. L., Introductory Guide to Research in Library and Information Studies in the UK London Library Association, 1975.
- 10) Young, Pauline V. and Schmid, C. F. Scientific Social Surveys and Research. New Delhi: Prentice Hall, 1984.
- 11) Devarajan, G. Research in Library & Information Science. New Delhi; Ess Ess, 2002
- 12) Kothari, C. R. Research Methodology – Methods & Techniques. New Delhi; Vishwa Prakasam., 1996.
- 13) Foster, J. J. Data Analysis Using SPSS for Windows. Versions 8 &10: A Beginner's Guide. New Delhi; SAGE Pub., 2001.
- 14) Panda, B. D. Research Methodology for Library Science. New Delhi; Anmol, 1997.
- 15) Santhosh Gupta. Research Methodology and Statistical Techniques. New Delhi; Deep and Deep, 2000.
- 16) Saravanel. Research Methodology. Allahabad; Kitab Mahal, 1994.
- 17) Sehgal, R. L. Applied Statistics for Library Science Research. 2 Vols. New Delhi; Ess Ess, 1998.

# **109PMLT05: INFORMATION TECHNOLOGY**

## **Unit – 1**

Information Technology: Definition, Need and Scope – Impact of Information Technology on Library and Information Services.

## **Unit – II**

Generation of Computers – Storage Devices – Operating Systems – Types – Single – Multiuser – Functions of OS – WINDOWS, LINUX, UNIX.

## **Unit – III**

Networking: Need - Purpose – Types – LAN, WAN, MAN, Topologies – Bus – Star – Ring – Network Servers

## **Unit – IV**

Network Protocols: TCP/IP, IP, HTTP – Hypertext - Hypermedia – Multimedia – ISDN – OSI. Accessories – Bridges – Routers – Switches

## **Unit – V**

Internet: Historical Development - Types of Connectivity – ISP - Web Resources – Web Portals – Browsers - Search Engines - Internet Tools – FTP.

## **Books Recommended for Further Readings**

- 1) Alberico, Ralph and Micco, Mary. Expert Systems for Reference And Information Retrieval. West port: Meckler, 1990.
- 2) Banshyopadhyay, S. Information Technology for Growth and Prosperity. New Delhi: TMH, 1994.
- 3) Basabdra, Suresh K. Computers Today. New Delhi: Galgotia, 2002.
- 4) Black, U. Emerging Communication Technologies. New Delhi: PHI, 1994.
- 5) Botto, Francis. Multimedia, CD-ROM & Compact Disc: A Guide for Users and Developers. New Delhi: Galgotia, 1993.
- 5) Bradley, P. The Advance Internet Searcher's Handbook. 2<sup>nd</sup> Ed. London: L.A, 2002.
- 6) Cooke, Alison. A Guide to Finding Quality Information in the Internet. 2<sup>nd</sup> Ed. London: Facet, 2001.

- 7) Deitel, H.M., Deitel, P.J. and Deitel, T.R. Internet and World Wide Web: How to Programme. Delhi: Addison Wesley, 2001.
- 8) Forester, T. The Information Technology Revolution. Oxford: Blackwell, 1985.
- 9) Goucher, Phill. Communications and Networks. 2<sup>nd</sup> Ed. New Delhi: Affiliated East-West, 1995.
- 10) Horak, Ray. Communication Systems and Networks. 2<sup>nd</sup> Ed. New Delhi: IDG, 2000.
- 11) Jackson, Peter. Introduction to Expert System. Harlow: Addison Wesley, 2000.
- 12) Kaul, H. K. Information Networks: An Indian Experience. New Delhi: Virgo, 1992.
- 13) Kennedy, George. Electronic Communication Systems, 3<sup>rd</sup> Ed. New Delhi: TMH, 1997.
- 14) Zorkoczy, Peter and Heap, Nicholas. Information Technology: An Introduction. 4<sup>th</sup> Ed. London: Pitman, 1995.
- 15) Balakrishnan, S. et al. Information Technology in Library Management. New Delhi, Anmol Publications, 2001

# 109PMLT06: DIGITAL LIBRARIES

## Unit – I

Digital Library: Definitions – Fundamentals – Characteristics - Nature of Digital Collections – Intellectual Properties Rights (IPR).

## Unit – II

Design and Organization of Digital Libraries: Architecture – Protocols – Metadata – Standards – User Interfaces.

## Unit – III

Digital Resources: Management – access to and use of Digital Libraries - Storage – Archiving and Digital Preservation.

## Unit – IV

Open Source Initiatives: Open Archive Initiative (OAI) – Open Source Softwares: GSDL - DSpace – EPrint.

## Unit – V

Institutional Repositories: Definitions - Planning for Digitization – Digital Source Services – Digital Initiatives in India.

