C. U. SHAH UNIVERSITY, Wadhwan City
Name of Program : Master of Library and Information Science (M.L.I.Sc.)
Semester : II
W.E.F. – June 2014

Sr. No	Branch code	Subject Code	Subject Name	Teaching Hours/Week				Credits	Evaluation Scheme/Semester								Total Marks
				Th	Tu	Pr	Total		Theory				Practical				
									Sessional Exam		University Exam		Internal		University		
									Marks	Hours	Marks	Hours	Pr	TW	Pr		
1	11	5AHO2IPR1	Information Processing – Theory & Practical	5	-	2	7	6	30	1.5	35	1.5		-	35		100
2	11	5AHO2NAI1	Networks and Internet– Theory & Practical	5	-	2	7	6	30	1.5	35	1.5		-	35		100
3	11	5AHO2PCS1	Preservations and Conservations of Information Sources	5	2	-	7	6	30	1.5	70	3	-	-	-		100
4	11	5AHO2DIS1	Project / Dissertation	3	-	6	9	6	-	-	-	-	-	-	100		100
			TOTAL	18	2	10	30	24	120		140		-	-	170		400

I/c Dean

Th- Theory, Tu-Tutorial/Seminar/Field Work, Pr-Practical, TW-Term Work

Note: - Theory- 1 hr = 1 Credit, Tutorial/Practical 2 hours = 1 credit

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FACULTY OF: - Arts and Humanities
DEPARTMENT OF: - Library and Information Science
SEMESTER: - II
CODE: - **5AHO2IPR1**
NAME – **Information Processing: Theory and Practical**

Teaching and Evaluation Scheme:-

Subject Code	Name of the Subject	Teaching Scheme (Hours)				Credits	Evaluation Scheme							
							Theory				Practical (Marks)			
		Th	Tu	Pr	Total		Sessional Exam		University Exam		Internal		University	Total
							Marks	Hrs	Marks	Hrs	Pr/Viva	TW	Pr	
5AHO2IPR1	**Information Processing: Theory and Practical**	5	-	2	7	6	30	1.5	35	1.5	-	-	35	**100**

Objectives: -

1. To understand the concept of Indexing.

2**.** To get acquainted with different types of vocabulary control devices.

3. To get an insight into the provisions in a thesaurus and methodology of its construction with reference to application of computers.

4. To recognize different tools and techniques associated with Artificial Intelligence-based subject indexing systems.

5. To explore the strengths and weaknesses of different indexing techniques

Pre requisite: Knowledge of English Language

Course outline:-

Unit	Course Contents	Number of Hours
1	**Indexing** * Information Retrieval Systems – Needs, objectives, types and components * Indexing: meaning and functions, process of indexing	[08]

	* Indexing languages-Need, Purpose, Characteristics, Types * Vocabulary control-Semantics, Syntactic * Subject heading list : LCHS and SLSH * Thesaurus: meaning, functions and construction of thesaurus	
2	**Indexing Systems and Techniques** * Pre coordinate indexing system: Chain indexing, PRECIS, POPSI * Post coordinate indexing system: UNITERM * Automatic indexing: KWIC, KWOC * Non conventional indexing – Citation indexing , Web indexing	[08]
3	**Information Retrieval Systems** * Quality control in indexing * Bibliographic description and standards for standards record format – ISBD, FRBR * Online Retrieval System * Metadata: MARC 21 – 856 Field, Dublin core, TEI, METS * Information Retrieval Systems – Needs, objectives, types and components	[08]
4	**Information Retrieval Process and Techniques** * Electronic IRS – Purpose, function and features * OPAC – Electronic Databases (online and CD – ROMs) *E-Journals, Digital Libraries, Web Resources * Artificial Intelligence and Expert Systems * Evaluation of Information Retrieval System	[06]
5	**Practical** * Preparing Indexes * Use of Indexing techniques * Thesaurus construction	[24]

<u>Learning outcomes:</u>

1) To study concepts, needs of indexing systems.

2) To learn different types of indexing systems and techniques.

