MASTER OF LIBRARY AND INFORMATION SCIENCES

Rationale:
The basic rationale of the course is given below:

1. A basic core is being identified which is expected to develop essential competencies for any entry level professional in library and information sciences.
2. Instead of offering types of library courses, clusters of elective courses have been designed with the aim to develop specialized skills in the area of interest of an individual student. The requirement that each student must take at least one course from each of the three proposed, will ensure that the desired blend of understanding resources and services in specialized domains of knowledge will also be combined with the needed skills in the applications of information technology.
3. An emphasis has been placed on the applied aspect of the library education. Assignments/projects and practice sessions have been introduced in all the courses where practical work is a requirement. In all such courses a sizeable portion of evaluation will be based on the performance of a student in the applied or practical augment. An internship requirement has also been introduced after the satisfactory completion of the first year of studies by a student.
4. It was also agreed that the core and elective courses needed to be brought in line with internationally accepted standards and practices. Since important changes are occurring in technical operations in libraries, their instructions need to be integrated. Instead of separate courses on classification and cataloguing, there is a need to teach these courses by using fresh approaches and modern techniques. However, advanced courses in technical areas are to be offered beyond the level of core courses for those who intend to specialize in these areas.

Objectives:
1. To create an understanding among the students about information dynamics and its relativity with the body of knowledge.
2. To inculcate skills among students for evaluation, interpretation and use of information and documents in various forms.
3. To develop skills among students for the organization of information sources and documents.

4. To make the students aware of the service philosophy of library and information organization and to develop relevant skills for design and delivery of appropriate information services.

5. To develop an understanding among students about the properties of literature in specialized domains and how these are reflected in management of different types of library and information agencies.

6. To develop skills among students about the use of scientific methods of research and to promote problem oriented research related to library and information science in Pakistan.

7. To develop understanding among the students about the application of information technology for efficient organization, storage and retrieval of information.

8. To develop competencies among students for the management of libraries and information centres.

MASTER OF LIBRARY AND INFORMATION SCIENCES

SCHEME OF STUDIES

Note: *Each course contains 3 credit hours totaling 72 credit hours for MLIS degree.*

**Semester I**

LIS 501 Foundations of Librarianship  
LIS 502 Information Technology: Concepts and Application  
LIS 503 Introduction to Classification  
LIS 504 Introduction to Cataloging  
LIS 505 Bibliography: Theory & Practice  
LIS 506 Reference and Information Sources and Services

**Semester II**

LIS 507 Management of Libraries and Information Centers  
LIS 508 Applied Classification  
LIS 509 Applied Cataloging  
LIS 510 Online Information Retrieval  
LIS 511 Information Literacy Instruction  
LIS 512 Collection Development Management

**Semester III**

LIS 601 Research Methods in Library and Information Science  
LIS 602 Marketing of Library and Information Services  
LIS 603 Library Automation Systems  
LIS 604 Personality Development & Communication Skills
(Any two from the following i.e., LIS 605-610)
LIS 605 Literature on Islam
LIS 606 Literature on Pakistan
LIS 607 Literature on Humanities
LIS 608 Literature on Social Sciences
LIS 609 Literature on Science
LIS 610 Literature on Technology

**Semester IV**
LIS 611 Practicum

Courses from LIS 612-LIS 647 are optional. Each Student will opt five courses in total (One from each group i.e., A, B & C, while two from group D).

**Group A**
LIS 612 National Libraries
LIS 613 Academic Libraries
LIS 614 School Libraries
LIS 615 Children Libraries
LIS 616 Public Libraries
LIS 617 Special Libraries
LIS 618 Agricultural Libraries
LIS 619 Health and Medical Libraries
LIS 620 Law Libraries
LIS 621 Science and Technology Libraries

**Group B**
LIS 622 Advanced Management Techniques
LIS 623 Public Records, Rare Materials and their Conservation
LIS 624 Communication and Media Librarianship.
LIS 625 Indexing and Abstracting
LIS 626 Libraries and Society
LIS 627 International and Comparative Librarianship
LIS 628 Models for Library Management, Decision Making and Planning

**Group C**
LIS 629 Web Publishing
LIS 630 Database Structure and Design
LIS 631 Computer Networks
LIS 632 Computer Programming for Information Management
LIS 633 Systems Analysis and Design
LIS 634 Digital Libraries

**Group D**
LIS 635 Information Policy  
LIS 636 Knowledge Management  
LIS 637 Financial Management of Libraries Information Centers  
LIS 638 Information Seeking and Use  
LIS 639 Project Management  
LIS 640 Archives Management  
LIS 641 Advanced Cataloging and Classification  
LIS 642 Resource Sharing and Networking  
LIS 643 Records Management  
LIS 644 Serials Management  
LIS 645 Preservation and Conservation of Library and Archival Material  
LIS 646 Human Resource Management  
LIS 647 Thesis and Viva Voce (6 Credits)  

DESCRIPTION OF COURSES

Semester I

LIS 501 Foundations of Librarianship  

Recommended Books:

LIS 502 Information Technology: Concepts and Application

Recommended Books:

LIS 503 Introduction to Classification
Concept and philosophy of classification. Classification during pre-scheduled systems. Modern Classification Systems. New trends with special reference to computerization of material. Subject Headings and their utility for users’ access.

