M. Lib. I. Sc. (Semester Pattern)
One year course

Syllabus

Semester- I

Part I: Theory

Paper No	Title of the paper	Marks
I.	Information, communication and Society	80+20 = 100
II.	Research Methods and statistical techniques	80+20 = 100
III.	Information retrieval and bibliographic control	80+20 = 100
IV.	Library and users	40+10 = 50

Part II: Practice

A)	Library fieldwork	25
B)	User survey (practical)	25

400

Semester-II

Part II: Theory

Paper No	Title of the paper	Marks
V.	Management of libraries and information centers	80+20 = 100
VI.	Information technology: applications	80+20 = 100

Part II: Practice

C)	Information technology applications	80+20 = 100
D)	Project	80+20 100

Total marks   800

PART- I -- Theory

Paper-I. Information, communication and Society   100

The intention of this paper is to provide knowledge about information communication and professionalism

> *Objectives:*
> 1. *To introduce students with the concept of information and communication, information economics, information management, knowledge management and resource sharing*
> 2. *To familiarize the students with the professionalism, LIS education and National Library systems.*

Unit 1.   Information and communication
- information – characteristics, value, use
- difference between data, information and knowledge
- trends in scientific communication

Unit 2.   Library and knowledge society
- genesis, characteristics, implications of knowledge society
- changing role of LIC's in society
- information industry-generators, providers and intermediaries
- Policies relating to information, Intellectual Property Act, Right to Information Act

Unit 3.   Economics of information

Unit 4.   Information management

Unit 5.   Knowledge management

Unit 6.   Professionalism

- Attributes of a profession
- Librarianship as a profession
- Professional ethics

Unit 7.   Library and information science education
- History, levels, curriculum, teaching methods, evaluation and current trends, accreditation

Unit 8   National library system – definition, functions, UK, USA, India

Unit 9.   Resource sharing
- concept, history, barriers, requirements, efforts, examples, Indian, international

Paper-II Research Methods and statistical techniques   100

The aim of this paper is to develop research skills in students and enable them to carry out research in Library & Information Science

Objectives:

1. *To give an advanced exposure to the students about the research and development.*
2. *To develop acquaintance with intensive techniques and skills of research process.*
3. *To familiarize the art and style of writing a research report.*

Unit 1.   Research
- concept and process of research
- types of research – fundamental and applied including interdisciplinary and multidisciplinary approach
- ethical aspects of research

Unit 2.   Research design
- Conceptualization and operationalisation
- identification and formulation of problem

- literature search- print, non-print and electronic
- hypothesis: nominal and operational definition
- designing research proposal

Unit 3.   Research methods

- historical method
- descriptive method
- survey method and case study method
- experimental method and Delphi method
- future research - Delphi

Unit 4.   Research techniques and tools
- Questionnaire, Schedule
- Interview
- Observation
- Scales and check lists
- Library records and reports
- Sampling techniques

Unit 5.   Data analysis and interpretation
- descriptive statistics – measure of central tendency : mean, mode and median
- tabulation and generalization
- measure of dispersion, variance and covariance
- standard deviation
- graphical presentation of data- bar chart, pie chart, histograms
- inferential statistics
- Z-T test – correlation
- Regression – linear and non-linear
- Chi Square test
- Statistical packages – SPSS

Unit 6.   Bibliometrics, scientometrics,and informetrics
- concept
- bibliometrics laws – Bradford, Zipf, Lotka
- bibliographic coupling
- obsolescence
- citation analysis,impact factor
- webometrics

- infometics,content analysis
- scientometrics - concept
- Sociometry- concept

Unit 7.   Research reporting
- Structure, style and contents
- style manuals – Chicago, MLA, APA
- e-citation

Unit 8.   library and information science research

- History
- Current trends

Paper-III .   Information retrieval and bibliographic control   100

The aim of the paper is to introduce concepts in information storage and retrieval

   Objectives:
1. *To introduce the concept of ISR including indexing languages, vocabulary control, search strategies etc.*
2. *To familiarize students with the meaning and tools for bibliographic control*
3. *To provide knowledge about the international information systems and to make them understand the rational behind the internationalization of information system*

