

DRAVIDIAN UNIVERSITY
Srinivasavanam; Kuppam
School of Distance and Continuing Education

MASTER OF LIBRARY AND INFORMATION SCIENCE (M.L.I.Sc)

COURSE-01 : INFORMATION, COMMUNICATION AND SOCIETY

BLOCK-I : NATURE OF INFORMATION

- Unit – 1 : Information and knowledge
- Unit – 2 : Knowledge – Structure and Development
- Unit – 3 : Nature and Properties of Information
- Unit – 4 : Information and Development

BLOCK-II : INFORMATION GENERATION CYCLE

- Unit – 5 : Information Generation
- Unit – 6 : Information flow : Theories
- Unit – 7 : Information Diffusion Process
- Unit – 8 : Information and Mass media

BLOCK – III : INFORMATION TRANSFER PROCESS

- Unit – 9 : Information Transfer media : Conventional
- Unit – 10 : Information Transfer media : Non-Conventional
- Unit – 11 : Agencies of Information Transfer
- Unit – 12 : Information and Communication Technology

BLOCK – IV : INFORMATION AND SOCIETY

- Unit – 13 : Social Implications of Information
- Unit – 14 : Use of Information
- Unit – 15 : Information Policies : International & National
- Unit – 16 : Library and Information Studies : Education, Training and Research

COURSE – 02 : MANAGEMENT OF INFORMATION SYSTEMS AND SERVICES

BLOCK – I : THEORIES OF MANAGEMENT

- Unit – 1 : Management – Theories and Functions
- Unit – 2 : Schools of Management
- Unit – 3 : Organizational Theories
- Unit – 4 : Planning – Factors and Techniques

BLOCK – II : SYSTEMS ANALYSIS AND DESIGN

- Unit – 5 : An Overview of Systems Analysis
- Unit – 6 : Application of Systems Analysis to Management of Information Systems and Services.
- Unit – 7 : Designing Information Systems & Services
- Unit – 8 : Evaluation of Information Systems and Services

BLOCK – III : HUMAN RESOURCE MANAGEMENT

- Unit – 9 : Human Resources Management : An Overview
- Unit – 10 : Human Resource Planning
- Unit – 11 : Human Relations in Management
- Unit – 12 : Management of Change

BLOCK – IV : MANAGEMENT OF RESOURCES: DOCUMENTS & FINANCES

- Unit – 13 : Stock Planning and Management
- Unit – 14 : Budgeting Process and Methods
- Unit – 15 : Costing Techniques
- Unit – 16 : Marketing of Information Services

COURSE – 03 : INFORMATION PROCESSING AND RETRIEVAL

BLOCK – I : DOCUMENT DESCRIPTION : PRINT & NON-PRINT MATERIALS

- Unit – 1 : Bibliographic Description – An Overview
- Unit – 2 : Standards for Bibliographic Record Format
- Unit – 3 : Bibliographic Description of Non-Print Materials
- Unit – 4 : Subject Indexing : An Overviews

BLOCK – II : INDEXING AND SUBJECT ANALYSIS

- Unit – 5 : Classification Systems : General & Special
- Unit – 6 : Universal Decimal Classification
(Supplemented with a Programme module)
- Unit – 7 : PRECIS AND POPSI (Supplemented with a Programme module)
- Unit – 8 : Thesaurus : Its Structure and Functions

BLOCK – III : INFORMATION STORAGE & RETRIEVAL SYSTEMS (ISAR)

- Unit – 9 : Information Storage and Retrieval Systems – An Overview
- Unit – 10 : Description of ISAR Systems
- Unit – 11 : ISAR Systems – Evaluation Techniques
- Unit – 12 : ISAR Systems – Evaluation Experiments

BLOCK – IV : INFORMATION RETRIEVAL METHODS

- Unit – 13 : Information Retrieval Models
- Unit – 14 : Information Searching Process