Recommended Books

LIS 504 Introduction to Cataloging

Recommended Books
Metadata: Dublin Core and others. Current developments and the future of cataloging

**LIS 505 Bibliography: Theory & Practice**
Bibliography: Meaning definition and concept of bibliography; need and importance; historical development; types universal, national, subject, commercial, Bibliography inner form, enumerative, analytical or critical, historical, textual Bibliographical control at national level. Prerequisite national bibliographical control; preparation of bibliography; automated bibliographical control. UBC Bibliographic data base, Bibliometrics, Bibliographical Organization, Webliography.

**Bibliographical Description:** Books, Journals, News Papers.

Recommended Books:

**LIS 506 Reference and Information Sources and Services**

Definition and significance of reference, sources and services in a library; types of reference and information sources; process of information searching; review of important ready reference sources; use of machine-readable databases in reference and information services. Reference question and interview, CAS, SDI. Management of reference and information sources and services, evaluation of reference & information services; user education; major bibliographic & Information Sources produced and published in Pakistan.

Recommended readings:

**Semester II**

**LIS 507 Management of Libraries and Information Centers**

Basic theories and principles of administration for effective management of public, academic, and special libraries and information centers with emphasis on planning, organizing, staffing, directing, and controlling. Administrative aspects of public and technical services, facilities,
planning, evaluation, public relations, interagency cooperation, and the management of change in bureaucratic organizations.

Recommended Readings:

LIS 508 Applied Classification
Detailed study and application of DDC 20th -22nd edition.

Recommended Readings:

LIS 509 Applied Cataloging
Detailed study and application of AACR2R for cataloguing book and non-book material.
Recommended Readings:

LIS 510 Online Information Retrieval

Recommended Books:
Walker, Geraldene and Janes, Joseph (1999). Online retrieval: a dialogue of theory and
LIS 511 Information Literacy Instruction
Teaching and training fundamentals; learning styles; instructional strategies; managing large and small instruction programs; designing online information literacy instruction modules; and creating successful instruction classes.

Recommended Readings:

LIS 512 Collection Development and Management
Recommended Readings:

Semester III

LIS 601 Research Methods in Library and Information Science

Recommended Books:

LIS 602 Marketing of Library and Information Services
Recommended Books:

LIS 603 Library Automation Systems
Overview of library automation systems. Systems analysis for library automation: hardware, software, networks. Relevant technical standards. Information technology planning. Acquisition of library automation systems: request for proposals; contract negotiation; retrospective conversion. Structure of the library automation industry. Overview of the major library automation subsystems: circulation; inter-library loan; acquisitions and collections management; serials; internal and external networks, network functions. The digital library. Roles in planning and acquisitions of systems: Library staff, senior management, library systems personnel, other librarians, vendors, consultants.

Recommended Books:

LIS 604 Personality Development & Communication Skills

Recommended Books:

Any two from the following i.e., LIS 605-609)

**LIS 605 Literature on Islam**
Information services and sources (both electronic and print) on Islam. Information needs and seeking behavior of user groups in this field. Information cycle, print and digital reference services, and information seeking research.

Recommended Books:

**LIS 606 Literature on Pakistan**
Information services and sources (both electronic and print) on Pakistan. Information needs and seeking behavior of user groups in this field. Information cycle, print and digital reference services, and information seeking research.

Recommended Books:


LIS 607 Literature on Humanities
Information services and sources (both electronic and print) on humanities. Information needs and seeking behavior of user groups in this field. Information cycle, print and digital reference services, and information seeking research.

Recommended Books:
Wagner, Maria and Ainsworth, Jeanette (Eds.) (1977). Basic concepts in the humanities. Ann Arbor, Mich.: Published for University College, Rutgers/The State University, Open University Program, by University Microfilms International.

LIS 608 Literature on Social Sciences
Information services and sources (both electronic and print) on social sciences. Information needs and seeking behavior of user groups in this field. Information cycle, print and digital reference services, and information seeking research.

LIS 609 Literature on Science
Information services and sources (both electronic and print) on sciences. Information needs and seeking behavior of user groups in this field. Information cycle, print and digital reference services, and information seeking research.

Recommended Books:
LIS 610 Literature on Technology
Information services and sources (both electronic and print) on technology. Information needs and seeking behavior of user groups in this field. Information cycle, print and digital reference services, and information seeking research.