Teaching and learning methodology:

Board teaching, Class interaction, group discussion, Multimedia tools, through Power Point Presentation, LCD projector, via seminar and assignments, quiz contest etc…

Recommended Books/Study resouces

1. Chaudhary, G.G. **Introduction to modern information retrieval**. London: Library Association, 1999

2. Cleveland, Donald B. and Cleveland, Ana D. **Introduction to indexing and abstracting. Colorado**: Libraries

Unlimited, 2001

3. Foskett, A.C. **Subject approach to information**. Ed.5. London: Library Association, 1996

4. Gosh, S.N.and Satpathi, J.N**. Subject indexing system: concepts, methods and techniques**. Culcutta: IASLIC,1998

5. Korfhage, R.R. **Information storage and retrieval**. New York: John Wiley, 1997

6. Lancaster, F.W. **Vocabulary control for information retrieval**. Ed.2. Arlington: Information Resource

Press, 1985

7. Lancaster, F.W. **Indexing and abstracting: theory and practice**. Ed.3. Urbana: University of Illinois, 2003

8. Rowley, J. **The basics of information system**. Ed.2. London, Library Association, 1996

9. Soergel, D. **Indexing languages and thesauri: construction and maintenance**. New York: John Wiley and Sons, 1974

10. Walker, G. and Janes, J. **Online retrieval: a dialogue of theory and practice**. London, Libraries Unlimited, 1993

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FACULTY OF: - Arts and Humanities
DEPARTMENT OF: - Library and Information Science
SEMESTER: - II
CODE: - **5AHO2NAI1**
NAME – Networks and Internet : Theory and Practical

Teaching and Evaluation Scheme:-

Subject Code	Name of the Subject	Teaching Scheme (Hours)				Credits	Evaluation Scheme							
							Theory				Practical (Marks)			
		Th	Tu	Pr	Total		Sessional Exam		University Exam		Internal		University	Total
							Marks	Hrs	Marks	Hrs	Pr/Viva	TW	Pr	
5AHO2NAI1	**Networks and Internet : Theory and Practical**	5	-	2	7	6	30	1.5	35	1.5	-	-	35	**100**

Objectives: -

1. The students understand the organization of computer networks, factors influencing computer network

   development and the reasons for having variety of different types of networks.

2. The students understand the Internet structure and can see how standard problems are solved in that context.

3. The students can analyze simple protocols and can independently study literature concerning computer

   networks.

Pre requisite: Knowledge of English Language

Course outline:-

Unit	Course Contents	Number of Hours
1	**Data Communication and Channels** ***Basics of Data Communication**- Digital, Analog, Synchronous, Asynchronous, Parallel, Serial, Simplex, Semi-Duplex, Full Duplex Communication, Multiplexing * **Application of Data Communications**– Information Search & retrieval, Information Transmission, Multimedia	[06]

	* **Communication Channels**– Wired Transmission, Telephone Lines, Coaxial Cable, Microwave,Infrared, Laser, Radio communication, Satellite Communication, Fiber Optics,	
2	**Network Components, Models and protocols** * Hardware : Network Devices (NIC, Modem, Router, Bridge, Gateway, Repeater, Hub, Switches) *Software : Network Operating Systems * OSI *TCP/IP	[06]
3	**Networking Types, Topology and Techniques** * Types of Network: LAN, MAN, WAN, Internet, Intranet, VPN etc. * Network Topologies – Bus, Ring, Star, Mesh, Hybrid etc. * Switching Techniques – Circuit, Message, Packet etc	[06]
4	**Network , Internet and Internet Security** * Internet architecture and organization * Internet protocols *Internet addressing * Internetworking * Network management * Internet Security and its Privacy, Authentication, Access Control, Integrity, Virus	[12]
5	**Practical** * Internet search through various search engines * Network based information services	[24]-

Learning outcomes:

1. Data Communication, its applications and various channels

2. Networking components (Hardware & Softwares), Various models and protocols related to networking

3. Networking types, topologies and techniques

4**.** Network and Internet Security

Teaching and learning methodology:

Board teaching, Class interaction, group discussion, Multimedia tools, through Power Point Presentation, LCD projector, via seminar and assignments, computer laboratory and internet etc…

Recommended Books/Study resources

1**.** Ahmadayaz, A. **handbook for Information Technology**. New Delhi: Anmol Publication, 2003

2**.** Asit Narayan. **Internet Marketing, E-commerce and Cyber Laws**. Delhi, Authors Press, 2000

3**.** Bansal, S.K. **Information technology and globalisation**. New Delhi: A P H Publication, 2001