## Books Recommended for Further Readings

- 1) Xavier, C. World Wide Web Design with HTML. New Delhi: TMH, 2000.
- 2) Chowdhury, G.G. Introduction to Digital Libraries. London: Facet, 2003.
- 3) Leona, C. Simon, Shaw and Andrew Prescott. Towards the Digital Library. London: LA, 1998.
- 4) Paul, Pedley. The Invisible Web: Searching the hidden parts of the Internet. London: ASLIB, 2001.
- 5) Deegan, Merlyn and Tanner, Simon. Digital Futures: Strategies for the Information Age. London: Facet, 2001.
- 6) Dowlin, K. The Electronic Library. New York: Neal Schumann, 1984.
- 7) Gorman, G.E. The Digital Factor in Information and Library Services. London: Facet, 2002.
- 8) Lankes, R. D. Implementing Digital Reference Services: Setting Standards and making it real. London: Facet, 2002.

- 9) Lee, Stuart D. Digital Imaging: A practical; Handbook. London: Facet, 2000.
- 10) Nich, Elaine and Knight, Kevin. Artificial Intelligence. 2<sup>nd</sup> Ed. New Delhi: TMH, 1994.
- 11) Chowdhury, G. G. Introduction to Digital Libraries. London; Facet, 2003.
- 12) International Conference on Digital Libraries. ICDL 2004. TERI, New Delhi. 2004.
- 13) Dwivedi, S.C. Digital Library V I & 2 New Delhi, Shree Publishers and Distributors 2005
- 14) Upadhaya, J.L. Information Retrieval and Digital Libraries New Delhi, Shree Publishers and Distributors 2004
- 15) Vijay Lakshmi & S.C.Jindal, Digital Libraries V 1,V2, & V3 Delhi, Isha Books 2004.
- 16) Deegan. Digital Preservation. London: Facet, 2006
- 17) Pedley. Digital Copyright. Ed2. London: Facet, 2005



## **109PMLT07: INFORMETRICS**

### **Unit – I**

Informetrics: Nature and General Aspects – Definition - Scope – Value – Librametrics – Bibliometrics – Scientometrics - Webometrics.

### **Unit – II**

Theory and Laws : Zipf's Law – Lotka's Law, Bradford's Law – Price Theory - Circulation Theory – Applications.

### **Unit – III**

Quantitative and Qualitative Techniques: Types - Multidimensional Scaling – Cluster Analysis – Correspondence Analysis – Co-Word Analysis.

### **Unit – IV**

Citation Studies: Citation Theory – Citation Analysis – Different Forms of Citation – Citation Control – Self Citation

### **Unit – V**

Application of Quantitative – Qualitative Tools and Techniques in LIS Research.

### **Books Recommended for Further Readings**

- 1) Nicholas David and Ritchie Maureen. Literature and Bibliometrics. London; Clive Bingley Ltd., 1978.
- 2) Everitt, B.S. Cluster Analysis, 3<sup>rd</sup> edition, Edward Arnold. 1993,
- 3) Bradford, S.C. Documentation, London, Grosby Lockwood (1948),
- 4) Tague – Sutcliffe.J. Measuring information: An Information services perspective – Somdiego (California) London: Academic Press, 1995.
- 5) Zipf, G.K. Human Behaviour and the principle of Least Effort, New York: Hafner Publishing. 1965.
- 6) Saracevic T. (ed.) Introduction to Information Science. New York: R.R. Bowkar. 1970.
- 7) Price D.J.de Solla Little Science, Big Science, New York: Columbia University Press. 1963.
- 8) Sengupta, I.N. Bibliometric Research Kolkata: SBA Publications.1988
- 9) Braun. T. Scientometric Indicators. Singapore: World Scientific Publications. 1985.
- 10) Sengupta .W. Bibliometrics and its application, Ed. By Pushpa Dhyani, New Delhi, Atlantic. 1990.

# **109PMLP01: INFORMATION PROCESSING AND RETRIEVAL PRACTICE**

## **Unit I: Classification of documents using UDC**

1. Classification of Documents according to the Abridged edition of UDC.

## **Unit II: BIBLIOGRAPHIC DESCRIPTION FOR DIFFERENT TYPES OF DOCUMENTS AS PER AACR – II AND SEARS LIST OF SUBJECT HEADING (CATALOGUING)**

1. Bibliographic Description and determination of access point including rendering of headings for an author title catalogue for books, periodicals and non-book materials in accordance with AACR II.
  - a) Anglo-American Cataloguing Rules (2 Ed. 1978) An introduction.
  - b) Description and Various Types of Catalogue Entries.
  - c) Sear's list of Subject Headings: An Outline, Structure and Use.
  - d) Monographic Materials-Works of Personal Authorship.
  - e) Non-book Materials

## **Books Recommended for Further Readings**

- 1) Anglo-American Cataloguing Rules Rev. Ed.2. London: Library Association, 1988
- 2) Universal Decimal Classification Abridged Ed.
- 3) Sears List of Subject Headings. Ed 14. New York: H.W.Wilson, 1991.