Recommended Books:


Semester IV

LIS 611 Practicum
An 8-week full time work experience in a selected library or information center (in selected libraries of Sargodha and other cities of Punjab) under supervision of the internal and external supervisors.

Courses from LIS 612-LIS 649 are optional. Each Student will opt five courses in total (One from each group i.e., A, B & C, while two from group D).

Group A

LIS 612 National Libraries

Recommended Books:


Dr. Haroon Idrees (HOD)


Lor, P. J. (1997) Guideline for legislation for national library services, CII-97/WS /7, UNESCO.


**LIS 613 Academic Libraries**

Meaning, definition, concept and importance of academic libraries; functions; resources; current trends in academic library services; integration of library services with use communities; management of academic libraries; major section; building staffing; involvement of information.
technology; duties of librarian; academic libraries in developing countries with reference to Pakistani problems and suggestions.

Recommended Books:

**LIS 614 School Libraries**
Meaning, definition, concept and importance of school libraries; functions; resources; current trends in school library services; integration of library services with use communities; management of school libraries; major section; building staffing; involvement of information technology; duties of librarian; school libraries in developing countries with reference to Pakistani problems and suggestions.

Recommended Books:


**LIS 615 Children Libraries**
Meaning, definition, concept and importance of children libraries; functions; resources; current trends in children library services; integration of library services with use communities; management of children libraries; major section; building staffing; involvement of information technology; duties of librarian; children libraries in developing countries with reference to Pakistani problems and suggestions.

Recommended Books:
Bureau, University of Karachi.


**LIS 616 Public Libraries**

Meaning, definition, concept and importance of public libraries; functions; resources; current trends in public library services; integration of library services with use communities; management of public libraries; major section; building staffing; involvement of information technology; duties of librarian; public libraries in developing countries with reference to Pakistani problems and suggestions.

**Recommended Books:**


LIS 617 Special Libraries
Meaning, definition, concept and importance of special libraries; functions; resources; current trends in special library services; integration of library services with use communities; management of special libraries; major section; building staffing; involvement of information technology; duties of librarian; special libraries in developing countries with reference to Pakistani problems and suggestions.

Recommended Books:


LIS 618 Agricultural Libraries
Meaning, definition, concept and importance of agricultural libraries; functions; resources; current trends in agricultural library services; integration of library services with use communities; management of agricultural libraries; major section; building staffing; involvement of information technology; duties of librarian; agricultural libraries in developing countries with agricultural reference to Pakistan problems and suggestions.

Recommended Books:


**LIS 619 Health and Medical Libraries**
Meaning, definition, concept and importance of health and medical libraries; functions; resources; current trends in health and medical library services; integration of library services with use communities; management of health and medical libraries; major section; building staffing; involvement of information technology; duties of librarian; health and medical libraries in developing countries with reference to Pakistani problems and suggestions.

Recommended Books:


**LIS 620 Law Libraries**
Meaning, definition, concept and importance of law libraries; functions; resources; current trends in law library services; integration of library services with use communities; management of law libraries; major section; building staffing; involvement of information technology; duties of librarian; law libraries in developing countries with reference to Pakistani problems and suggestions.

Recommended Books:


**LIS 621 Science and Technology Libraries**
Meaning, definition, concept and importance of science and technology libraries; functions; resources; current trends in science and technology library services; integration of library services with use communities; management of science and technology libraries; major section; building staffing; involvement of information technology; duties of librarian; science and technology libraries in developing countries with reference to Pakistani problems and suggestions.

Recommended Books:


Schlembach, Mary C. and Mischo, William H. (Eds.) (2001). Electronic resources and services


**Group B**

**LIS 622 Advanced Management Techniques**

Planning: approaches, process, strategies, models and techniques; planning of physical plant and facilities for a library. Evaluation: definition; criteria of evaluation; areas of evaluation; stock, services, availability and access, and operations; techniques of evaluation. Personnel Management: position classification; Job design; performance standards and evaluation; Staff training and development. Scientific Management techniques: Forms and Records; Work simplification of methods and techniques. Library standards.

**Recommended Books:**


**LIS 623 Public Records, Rare Materials and their Conservation**
Definition, nature, scope and use; Federal and provincial government documents of international
organization; organization of public records and documents; Selection and acquisition; Bibliographic Control of public documents, Rare, manuscript and archival materials in Pakistan; Private Collections; archival record management, organization, procurement, Conservation; relevant public Laws and Legislation with reference to Pakistan dealing with public records, rare and archival materials. The research value of public records, rare and Archival materials.

Recommended Books:

**LIS 624 Communication and Media Librarianship**
Theories of communication; process of interpersonal and group communication; written communication: feasibility studies, instruction manuals, proposals, etc; how to develop a good presentation/seminar; bibliographic communication. Nature and characteristics of AV and other non-print material; problems associated with acquisition, organization and use of multi-media materials; type and formats of microforms; equipment required to use different formats; comparison and economics of print, microform and computer products; services and production of AV and microforms; role of AV aids in dissemination of information with special reference to educational institutions/academic libraries.

