



**DRAVIDIAN UNIVERSITY**  
**Centre for Off-Campus Education & Research**  
**Syllabus for M.Phil/Ph.D Library and Information Science**  
**Paper II: Broad Field**

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**UNIT I: UNIVERSE OF KNOWLEDGE**

- a) Development of Subjects: Structure and Attributes. Modes of Formation of Subjects, Methodology of Designing Classification schemes. Standard schemes of classification and their features – UDC
- b) Methods of Knowledge Organisation : Notation: Need, Purpose and Qualities. Postulates, Fundamental Categories and Facet Analysis, Common Isolates,
- c) Devices. Concept of Call Number: Class Number, Book Number and Collection Number

**UNIT II : NATIONAL CENTRES, INFORMATION SYSTEMS AND SERVICES**

- a) Study of National, International and Commercial Information Systems and Services - NISCAIR, NASSDOC, INIS, AGRIS, INSPEC) : Background, their services and products.
- b) Information services and products. Information Services: Concepts, definition, need and trends. Alerting services, need, techniques and evaluation (CAS & SDI). Bibliographic, referral, document delivery and translation services.
- c) Documentation Training and Research Centre (DRTC). Classification Research Group (CRG), International Society for Knowledge Organisation (ISKO). Trends in library classification. Role of Computers.

**UNIT III: MANAGEMENT OF LIBRARY & INFORMATION CENTRES**

- a) Human Resource Management (HRM) - Policy & Staffing; Recruitment & Training, Job Description. Motivation (Definition, Nature, Importance and Theories of McGregor and Maslow), TQM.
- b) Functions of Management. Principles of scientific management and their applications to Libraries and Information Centers - Management by Objectives. Library Authority, Library Committee, Delegation of Authority. Library Organisational Structure
- c) Management Information System (MIS) - Budgeting techniques. Cost effectiveness and Cost benefit analysis- Library Statistics and Annual Report.

## **UNIT IV: APPLICATION OF IT IN LIBRARIES**

**a)** Automation of library house keeping operations: Acquisition, Cataloguing, Circulation, Serial & Library Management. Planning & Implementation of Library automation. Basic features of library automation software's - SOUL, Libsys,

**b) The Internet:** HTML & XML. Domain Name. Common Protocols: HTTP, TCP/IP & FTP. Web Browsers: Concept & Basic features of Internet Explorer & Firefox. Search Engines. Web servers, Web based applications: File sharing, VoIP, Podcasting, Collaborative Services : Concept, Fax, Voice Mail, Web Conferencing, Blogs, Wikis and Wikipedia, Discussion Groups. On-line Chat. Subject Gateways and Portals.

**c) Digital Libraries:** Concept, Objectives and advantages. Multimedia formats. Image Editing, Software, Digital Library Metadata. Digital Library Softwares : Basic features of Greenstone and Dspace. Optical Storage Media. Scanners : Concept, types and features. Optical Character Recognising (OCR), Digital Preservation : Concept and strategies. Data warehousing & Data mining: Basic concepts.

## **UNIT V: INFORMATION STORAGE & RETRIEVAL**

### **a) Information Storage and Retrieval Systems:**

Concepts and Components. Assigned and Derived Indexing. Assigned Subject Headings: Library of Congress Subject Headings, Sears List of Subject Headings and Medical Subject Headings. Principles of Subject Indexing.

### **b) Pre & Post-Coordinate Indexing Systems :**

Chain Indexing, PRECIS, POPSI. Key Word Indexing: KWIC, KWAC, KWOC. Citation Indexing. Automatic Indexing.

### **c) Vocabulary Control:**

Need, Purpose, Functions and Problems. Types and Characteristics. Vocabulary Control and its Tools: Thesaurus, Thesauri-facet, Structure and Construction of an IR Thesaurus.( UNESCO Thesaurus). Trends in Vocabulary Control.

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**DRAVIDIAN UNIVERSITY**  
**Model Question Paper for M.Phil/Ph.D**  
**Library and Information Science**

**Paper II: Broad Field**

Time: 3 Hours

Max marks: 100

Answer any Five Questions

All Question Carry Equal Marks

5x20=100

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1. Explain the Development of Subjects, Structure and Attributes and Modes of Formation of Subjects.
  2. Discuss the Pre & Post-Coordinate Indexing Systems of PRECIS, POPSI.
  3. Briefly explain the Notation, its Need, Purpose and Qualities.
  4. Role of the Digital Libraries in university libraries in various sections.
  5. What is meant by Vocabulary Control? Explain its Need, Purpose, Functions and Problems.
  6. **Discuss the following Concepts:**
    - a) Web servers, Web based applications
    - b) Pad casting, Collaborative Services Concept,
    - c) Fax, Voice Mail, Web Conferencing,
    - d) Blogs, Wikipedia, Discussion Groups and Portals.
  7. Define the Human Resource Management (HRM). Discuss the types of Library professionals in university libraries in India.
  8. What are the Principles of scientific management and their applications to Libraries and Information Centers? Discuss.
  9. Explain about the LAN, WAN and MAN in Library and Information Management.
  10. Role of ICTs in Modern Libraries in Library and Information Services.

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