UNIVERSITY OF MUMBAI

Syllabus Sem I to IV
Program – Master of Library & Information Science
(MLISc)
Course – Library & Information Science

(As per credit based semester and grading system with effect from 2015-16)
University of Mumbai

Two Years Integrated
Masters of Library and Information Science (MLISc)

Proposed Curriculum

FINAL SYLLABI TO BE UPLOADED ON WEBSITE

- Course level: Post Graduate Degree (80 Credits)
- Duration: Two Years (Four Semesters)
- Eligibility: Graduation in any discipline
- Student intake: 20
- Medium of Instruction: English

Eligibility:
A candidate desirous of taking admission to the Master’s Degree in Library & Information Science shall have passed a Degree Examination of the University of Mumbai or of a University recognized by this University.

Passing Standard
The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment & Semester End Examination. The learners shall obtain minimum of 40% marks (i.e. 16 out of 40) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 24 Out of 60) separately, to pass the course and minimum of Grade E in each project, wherever applicable, to pass a particular semester. A learner will be said to have passed the course if the learner passes the Internal Assessment & Semester End Examination together.
## Fee Structure: Aided

Fee Structure for Master of Library & Information Science Two Years Integrated Degree Course (for aided course) with effect from **2015 – 2016**.

<table>
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<tr>
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### Refundable Deposit

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Fee Structure: Unaided

Fee Structure for Master of Library & Information Science Two Years Integrated Degree Course (for unaided course) with effect from **2015 – 2016**.

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<td><strong>800.00</strong></td>
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**Structure**

80 Credits for two years ➔ 20 Credits for each semester

Theory One Credit = 20 Hours: Practical One Credit = 24 Hours

Numbers in circular bracket are the numbers of hours required

Numbers in square bracket are the numbers of marks

<table>
<thead>
<tr>
<th>Semester</th>
<th>Theory Courses (Part A)</th>
<th>Courses</th>
<th>Credits (Each Course)</th>
<th>Total</th>
<th>Practical (Part B)</th>
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<td>4 (96) [100]</td>
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<td>4 (96) [100]</td>
<td>20    [500]</td>
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<td>20    [500]</td>
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<td>4</td>
<td>Soft skills &amp; Current Trends in LIS</td>
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<td>16 (240 + 80 = 320) [300 + 100]</td>
<td>1</td>
<td>Internship</td>
<td>4</td>
<td>4 (96) [100]</td>
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Total Credits Total Number of Hours 80 [1664] [2000]

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**Semesters 1 to 3**

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<th>Theory: 4 Credits; 4 Course Each Semester</th>
<th>Semester 4</th>
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<td>Dissertation: 12 Credits</td>
<td>Soft Skills…: 4 Credits</td>
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<tr>
<td>Practical: 12 Credits; 6 courses</td>
<td>Internship: 4 Credits</td>
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Each Semester is of 12 to 14 weeks:
13 weeks ➔ 32 hours/week ➔ 416 Hours
Outline: MLISc Integrated Programme

Semester 1

Course 1: Fundamentals of Librarianship  
Course 2: Cataloguing and Classification-1  
Course 3: Library Administration  
Course 4: Computer Applications to Libraries

P1: Cataloguing and Classification I   
P2: Computer

Semester 2

Course 5: Reference Sources and Services  
Course 6: Information Services and Systems  
Course 7: Cataloguing and Classification II  
Course 8: ICT in Library

P3: Cataloguing and Classification II  
P4: Reference and Information Sources

Semester 3

Course 9: Information, Communication and Society  
Course 10 Library Management  
Course 11: Research Methodology  
Course 12: Statistics and Computer Application in Research

P5: Abstracting, Indexing and Thesaurus Construction  
P6: Information and Communication Technologies

Semester 4

Course 13: Dissertation (12 Credits)  
Course 14: Soft skills & Current Trends in LIS (4 Credits)