- Unit – 15 : Search Strategies
- Unit – 16 : Database Searching

COURSE – 04 : INFORMATION SYSTEMS AND PROGRAMMES

BLOCK – I : INTRODUCTION TO INFORMATION SYSTEMS

- Unit – 1 : Information System – Concept & Characteristics
- Unit – 2 : Components of Information Systems
- Unit – 3 : Information Systems and Networks – Models
- Unit – 4 : Planning and Designing National Information Systems

BLOCK – II : INFORMATION SERVICES AND PRODUCTS

- Unit – 5 : Information Services & Products – An Overview
- Unit – 6 : Reference, Literature search and Referral services
- Unit – 7 : Document Backup Services
- Unit – 8 : Standards for Documentation and Information Services

BLOCK – III : GLOBAL AND NATIONAL INFORMATION SYSTEMS & PROGRAMMES

- Unit – 9 : U N – based Information Systems and Programmes
- Unit – 10 : Global Information Systems
- Unit – 11 : National Information Systems in USA, UK, Russia
- Unit – 12 : Regional Information Systems and Programmes
- Unit – 13 : Information Systems and Programmes in India

BLOCK – IV : ORGANISATIONS PROMOTING INFORMATION SYSTEMS & PROGRAMMES

- Unit – 14 : International Organisations
- Unit – 15 : Organisations Promoting Information Systems and Programmes in India.
- Unit – 16 : Role of Professional Associations in Promoting Information Systems and Services

COURSE – 05: APPLICATION OF INFORMATION TECHNOLOGY

BLOCK – 1 : INTRODUCTION TO INFORMATION TECHNOLOGY

- Unit – 1 : Information Technology – Origin, Development and Applications
- Unit – 2 : Computer Systems : Hardware & Software
- Unit – 3 : Data Processing and Programming – Concepts
- Unit – 4 : Library Application Software
(Supplemented with Programme module on CDS/ISIS)

BLOCK – II : LIBRARY AUTOMATION

- Unit – 5 : Use of Computers for Library operations
- Unit – 6 : Computer-based Acquisition Control
- Unit – 7 : Computer-based Cataloguing

Unit – 8 : Computer-based Serials Control

BLOCK – III : DATABASES AND NETWORKS

Unit – 9 : Database – Concept and Components

Unit – 10 : Database – Structure and Functions

Unit – 11 : Database Management Systems

Unit – 12 : Networks and Networking

BLOCK – IV : OFFICE AUTOMATION AND OTHER TECHNOLOGIES

Unit – 13 : Office Automation

Unit – 14 : Desk Top Publishing

Unit – 15 : Reprography and Micrography

Unit – 16 : Audio-Visual Technology

COURSE – 06: RESEARCH METHODOLOGY

BLOCK – I : INTRODUCTION TO RESEARCH METHODOLOGY

Unit – 1 : Research – Definition, Need and Purpose

Unit – 2 : Research Problem and Research Design

Unit – 3 : Formulation of Hypothesis

Unit – 4 : Sampling Techniques

BLOCK – II : RESEARCH METHODS

Unit – 5 : Research methods -1: Survey, Descriptive & Delfi

Unit – 6 : Research methods -2: Historical and Experimental

Unit – 7 : Research methods -3: Documentary, Bibliographical and Content Analysis

Unit – 8 : Research methods -4: Case studies, comparative studies; Evaluation Research

BLOCK – III : DATA COLLECTION, ANALYSIS AND INTERPRETATION

Unit – 9 : Data Collection Methods

Unit – 10 : Data Analysis – Statistical methods

Unit – 11 : Data Analysis – Computer processing

Unit – 12 : Interpretation and Presentation of Results

BLOCK – IV : REPORT WRITING AND EVALUATION STUDIES

Unit – 13 : Research Report Writing

Unit – 14 : Research Evaluation : Informetrics

Unit – 15 : Research in Library and Information Science

Unit – 16 : Research in Library and Information Science in India

COURSE – 07: ELECTIVES (Any ONE to be chosen from 7(A), 7 (B) and 7 (C))