Unit 1.   Information storage and retrieval
- concept, components
- indexing languages- types and characteristics
- vocabulary control
- tools of vocabulary control
- structure and construction of and IR thesaurus
- trends in automatic indexing

Unit 2.   Information retrieval

- IR models, search strategies – manual / machine, feedback and refining
- Use of Boolean logic and Venn diagram
- Evaluation of information retrieval systems – projects and parameters
- Trends in IR models

Unit 3.   Information analysis, repackaging and consolidation

Unit 4.   Information products
- concept, types
- design, development and marketing

Unit 5.   Bibliographic control
- concept, need, historical development
- UBC, UAP

Unit 6.   Bibliographic organisation in India
- National government efforts
- NISCAIR, NASSDOC and other agencies
- Commercial sectors

Unit 7.   UNISIST   - rational, objectives, achievements, India's participation

Unit 8.   International information systems
- MEDLARS, CAS, BIOSIS, INSPEC, etc.
- effects of internationalization
- National policy on Library and Inf. Systems

PAPER- IV -- Library and users   50

The purpose of this paper is to educate the students about techniques of user survey and provide them knowledge about information literacy.

   Objectives:
   1. *To develop skills in user survey.*
   2. *To familiarize students with the types of users, their information needs and ISB*

3. *To make them understand the concept and need of user study, information literacy*

Unit 1.   Techniques of library and information centers survey
-       proforma methods
-       interview method
-       records analysis method

Unit 2.   Information users and their information needs
-       categories of information users
-       information needs- definition and models
-       information seeking behaviour

Unit 3   User studies
-       methods, techniques of user studies
-       evaluation of user studies

Unit 4   Information literacy
-       concept, need, methods

PART-II PRACTICE
The purpose is to provide the an opportunity to observe the working of the libraries
*   Objective:*
To enable students to visit various libraries and information centers for observing their functions
(a) Library fieldwork
    (Visiting, collecting data and presenting analyzed report)   25 marks

(b) User survey
    (Conducting user survey of minimum 50 users
     and presenting analyzed report)   25 marks

SEMESTER - II

PART- I -- THEORY

Paper-V.   Management of libraries and information centers   100

The intention of this paper is to inculcate managerial skills in the students

> *Objectives:*
> 1. *To introduce students with the concept, history, styles and schools of management thoughts*
> 2. *To familiarize students with the concept HRD, systems of financial management and control, TQM , management of change and marketing of library and information services*

Unit 1.   Management
- History, concept, and scope
- styles, approaches
- schools of thoughts
- Qualities of a good manager
- Functions

Unit 2.   Human resource management
- Organisational structure
- Delegation, communication and participation
- Job description and analysis – job evaluation
- Inter-personal relations
- Recruitment procedures
- Motivation – group dynamics
- Training and development
- Disciplines and grievances
- Performance appraisal

Unit 3.   Financial management
-     Budgeting techniques and methods – PPBS, ZBB
-     Budgetary control
-     Cost effectiveness and cost-benefit analysis
-     Outsourcing
-     UGC' (India) contribution

Unit 4.   System analysis and design
-     library as a system
-     project management – PERT/CPM
-     design tables
-     performance evaluation standards, MIS
-     performance measurement, reengineering, time and motion study
-     SWOT analysis

Unit 5.   Total Quality Management
-     definition, elements
-     quality audit, LIS related standards
-     technology management

Unit 6.   Planning
-     concept, need, types, principles, steps
-     policies and procedures, MBO
-     Building and space management in libraries and information centers
-     Risk management, contingency management
-     Planning related infrastructure, library standards

Unit 7.   Management of change
-     concept of change
-     changes in procedures, methods, tools and techniques
-     problems in incorporating change
-     techniques of managing change

Unit 8.   Marketing of library and information services

PAPER VI - Information Technology : applications   **100**

The purpose of this paper is provide knowledge about the ICT and its applicability in library and information centers

> *Objectives:*
> 1. *To introduce concepts such as ICT, networks, their types and uses in libraries, digital library, forms of electronic document*
> 2. *To familiarize students with library softwares and their evaluation skills*
> 3. *To develop skills to plan and implement library automation*