P7: Internship: Four Weeks (4 Credits)
# Exam Structure

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<td>Cataloguing &amp; Classification - I</td>
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<td>Library Administration</td>
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<td>C4</td>
<td>Computer Applications to Libraries</td>
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<td>P1</td>
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<td>Cataloguing and Classification I</td>
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<td>60</td>
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<tr>
<td></td>
<td>P2</td>
<td>Computer</td>
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<td>II</td>
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<td>Reference Sources and Services</td>
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<td>40</td>
<td>60</td>
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<td>C6</td>
<td>Information Services and Systems</td>
<td>100</td>
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<td>Cataloguing and Classification II</td>
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<td>Cataloguing and Classification II</td>
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<td>40</td>
<td>60</td>
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<td>Reference and Information Sources</td>
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<td>C9</td>
<td>Information, Communication and Society</td>
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<td>C12</td>
<td>Statistics and Computer Application in Research</td>
<td>100</td>
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<td>Abstracting, Indexing and Thesaurus Construction</td>
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<td>Information and Communication Technologies</td>
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<td>500</td>
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<td>IV</td>
<td>C13</td>
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<td>Internship : Four Weeks (4 Credits)</td>
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Pattern of Examination

A. Theory Examination (60: 40)

1. Semester End Exam – 60 marks
   - There shall be 6 questions, out of which one will be short note question. Each question carries 15 marks.
   - Candidate will attempt any 4 questions

2. Internal Assessment – 40 marks
   a. Attendance & Participation in Class 10 marks
   b. One Class Room Test 10 marks
   c. Two classroom Assignments 20 marks

   (Field Visit Report, Book Review, Preparation of Bibliography on a given topic, Seminar, Essay Writing)

B. Practical Examination

Practical examination will be conducted in each semester at the respective institutions where the programmes are conducted. External examiners shall be appointed from the panel of examiners appointed by the university.

C. Dissertation Evaluation

Assessment of the written dissertation and viva will be held at respective institutions where the programmes are conducted by the panel of external and internal examiners appointed by the ad hoc BOS.
Semester 1

Course 1: Fundamentals of Librarianship

Objectives:

a. To understand purpose, role and importance of libraries in society
b. To know about various types of libraries, their nature, objectives and services
c. To be familiar with the library scenario in general and the Indian scenario in particular

1. Library and Society: Role and functions; Library as cultural, educational, political and social institution. Types of documents. [Books and non-book material; primary, secondary, tertiary documents.]

2. Historical Overview of library development: growth of libraries in India with special reference to Saraswati Mahal Library, Khuda Bakhsh Oriental Public Library, Asiatic Society Library, Bhandarkar Oriental Research Institute, Baroda Public Library System, contribution of UNESCO to libraries and library profession, reports of committees and commissions. [Kothari, Faizee, Dainton.]

3. Types of Libraries:

A. Objectives, Features, Functions and Contemporary library scenario in India with reference to Public, National, Academic and Special Libraries

   i. Academic Libraries – Definition, Scope: School, College and University libraries.
   iv. Special Libraries- Research, subject specific Libraries Corporate Libraries
   v. Archives, museums and records management.

B.

Dr Ranganathan’s Contribution to Library and Information Science, Five Laws and their Current Relevance.

National Knowledge Commission of India (Libraries-Gateways to Knowledge), knowledge centres, role of NAAC.
Select Reading List

30. Description and Access Using MARC21
34. Oliver, Chris. Introducing RDA. Facet
41. RDA: Element Set. Facet
42. RDA: Resource, Description and Access Print, 2013 Revision. Facet
47. Sherbini, Magda E. *RDA: Strategies for Implementation*.
Course 2: Cataloguing and Classification-1

Objectives:

a. To understand the role of cataloguing in retrieving library material
b. To understand the fundamentals of cataloguing and catalogue construction
c. To highlight the need for standardization in cataloguing
d. To understand the role of library classification in knowledge organization
e. To understand the elements of library classification

1 Library Catalogue: definitions, need, purpose. Catalogue : physical forms including OPAC, Web-OPAC and inner forms.

2 Document Description: types of entries- main, added, analytical, Cross reference, parts of an entry, rules for filing, authority files. Cataloguing codes: historical overview of different codes, canons of cataloguing, detailed study of AACR and their revisions.