COURSE – 07(A) : ACADEMIC LIBRARIES

BLOCK – I : INTRODUCTION TO ACADEMIC LIBRARIES

- Unit – 1 : Academic Library – Concept and Functions
- Unit – 2 : Types of Academic Libraries
- Unit – 3 : Role of Academic Library in Education
- Unit – 4 : Academic Library Services

BLOCK – II : DEVELOPMENT OF ACADEMIC LIBRARIES

- Unit – 5 : Development of Academic libraries in USA, UK and India
- Unit – 6 : Education Policy and Academic Libraries in India
- Unit – 7 : Role of UGC in Promoting College & University libraries
- Unit – 8 : Norms and Standards for Academic Libraries

BLOCK – III : MANAGEMENT OF ACADEMIC LIBRARIES

- Unit – 9 : Academic Library Building and Furniture
- Unit – 10 : Academic Library – Authority, Policies and Programmes
- Unit – 11 : Financial Control and Personnel Management
- Unit – 12 : Collection Development and Maintenance
- Unit – 13 : User Studies and User Education Programmes

BLOCK – IV : RESOURCE SHARING AND AUTOMATION

- Unit – 14 : Resource Sharing : Concept, Objectives & Programmes
- Unit – 15 : Academic Library Networks; INFLIBNET
- Unit – 16 : Computerization of Academic Libraries

COURSE – 07(B) : SPECIAL LIBRARIES

BLOCK – I : INTRODUCTION TO SPECIAL LIBRARIES

- Unit – 1 : Special Library – Definition, Characteristics and Functions
- Unit – 2 : Special Libraries – History and Development
- Unit – 3 : Types of Special Libraries and Information Centres
- Unit – 4 : Special Libraries and Information Systems

BLOCK – II : MANAGEMENT OF SPECIAL LIBRARIES

- Unit – 5 : Special Library Building and Furniture
- Unit – 6 : Special Library Finances & Personnel
- Unit – 7 : Special Library Collection Development : Books & NBM
- Unit – 8 : Special Library Collection Development: Reference Tools

BLOCK – III : SPECIAL LIBRARY SERVICES

- Unit – 9 : User Needs Survey
- Unit – 10 : Special Library Service

- Unit – 11 : Literature Search
- Unit – 12 : Information Products
- Unit – 13 : Resource Sharing and Networks

BLOCK – IV : ORGANISATIONS PROMOTING SPECIAL LIBRARIES

- Unit – 14 : Special Libraries and Information Centres in India
- Unit – 15 : Role of Organisations and Professional Bodies: FID, SLA, ASLIB, IASLIC, etc.
- Unit – 16 : Access to Databases

COURSE – 07(C) : PUBLIC LIBRARIES

BLOCK – 1 : INTRODUCTION TO PUBLIC LIBRARIES

- Unit – 1 : Public Library – Concept
- Unit – 2 : Role of Public Library in Modern Society
- Unit – 3 : Public Library Systems: Urban and Rural
- Unit – 4 : National Policy on Public Libraries

BLOCK – II : DEVELOPMENT OF PUBLIC LIBRARIES

- Unit – 5 : Public Library Development in USA, UK and India
- Unit – 6 : Library Legislation in India: A Comparative Study
- Unit – 7 : Library Movement and Legislation in A.P.
- Unit – 8 : Organisations Promoting Public Libraries

BLOCK – III : MANAGEMENT OF PUBLIC LIBRARIES

- Unit – 9 : Public Library Buildings and Furniture
- Unit – 10 : Public Library Finance & Personnel
- Unit – 11 : Public Library Collection Development
- Unit – 12 : Public Library Norms and Standards

BLOCK – IV : PUBLIC LIBRARY SERVICES

- Unit – 13 : Public Library Services
- Unit – 14 : Community Information Services
- Unit – 15 : Public Library Automation
- Unit – 16 : Public Library Networks and Resource Sharing

COURSE – 08 : PROJECT REPORT