Unit 1.   Telecommunication technology
-       components-
-       Transmission media- bounded /unbounded
-       Transmission mode- simplex, half-duplex,

Unit 2.   Networks
-       media- optical fiber, Ethernet,
-       network interface card, hubs, routers
-       types - LAN, WAN, MAN
-       topologies - Bus, star, ring
-       OSI model

Unit 3.   Internet
-       Concept, components
-       Connectivity- dial up, leased lines, ISDN,
-       Protocols, FTP, HTTP
-       Browsers, search engines
-       network based information services
-       Internet security

Unit 4.   Library networks
-       Concept, purpose

-     Examples - DELNET, INFLIBNET – services,

Unit 5.   Digital libraries
-     genesis, definition, objectives, scope, softwares for digital library
-     digitization – devices (scanners, cameras) software, process
-     data warehousing, data mining
-     Metadata- history, nature, standards
-     Virtual library

Unit 6   Electronic documents
-     Multimedia
-     e-journals – nature, acquisition, evaluation
-     databases – types (bibliographic, full-text) – nature, evaluation

Unit 7.   Library softwares
-     types, structure
-     evaluation

Unit 8.   Library automation
-     planning and implementation of library automation

PART- II   PRACTICE

C) Information technology applications   100

The overall purpose is to provide students hands on experience in the use of ICT for providing library and information services

>   *Objectives:*
>   *1. To provide hands on experience in the use of library software, CD and Internet search*

2. To develop skills in web page designing.

Unit 1.   Using library software
             SOUL or any other locally available library software

             Creation and maintenance of bibliographic database of
             minimum 100 documents using SOUL or any other locally
             available library software

Unit 2.   CD search
             study of minimum 5 CDs
             Installing CD and searching 2 items of information
             (5 marks each)

Unit 3.   Web search
             Searching information on two subjects using search strategy
             (5 marks each search)

Unit 4.   Web page designing

D.) Project

   Guided Project   100 marks

The aim and objective of the project is to develop skills in using research methods, techniques and tools

      (80 marks for project and 20 marks for viva)

      (Internal and external examiners shall each assign marks out of 40 for project and 10 for viva which shall then be cumulated together)

Guidelines:

Out of 100 marks of each paper, 20 marks are for internal assessment. These 20 marks are for –
(a) Assignment 10 marks
(b) Seminars   05 marks
(c) Tutorials   05 marks

Out of 50 marks of theory paper, 10 marks are for internal assessment. These 10 marks are for –
(a) Assignment 04 marks
(b) Seminars   03 marks
(c) Tutorials   03 marks

Practicals

IT Practicals : 100 marks

These 100 marks are divided as :

(i) Internal examination   20 Marks
(ii) End examination   80 Marks

(i) Internal examination

Creation and maintenance of bibliographic database of minimum 100 documents using SOUL or any other locally available library software
                                                                                    20 marks

(ii) End examination
(a) Using SOUL or any other locally available library software : 30 marks
(b) CD search (Searching 2 items, 5 marks each)   10 marks
(c) Internet search (Searching 2 web sites 5 marks each)   20 marks

(d) Web page designing   20 marks

Standard of passing:

1. For passing the M.Lib.I.Sc. examination a candidate shall have to secure:

   (a) minimum 40% marks in each theory paper and
   (b) minimum 50% marks each in practicals, field work and project

2. Reappearing candidate shall be awarded the actual class based total marks
   obtained by him.

Number of lectures per paper per week

M. Lib. I. Sc. Semester pattern

1. Component I – Theory

Four lectures par paper per week of 60 minutes each
     i.e. 6 papers X 4 lectures   = 24 lectures

2. Component II - Practical

Four lectures par paper per week of 60 minutes
each, each batch*
     i.e. 1 paper X 4 lectures X 2 batches   = <u>8 lectures</u>

3. Component III - Project work and seminars

Four lectures each i.e. project and seminars per week
 i.e. 2 X 4   = 8 lectures

Total work load 24 + 16 = 40 lectures per week

* A batch shall consist of 10 students