3 Knowledge Organization: origin, history of classification, Universe of Knowledge, knowledge classification, Library classification- Need, purpose: Types and features of Classification Schemes:

   i. Enumerative, faceted, analytic-synthetic.
   ii. Notation – need, functions, characteristics, notational systems, hospitality.
   iii. Other auxiliary features – form classes, form divisions, generalia class, index, broken order, call number.

4 Comparison of knowledge and library classification. General Principles and Theory of Library Classification: Modes of subject formation, Rules of Division, Literary warrant. APUPA pattern. Canons of Classification, principles of helpful sequence.

Select Reading List for Course 2 and Course 7

55. *Library of Congress Subject Heading List*. 2007. ALA
94. Welsh, Anne and Batley, Sue. *Practical Cataloguing AACR, RDA and MARC21*. Facet
95. Welsh, Anne. *Cataloguing and Decision-making in a Hybrid Environment: The Transition from AACR2 to RDA*. Facet
Course 3: Library Administration

Objectives:

a. To be familiar with library procedures
b. To understand the principles of Library administration and library as an organization
c. To have an idea of ‘Quality’ in library procedure and services


   i. In-house operations – acquisition, ordering and membership database, circulation, serials control, receipts and expenditure, library fines, retrospective conversion, accounting, stock verification, archiving of rare material, library security systems.

4. Library Services:
   ii. Extension Services: Policies, branches, outreach methods - extension counters, mobile libraries, display and exhibitions, extension lectures, discussion groups, cultural and other extra-mural activities.
   iii. Information Services: Search through CD-ROM, Internet, online databases and e-journals, retrieval from electronic archival material.
Select Reading List
Course 4: Computer Applications to Libraries

Objectives:

a. To understand the fundamentals of Computer, its hardware, software
b. To get familiar with applications of Computers and Information Technology in libraries
c. To know the concept of RDBMS in library environment

1. Introduction to Computers:
   
   i. Essential components of computer system, overview of historical developments.
   ii. Data representation and storage – binary system, character codes, barcodes, records and files.

   Hardware: Memory – core and auxiliary, storage media – magnetic tapes, disks, optical discs, pen drive, input and output devices – keyboard, mouse, monitors, printers, scanners, OCR, communication ports – serial, parallel, USB.

2. Software Concepts:

   i. System Software – operating systems e.g. Windows,Unix, Linux, Programming Languages, Assemblers, Compilers, Interpreters.
   ii. Application Software – features of word processing software, spreadsheet, Database Management Systems (DBMS), desktop publishing.


   Networks and Networking:
   i. Network topology
   iii. Networks in India with special reference to library networks– INFLIBNET, UGC-INFONET, DELNET, ERNET.


Select Reading List

30. library user’s guide. New Zealand Digital Library Project, New Zealand.
Practical

2 Credits
48 Hours

P1: Cataloguing and Classification I

Books: Personal Authors [single to multiple authors including collaborators/translators (Shared Responsibility)] [Note: Single, compound and multi-volume books to be covered.]

Book classification using DDC, simple number building without tables

Minimum fifty examples of Classification and Cataloguing respectively.

2 Credits
48 Hours

P2: Computer: Use of Operating System, MS-Office and Creation of database using MS Access and WINISIS

MS-Office 1 Credit

WINISIS 1 Credit
Semester 2

Course 5: Reference Sources and Services

Objectives:

a. To understand the basic concept of reference and information service and its organization
b. To be familiar with different categories of reference and information sources with examples
c. To develop the skills of critical evaluation of reference sources

1. Reference Service: Concept, definition, need & scope, Reference & Information Sources: types, criteria for selection and Evaluation (authority, scope, treatment, arrangement, special features and utility) different physical formats (print, non-print, internet, electronic reference sources); Reference Librarian : role, functions, qualities.