4**.** Bansal, S.K. **Internet Technologies**. New Delhi: A P H Publication, 2001

5**.** Batra, B.B. **Information Technology: challenges and opportunities**. Delhi: Kalpaz Publications, 2001

6**.** Chandra, Ramesh. **Technilogical changes in Libraries**. Delhi: Kalpaz Publications, 2003

7**.** Chandra, Ramesh. **Information Technology in 21st century**. New Delhi: Kalpaz Publications, 2003

8**.** Kent, Allen. **The structure and governance of Library Networks**. New York. Marshall Deccker, 1979

9**.** Lan Winship. **The students guide to the internet 2000-2001**. London: Library Association Publication, 2000

10**.** Markuson, Barbara Evans**. Network for Networks: critical issue in cooperative library development**, New York: Neal Schuman   Publisher Inc., 1980

11**.** Molyneux, Robert E. **The internet under the hood**. London: Libraries Unlimited, 2005

12**.** Nair, R. Raman. **Internet for information services**. New Delhi: Ess Ess Publications, 2002

13**.** Pandey, V.C. **Information and Communication technology**. Delhi: Isha Books, 2004

14**.** Poulter, Alan. **The library and information professional's guide to the World Wide Web**. London: Library Association Publishing,   1999

15**.** Rao, N.V.Jagga. **Books to bytes: library and information technology in the new millennium**. New Delhi: Ess Ess Publications, 2000

16**.** Rouse, Willium B. **Management of Library Networks**. New York: John Wiley, 1980

17**.** Satyanarayana, N.R. **A manual of Library Automation and Networking**. Lucknow: New Royal Book Co. 2003

18**.** Sehgal, R.L. **An introduction to library network**. New Delhi: Ess Ess, 1996

19**.** Singh, Sankar**. Information Technology in libraries**. New Delhi: Ess Ess, 2003

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FACULTY OF: - Arts and Humanities
DEPARTMENT OF: - Library and Information Science
SEMESTER: - II
CODE: - **5AHO2PCS1**
NAME – **Preservations and Conservations of Information Sources**

Teaching and Evaluation Scheme:-

Subject Code	Name of the Subject	Teaching Scheme (Hours)				Credits	Evaluation Scheme							
							Theory				Practical (Marks)			
		Th	Tu	Pr	Total		Sessional Exam		University Exam		Internal		University	Total
							Marks	Hrs	Marks	Hrs	Pr/Viva	TW	Pr	
5AHO2PCS1	Preservations and Conservations of Information Sources	5	2	-	7	6	30	1.5	70	3	-	-	-	100

Objectives: -

1. Become acquainted with preservation and conservation resources.

2**.** Develop an understanding of the relationship between preservation management and appropriate conservation treatment.

3. Develop capacity for evaluation and application of appropriate conservation treatments.

4. Develop core knowledge of conservation applications for library and archives.

Prerequisites:- Knowledge of English Language

Course outline:-

Unit	Course Contents	Number of Hours
1	**Preservation Management** * Definition, Need, Objectives and issues of preservation * Basic preservation Management * Preservation Principles	[14]

	* Materials to be preserved	
2	**Causes of damage** * Indoor and outdoor damage * Human and Insects * Disaster, Disaster response and contingency planning * Technology	[10]
3	**Control Management** * Indoor and outdoor * Security issues * User awareness and staff training * Evaluating material * Concept of rarity and intrinsic value * Protective enclosures * Selection and review of materials for conservation or replacement * Setting priority for conservation and preservation	[14]
4	**Conservation Treatments** * Concept of rarity and intrinsic value * Protective enclosures * Selection and review of materials for conservation or replacement * Setting priority for conservation and preservation	[08]
5	**Preservation** * Preservation of non paper / non print materials (photographs, AV materials, Maps, Textile...) * Digitisation and Digital preservation * Reformatting (copying and imaging) and preservation replacement *Digitisation Project (Project Proposal: budgets, personnel, funding, project plan and output,benefits to the institute / organisation)	[08]

Learning outcomes:

1. Method of preservation and conservation of valuable sources

2. Able to identify causes of damage

3. Able to manage the control over security issues

Teaching and learning methodology:

Board teaching, Class interaction, group discussion, Multimedia tools, through Power Point Presentation, LCD projector, via seminar and assignments, quiz contest etc…

Recommended Books/Study resources

1. Alire, Camila. **Library disaster planning and recovery handbook**. New York: Nean-Schuman, 2000

2. Banks, Pilette. **Defining the library preservation programme: policies and organisation**. Morrow: CarolynClark

3. Carlsen, Soren. **Effects of freeze Drying on Paper Pre print from the 9th International Congress of IADA**

   Copenhagen August 15-21 1999 Full text available at http:// palimpsest Stanford edu/iada/ta99-115.pdf.

