

MADURAI KAMARAJ UNIVERSITY

DIRECTORATE OF DISTANCE EDUCATION

MASTER OF LIBRARY AND INFORMATION SCIENCE [M.L.I.Sc.,]

(NON-SEMESTER SYSTEM)

SYLLABUS

PAPER – 1

RESEARCH METHODS & QUANTITATIVE TECHNIQUES

1. Research-definition: Basic concepts of research. Types of research components of scientific method. Ranganathan's spiral Relevance of research methods to information studies.
2. Research problems - Choice and formulation factors. Hypothesis function, formulation, types, characteristics. Testing of hypothesis. Areas of Research in Library and Information science.
3. Research Design.
4. Research methods - Survey methods: Census/ Population studies, Case study, Historical method, Statistical method and Sampling.
5. Data Collection methods - Interview, Questionnaires and Observation.
6. Data Analysis - Interpretation & Presentation of results.
7. Report writing - Organization of the Report, Tables, Graphs, Bibliography and References.

PAPER – 2

LIBRARY INFORMATION PROCESSING & RETRIEVAL TECHNIQUES

1. Information Retrieval Systems - Objectives, Structure, functions; Search strategy Criteria for evaluation - Recall; Precision, relevance and failure analysis.
2. General theory of Subject Indexing Languages.
3. Classification Systems - CC, DDC, UDC and LC.
4. Bibliographic description - Standardization Print and Non-print media ISBDs, AACR-II, MARC Formats, CCF, ISO-2709.
5. Subject Indexing Languages - Pre coordinate Indexing Systems; Chain Indexing; POPSI, PRECIS. Post coordinate Indexing Systems - Uniterm Indexing - Citation indexing. Evaluative studies
6. Vocabulary Control Devices - Construction and maintenance of Thesaurus. Classaurus. Depth Classification: Principles & methodology.

PAPER – 3

MANAGEMENT OF LIBRARY & INFORMATION SYSTEM

1. General Systems Theory – System Approach
2. Schools of Management Thought
3. Organisation theory – Organisational Structures
4. Planning process – Factors in Planning : Assessment of needs; Data collection and Analysis – Planning techniques; Performance evaluation
5. Managerial Communication – Formal and Informal; Interpersonal – Intergroup and Inter – organisational.
6. Resource Management; Budgeting for Planning and control – Fundamentals of Budgeting process – Budgeting methods – Cost effective analysis – Operations research.
7. Economics of Information: Information as a resource; Economics of Information provision; Information Industry; Cost Analysis of Information Systems; Marketing of Information Products and services.

PAPER – 4

INFORMATION TECHNOLOGY & INFORMATION SYSTEM AND PROGRAMS

1. Fundamentals of computer technology – PC Architecture Modem Development. Role of PC in Information Transfer Technology (ITT).
2. Operating Systems – MS-DOS, WINDOWS, UNIX
3. Information System Analysis & Design – overview of System Analysis & Design – System Development Life Cycle Method.
4. Database system – Definition, Scope, Need and Purpose – Overall system structure – Various Data base system models.
5. Selection of Hardware and Software.
6. File Organisation : Sequential, indexed Sequential and Inverted files. Database models - Hierarchical, Network and Relational.
7. Networking: Technological development in communication : Transmission media : Digital networks – Lan and Wan; PSTN; ISDN; Optical communication systems; Fax, Modem; Teletex; Videotext; E-Mail; Internet and Intranet.
8. CD-ROM Technology, Operating software for electronic and digital databases –SPIRS, BIRS.
9. Impact of Information technology on Library concepts
 - a. Electronic Library
 - b. Digital Library
 - c. Virtual Library

PAPER - 5
ACADEMIC LIBRARY SYSTEM

1. Development of higher education in post-independent India.
2. Types of Academic Library System - College and University and other institutions of higher learning.
3. Growth and development of College and University Libraries in India since 1950. University Grants Commission (India) - Aims and Objectives - Its role in the development of Libraries.
4. College Library Organisation - Collection development - Collection Organisation -Information service to faculty and students - Physical planning - Furniture and equipment, building - Finance planning.
5. University Library Organisation - Collection development - Collection Organisation -Information Service to faculty, students and research scholars - Physical planning -Furniture and equipment, building - Finance planning.

PAPER - 6

INFORMATION TECHNOLOGY – PRACTICAL

<i>Lesson No.</i>	<i>Topic</i>
1.	CDS/ISIS - A General Introduction
2.	Definition of Data Structure
3.	Definition of Display Format
4.	Data Entry 1SISENT
5.	Inverted file Generation
6.	Disk Operating System
7.	Windows Fundamentals
8.	MS-Word Basics
9.	Foxpro

PAPER - 7

Information Processing Practice

1. Classification of documents according to UDC, Abridged English. Edition BS 1000A.
2. Cataloguing of books & non-book materials According to AACR-II.
3. Indexing of documents According to : POPSI

PAPER – 8

TECHNICAL WRITING

1. Communication Process; Characteristic features of technical writing, Reader-Writer relationship.
2. Language as a medium for communication of thought, readability and Text, Aberrations in Technical writing.
3. Organisation and presentation of data in abstracts, textual matter, references. Preparation of popular articles, technical reports, monographs, house journals.
4. Repackaging of information: Preparation of Review of article, Trend report, Progress reports.
5. Editorial process : Editorial tools, Use of style manuals proof reading.