Recommended Books:


**LIS 625 Indexing and Abstracting**
Recommended Books:


LIS 626 Libraries and Society

Recommended Books:


Institutions of reading: the social life of libraries in the United States / edited by Thomas Augst


**LIS 627 International and Comparative Librarianship**
Meaning, definition and importance; trends and issues in library development in various countries; impact of information explosion and technology of the development; international library organizations and their role in promotion of library services with special reference of developing countries i.e., India, Saudi Arabia, Malaysia, and Pakistan.

Recommended Books:


**LIS 628 Models for Library Management, Decision Making and Planning**
Scientific Management: Models to support management; Models for decision making, models for planning and design; Library Decision making contexts: library operation management; library technical management; Library strategic management, Data acquisition for use in models; Library planning model: Menu structure; Conceptual structure for operational contexts; Conceptual structure for tactical contexts; Conceptual structure for strategic contexts; Library Operational requirements: Approach to staff estimation; Direct & indirect labor and costs; General management and central administration; Library administrative and operational structure, etc.

Recommended Books:

**LIS 629 Web Publishing**
Basic concepts. Introduction to HTML. Use of different web publishing editors.
Recommended Books:


Sams teach yourself Web publishing with HTML and XHTML in 21 days / Laura Lemay with revisions by Rafe Colburn. 4th ed. Indianapolis, Ind. : SAMS, 2003.

**LIS 630 Database Structure and Design**

Recommended Books:


The Structure of the relational database model / Jan Paredaens ... [et al.]. Berlin ; New York : Springer-Verlag, c1989.

**LIS 631 Computer Networks**

Recommended Books:

**LIS 632 Computer Programming for Information Management**

Recommended Books:


LIS 633 Systems Analysis and Design

Recommended Books:


**LIS 634 Digital Libraries**

**Recommended Books:**


**Group D**

**LIS 635 Information Policy**
Introduction to public policy. Relationship between public policy and information. Purpose of information policy. Origins and development of information policy as a unique discipline. Political, social, economic, and technological changes that have caused governments to revise information legislation and regulation. National Information Infrastructure (NII) issues for Pakistan and other countries. Global Information
Recommended Books:


**LIS 636 Knowledge Management**

Recommended Books:


LIS 637 Financial Management of Libraries and Information Centers

Recommended Books:


LIS 638 Information Seeking and Use
Nature of information and knowledge. Types and characteristics of information use and users. Models and theories of information seeking. Contexts of information seeking. Methods to study information seeking behaviors. The representations of inquiry and the role of language. The searching strategies and techniques, including emotion, cognition and learning theory.

Recommended Books:


Perceptions of libraries and information resources : a report to the OCLC membership / principal contributors, Cathy De Rosa ... [et al.]. Dublin, Ohio : OCLC Online Computer Library Center, c2005.


LIS 639 Project Management

Recommended Books:

**LIS 640 Archives Management**
History, theories, and concepts guiding the management of archives. Methodologies, principles, and techniques underlying the acquisition, selection, arrangement and description, and preservation and use of archives

Recommended Books:


**LIS 641 Advanced Cataloging and Classification**
Descriptive cataloging and subject analysis of electronic resources, Internet resources, audiovisual material, serials, and electronic serials. Library of Congress subject headings. Library of Congress Classification system. Faceted Application of Subject Terminology (FAST). Concept of taxonomy. Use of metadata schemas such as Dublin Core, Metadata Object Description Schema (MODS), and Metadata Encoding and Transmission Standard (METS) for the organization of digital resources.

Recommended Readings:


**LIS 642 Resource Sharing and Networking**

Meaning, Definition, and concept of resource sharing, scope and importance in various types of libraries Pre-requisites of resource sharing, Functions of Resource Sharing, Resource Sharing systems, study of some important resource sharing systems; resource sharing techniques. Advantages and disadvantages of Resource Sharing. Fundamental concepts of networking; types of networking (LAN, MAN, WAN, Intranet, Internet): basic data communication concepts; topology of networking, networking devices, network transport protocols, Various layers; CD-ROM based networks, networking and resource sharing in microcomputer environment.

Resource Sharing and Networking in Pakistan.

Recommended Readings:


LIS 643 Records Management

Recommended Books:


LIS 644 Serials Management

Recommended Books:


**LIS 645 Preservation and Conservation of Library and Archival Material**


Recommended Books:


**LIS 646 Human Resource Management**

Recommended Books:


**LIS 647 Thesis and Viva Voce (6 Credits)**
A supervised research project on an information management problem. The student will apply one or more established methodologies to collect and analyze data and communicate the results in a written report.