2. Categories of Reference and Information Sources: Dictionaries, Encyclopedias, Yearbooks, Directories, Handbooks, Bibliographies and Abstracts; News Digest, Indexes including ‘Citation Indexes’, Biographical Sources, Statistical Sources, Geographical Sources.

3. Reference Services: Ready reference service, bibliographical and fact finding assistance, advisory and guiding assistance, quick and long range reference service, pro active and responsive services. Referral Service, user education, Reference Service Delivery in different types of libraries such as public, academic, special, Steps in reference service, reference interview.

4. Internet based information services, Subject gateways.
Select Reading List

Course 6: Information Services and Systems

Objectives:

a. To understand different methods of processing information
b. To be familiar with different the information centres at national and international level
c. To assess the information needs and to know the factors affecting information organization

1. Information service: Concept, definition, need and scope.

2. Information Processing: Need identification and design, different methods of processing: indexing- types of indexes – pre and post co-ordinate indexing, chain indexing, PRECIS, keyword indexing- KWAC, KWIC and KWOC; Citation Indexing, Thesaurus concept. Annotation, abstracting- types of abstracts – informative, indicative, statistical, special purpose- telegraphic, graphic, slanting. Standards for Information processing: ISO standard for abstracting and thesaurus. Consolidation and Repackaging: In-house information Products: Bibliographies, state-of the-art reports, trend reports, newsletters, house journals, library manual, library websites, blogs; translation services .


4. Information users and their needs: Categories of users and their information needs, information seeking behaviour, information seeking models, user studies – methods, techniques and evaluation, needs of distance users and e-learners.

Evaluation of information storage and retrieval systems: relevance, recall, precision, and other criteria, information audit.

Factors influencing organization of information: Information architecture, information overload, information anxiety, information analysis, Information Literacy.
Select Reading List

Course 7: Cataloguing and Classification II

Objectives:

a. To understand the different standards of subject approach to documents
b. To get familiar with the select schemes of classification
c. To analyze, apply and evaluate DDC Scheme
d. To acquaint with special schemes of classifications and latest development in the field of classification

1. Subject Cataloguing: Subject headings, descriptors, choice of terms, subject heading lists e.g. LCSH, Sear’s list of subject headings and Cataloguing standards including ISBD, ISBN, ISSN, MARC, CCF, ISO 2709. Metadata (Including Dublin Core, XML) MARC21: Background and Features, RDA, FRBR, Z39.50, Metadata Harvesting

2. Practical aspects of Cataloguing:
   i. Selective and simplified cataloguing
   ii. Centralized (Cataloguing in Publication and Cooperative Cataloguing: use of Bibliographical Utilities like OCLC
   iii. Cataloguing in the Internet and Digital Era

3. Library Classification Schemes:
   i. DDC – a detailed study (latest edition)
   ii. UDC, CC., Library of Congress classification scheme– an introductory study
   iii. Comparison of DDC, UDC and CC


Reading List for Course 2 and Course 7 is same.
Course 8: ICT in Library

Objectives:

a. To introduce the elements of Information and Communication Technology
b. To familiarize with internet and digital libraries
c. To understand the managerial aspect of computer application in LIC

1. Information Technology (IT) in libraries: Components of IT, impact of IT on libraries, IT based library and information services. Current developments: listserv, push and pull technology, e-learning, web 2.0 - social tagging, YouTube, Library 2.0, Data and Information Mapping.

2. Internet

i. Internet : Basic features and tools. Connectivity – Dial up, lease lines, microwave, ISDN, cable modem
ii. Protocols – Telnet, FTP, HTTP.
iii. Digital Subscriber Lines
iv. E-mail, SMTP, wireless, POP3.
v. Web browsers – Netscape Navigator, Internet Explorer, Morzilla, Google Chrome
vi. Web servers – Apache, Internet Information Server.
vii. Server side scripting language – PHP/ASP
viii. Database Connectivity – ODBC, IDBC.
ix. Search Engines and Meta Search Engines and their evaluation.
  x. Web design – SGML, HTML, DHTML, XML
xi. Evaluation of websites
xii. Internet security – Firewalls, proxy servers.