4. Cox, Jack E , and Robert L Barber **Preparing for the unknown: Practical contingency planning Risk Management** 43 (September   1996): 14-20

5. Davis Mary B., Susan Fraser , and Judith Reed **Preparing for Library Emergencies: A Cooperative Approach Wilson Library   Bulletin** (November 1991): 42-44, 128

6. Florian, Marry-Lou E. Heritage Eaters**: Insect and Fungi in Heritage Collections**. London: James & James,1997.

7. Risk Management for Libraries ALA Yearbook of Library and Information Services 15 (1990): 218-219

8. Harrison, H.P. **Emergency Preparedness and Disaster Recovery of Audio Flim and Video Materials IASAJournal** (November   1995): 82- 85.

9. Harvey, Ross Preservation in Libraries **A Reader Topics in Library and Information Studies London**; NewYork: Bowker K.G. Saur,   1993 (Contains reprints of articles and chapters)

10. Preservations in Libraries Principals, **Strategies and Practices for Librarians Topics in Library and Information Studies**. London;   New York: Bowker; K.G.Saur, 1993. (Contains reprints of articles and chapters)

11. **Integratyed Pest management NEDCC News 8**, no. 1 (winter 1998): 4-5

12. Lemley, Don, **Precautions and Safe Practices for Records Storage Systems. Records Management Quarterly** (April 1992): 24-27

13. Nelton, Sharon. **Prepare for the Worst. Nation's Business 81** (September 1993): 20-28

14. http://www.kb.nl/cons/faq-conservering/faq-en.html

15. http://www.kb.nl/cons/kneep/index-en.html

16. http://www.google.co.in/search?sourceid=navclient&aq=6h&oq=&ie=UTF-

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FACULTY OF: - Arts and Humanities
DEPARTMENT OF: - Library and Information Science
SEMESTER: - II
CODE: - **5AHO2DIS1**
NAME – **Project / Dissertation**
Teaching and Evaluation Scheme:-

Subject Code	Name of the Subject	Teaching Scheme (Hours)				Credits	Evaluation Scheme							
							Theory				Practical (Marks)			
		Th	Tu	Pr	Total		Sessional Exam		University Exam		Internal		University	Total
							Marks	Hrs	Marks	Hrs	Pr/Viva	TW	Pr/Viva	
5AH02DIS1	**Project / Dissertation**	3	-	6	9	6	-	-	-	-	-	-	100	**100**

1. The marks allocation out of 100 marks shall be 70 marks of written dissertation/project report and 30 marks of viva-voce.

2. The Dissertation/Project report on any assigned topic in the field of Library and Information Science or allied subjects.

3. The Dissertation/Project report will be based on a given topic individually. A Student will select his/her topic in . Consultation with H. O. D. and his/her guide.

4. The Dissertation/Project report should be prepared under the guidance of a member of the faculty at M.L.I.Sc. course.

5. The Dissertation/Project report not less than 100 pages (Typed Computer print out) and size of the The Dissertation/Project report shall be A4 size papers and shall have typed in double spaces.

6. The Dissertation/Project report shall embody the original research and will have to be certified by the student and the guide.

7. Two copies of The Dissertation/Project report shall be submitted by the student duly certified by the guide.

8. The Dissertation/Project report shall be evaluated by two examiners

9. The Dissertation/Project report shall be submitted at least one month before the commencement of the university Examination

10. Guiding the students for the dissertation / Project Report the Coordinator will arrange guidance / counseling lectures from the faculty teaching at M.L.I.Sc. course.

NOTE: TO FAMILIAR WITH THE FUNCTIONING OF VARIOUS TYPES OF LIBRARIES STUDY TOUR IS COMPULSORY FOR ALL THE STUDENTS.