3. Digital Library: Concept, definition, evolution, emerging trends in Digital Library

ii. Image formats: JPEG, GIF/BMP
iii. Audio formats : WAV, MIDI, MP3 MPEG, AV1, QuickTime
iv. Storage media formats: ISO 9660, DVD
v. Software-Digital library software: D-Space and GreenStone, OCR and image editing software.
vi. Input / capture devices: Scanners, scanning and digitization process, digital and movie cameras.
vii. Data warehousing, data mining.

Select Reading List

84. Witten, I. H., Boddie, I. H., & Thompson, J. (2006). Greenstone digital
Practical

P3: Reference and Information Sources

2 Credits
48 Hours

P4: Cataloguing and Classification II

- Corporate Authors, Serial Publications and Non-Book Materials
- Building class numbers using tables
- Minimum Fifty examples each to be covered

2 Credits
48 Hours
Semester 3

Course 9: Information, Communication and Society

Objectives:

a. To understand the role of library in the communication process
b. To understand the concept of information society and its implications
c. To study the role of professional library associations

1. Information and Information Science: Concept, Characteristics, definitions, scope and objectives. Applications of information in different fields of knowledge including components of Information Sciences. Economics of Information and Information Economics, Information Science.

2. Information Society--its genesis, characteristics, Impact of information society on libraries, National Information Policy, Censorship, IPR, Fair Use.

3. Library and Communication: Communication Process in Society- Personal and mass communication, scholarly communication process, scientific communication, channels, models and barriers, role of libraries in communication process.

4. Library Profession: Concept, criteria LIS as profession, its relationship with other subjects, professional ethics, Role of professional associations and federations; ILA, IASLIC, IATLIS, ALA, SLA, CLIP, ASLIB, IFLA, Education and training in LIS in USA, UK and India. Library cooperation, resource sharing and library networking, Knowledge Commission.

Select Reading List


Course 10 Library Management

Objectives:

a. To get familiar with principles and techniques of management
b. To apply the concepts of planning, marketing, Human Resource Development and control—both budgetary and non-budgetary in libraries and information centres
c. To monitor and evaluate library performance

1. Management approach to Library:
   i. Management – concept, definition and scope, management styles and approaches.
   ii. Systems approach: Concept – Library as a system, environmental influence and responses.
   iii. Management of change.
   iv. Knowledge Management.

2. Planning: Need and importance of planning.
   i. Types of plans – Short Term, Long Range, Strategic, components of planning process, time and motion study, data flow diagram, SWOT analysis.
   ii. Planning tools – MBO, PERT/CPM, DELPHI, MIS, decision tree, brainstorming.
   iii. Planning of library building and its interior.
   iv. Organizing: Purpose and need for organizing, organizational structure, line and staff functions, departmentalization, organization charts, authority and decentralization, quality circles, total quality management, quality audit, matrix structure
   v. Marketing: Marketing of library services: need, policies, methods, annual reports, publicity, Public Relations, library promotion programmes, library guides

3. Human Resource Management:
   i. Staffing – job description, recruitment, job analysis, training and development, people skill: personal competencies, skills for communication, negotiation, decision making, assertiveness, time management, interpersonal relations, motivation, job enrichment, evaluation and appraisal.
   ii. Leadership and Creativity – effective leadership in library, functions, activities and qualities of library managers, creativity and innovation, entrepreneurship.
   iii. Communication in library – methods and barriers.
4. Financial Management:
   
i. Control: Techniques, budgetary and non-budgetary techniques.
   
ii. Financial Planning – Sources of funds, funds generation, different types of budgets, accounting and auditing practices, costing, cost analysis of library services.
   
iii. Library Insurance, Disaster Management.
   

Select Reading List


Course 11: Research Methodology

Objectives:

a. To understand the value of research in Library and information Science
b. To understand the process of research in Library and Information Science

1. Research Process and elements: Relevance of RM in LIS, Definition and meaning of research, characteristics of scientific research, Spiral of scientific research, types of research – pure, applied, action, qualitative and quantitative approaches to research.

2. Research Design: Problem identification, selection of suitable approach and method, steps in research, formulation of hypotheses, variables – dependent and independent. scales of measurement.


Select Reading List

34. Walliman, Nicholas : *Your research project : a step by step quide for the first time researcher.* New Delhi, Vistaar Pub., 2005.
Course 12: Statistics and Computer Application in Research

Objectives:

a. To understand the importance of qualitative and quantitative aspects of research and management
b. To interpret and infer based on data/information

1. Data Analysis :
   - Sampling, need for sampling, types of samples Morgan Table
   - Descriptive statistics – Concept of Validity and Reliability, Tabulation and Generalization, Measures of central tendency, mean, mode, median, measures of dispersion, variance, standard deviation, graphical presentation.
   - Inferential statistics – outlines of parametric and non-parametric tests, z and t-tests, correlation, regression – linear and non-linear, chi square test, ANOVA, sociometry,

2. Use of Excel and Statistical Packages

3. Bibliometrics: Concept, method, application
   - Laws of bibliometrics – Bradford, Zipf, Lotka, analysis of bibliometric data, quantitative content analysis, citation analysis, co-citation analysis.
   - Librametry, informetrics, scientometrics, webometrics. Impact Factor.


Select Reading List

Practical

P5: Abstracting, Indexing and Thesaurus Construction

P6: Information Communication Technologies

- Advanced Internet Search and RSS Feed, Folksonomy, [Internet based Reference Service]
- Blog Creation
- Web Page Creation
- Creation of Digital Library and Content Management using Open Source Software
Semester IV

Course 13: Soft skills and Communication

Objectives:

a. To prepare students to get into the profession and society
b. To train students to be employable
c. To know the current trends in Library and Information Science

- Soft skills: Listening, Facing interviews.
- Tactful handling of library problems with internal and external customers.
- Work Culture, organizational culture: Building support within the organization.
- Written and spoken communication skills. Building image of the library and LIS profession.
- To acquaint with periodical literature in LIS.

Select Reading List

1. Butterfield, Jeff.; Soft Skills for Everyone and Over, CENGAGE Learning, 2011

Course 14: Dissertation (12 Credits)

Dissertation (8 Credits)

Seminar Presentation (2 Credits)

Viva (2 Credits)

Objectives:

a. To develop independent thinking and problem-solving skills
b. To apply research methods to a project
c. To acquaint with report writing skills

P 8: Internship: Four Weeks (4 Credits)
Recommended Websites

ALA  
www.ala.org  
www.liszen.com

ARIADNE  
www.ariadne.ac.uk

Morton Grove Public Library's Webrary  
www.webrary.org

D- Lib Magazine  
www.dlib.org

National Knowledge Commission  
www.knowledgecommission.gov.in

Directory of Open Access Journals  
www.doaj.org

Online Computer Library Centre  
www.oclc.org

DLST  
www.dlist.sirarizona.edu

Open Archives Initiative – Protocol for Metadata Harvesting  
www.openarchives.org

Dublin Core Metadata Initiative  
http://dublincore.org-19-Open J – Gate  
www.openjgate.org

Emerald Publishers  
www.emeraldinsignt.com

Project Gutenberg  
www.gutenberg.org
First Mondy
www.firstmonday.com

PubMed service of the US National Library of Medicine
www.ncbi.nlm.nih.gov/pubmed

HowStuffworks – Learn how everything Works
www.firstmonday.com

Researching Librarin
www.researchinglibrarian.com

Infolibrarian
www.infolibrarian.org

Special Library Association
www.sla.org

International federation of Library Association
www.ifla.org

SourceForge.net: the source code repository
http://sourceforge.net

Librarian's Index to Internet
www.lii.org

University of Mumbai
www.mu.ac.in

Librarian World
www.librarianworld.com

World Wide Web Consortium
www.w3c.org

Digital library of India
http://www.dli.cdnoida.in/