Master of Library and Information Science
(M.Lib. & I.Sc.)

THE PROGRAMME BOOK

• Rules • Programme Structure •
  • Course Contents •

BHARATI VIDYAPEETH
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School of Distance Education
Bharati Vidyapeeth Bhavan
L.B.S. Marg, Pune-411030
Master of Library and Information Science  
(M.Lib. & I. Sc.) 
(w.e.f. June 2006)

Objectives: The Master of Library & Information Science (M.Lib. & I.Sc.) Programme is meant to impart high level skills and training necessary for higher positions in Library and Information Centres.

Eligibility: Any student who has successfully completed and passed the Bachelor of Library and Information Science of any recognized University can apply for admission to M.Lib. & I.Sc. Programme.

Duration: The duration of the Programme will be one full Academic Year.

Medium of Examination: The students will be permitted to write their answers in English or Marathi or Hindi Language.

Programme Structure: The Programme consists of (A) 7 theory Courses / Papers and (B) Practical, (C) Term Work.

(A) Theory Papers:
1) Information, Communication and Society 100 Marks
2) Information Sources, Services and Systems 100 Marks
3) Information Processing and Retrieval 100 Marks
4) Management of Library and Information Centres 100 Marks
5) Academic and Public Library Systems in India. 100 Marks
6) Research Methodology and Statistical Techniques 100 Marks
7) Application of Information Technology 100 Marks

(B) Practical: There will be Practical examination in Application of Information Technology and it will carry 50 marks.

(c) Term Work: 50 marks (Submission of assignments)
Thus M.Lib. & I.Sc. degree examination shall be of 800 marks.

Standard of Passing:
For the M.Lib. & I.Sc. degree examination, the minimum standard of passing is as given below:

<table>
<thead>
<tr>
<th></th>
<th>Minimum Passing in individual head</th>
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<tbody>
<tr>
<td>Theory Paper</td>
<td>40%</td>
</tr>
<tr>
<td>Practical</td>
<td>50%</td>
</tr>
<tr>
<td>Term Work</td>
<td>40%</td>
</tr>
</tbody>
</table>
Completion of the Term Work will be a precondition for the grant of term. The exemption in any one or more heads of passing will be available accounting to rules for a period of 6 academic years only. The award of Class will be as under:

<table>
<thead>
<tr>
<th>Aggregate Percentage of Marks</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>40% and above but less than 50%</td>
<td>Pass Class</td>
</tr>
<tr>
<td>50% and above but less than 55%</td>
<td>Second Class</td>
</tr>
<tr>
<td>55% and above but less than 60%</td>
<td>Higher Second Class</td>
</tr>
<tr>
<td>60% and above but less than 70%</td>
<td>First Class</td>
</tr>
<tr>
<td>70% and above</td>
<td>First Class with Distinction</td>
</tr>
</tbody>
</table>

Programme Delivery: (For Distance Learning): There will be 7 contact sessions for each theory paper and practical in Information Technology. All these sessions will be conducted on SUNDAY.
Detail Programme of counseling sessions will be given to every student in advance.
Every student has to submit Two Assignments in each theory paper. Assignment topics given to the student in month of October.
Submission of assignment compulsory for appearing for the examination.

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**Design of Question Paper**

(a) Theory question paper: Each theory paper will have 100 marks. The paper will consist of 5 questions, Q.No.1 to 4 will be long answer questions (about 1000 words) Question No.,5 will be containing short note type answer (about 250 words) Each questions carry equal marks.

(b) Practical Examination: in paper on Information Technology the practical will have 50 marks examination. Dates will be communicated to students well in advance.

(c) Term Works: As a part of the Course, every student has to submit two assignments in each theory papers.
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Programme Structure: The Programme consists of (A) 7 theory Courses / Papers and (B) 1 Practical and 1 Project.

(A) Theory Papers:
1. Information, Communication and Society.
2. Information Sources, Services and Systems.
3. Information Processing and Retrieval.
5. Academic and Public Library Systems in India.
6. Research Methodology and Statistical Techniques.
7. Application of Information Technology.

(B) Practical and Project: There will be practical examination in Application of Information Technology and it will carry 50 marks. The student has also to undertake some project work, which will carry 50 marks.

Scheme of Evaluation and Examination: The M.Lib. & I.Sc. Examination will be held at the end of the Academic year. A candidate has to secure 40 % in individual Paper / Course as well as in aggregate. The award of Class will be as under:

<table>
<thead>
<tr>
<th>Aggregate Percentage of Marks</th>
<th>Class</th>
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</thead>
<tbody>
<tr>
<td>40 % and above but less than 50 %</td>
<td>Pass Class</td>
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<tr>
<td>50 % and above but less than 55%</td>
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<tr>
<td>55 % and above but less than 60 %</td>
<td>Higher Second Class</td>
</tr>
<tr>
<td>60 % and above but less than 70 %</td>
<td>First Class</td>
</tr>
<tr>
<td>70 % and above</td>
<td>First Class with Distinction</td>
</tr>
</tbody>
</table>
(A) Theory Papers:

Paper: 1

Information, Communication and Society

Chapter 1: Information:
  a) What is information?
  b) Data, Information and Knowledge – Comparative study.
  c) Characteristics, types and scope of information.
  d) Information diffusion.
  e) Role of Library and Information Centres in context of information.

Chapter 2: Communication:
  a) What is communication?
  b) Brief History of Communication.
  c) Communication Process and Media.
  d) Different Models of Communication by Aristotle, Shannon & Weaver.
  e) Barriers to Information.
  f) Theories by Dr. S.R. Rangnathan & Jessey H. Shera.
  g) Concept of KGEU.
  h) Role of Library in Communication.

Chapter 3: Society and Information and Knowledge:
  a) What is Society?
  b) Information and knowledge in context of society.
  c) Information and Education and Learning.
  d) Social epistemology of Knowledge.

Chapter 4: Information Society:
  a) Concept of Information Society.
  b) Information as an economic resource.
  c) Economics of Information.
  d) Information Economics.
  e) Information Policies.
  f) Information Technology and Libraries.

References and Readings:
13. P.S.G. Kumar:
Paper 2:

Information Sources, Services and Systems

Chapter 1: Media:

a) Print.
b) Non-print (electronic, optical, multimedia including hypertext).
c) Online databases – types and uses.
d) Information Centres – types and organization (data Centres, Referral Centres, Information Analysis and Consolidation Centres).

Chapter 2: Information Systems / Programmes:

a) National (Subject wise representation).
b) International.
c) Commercial.
d) Online Information Systems & Networks.

Chapter 3: Information Analysis:

a) User Studies.
b) Content Analysis.
c) Citation Analysis and its uses.

Chapter 4: Information Services:

a) Literature Searches, Bibliographies.
b) Technical Enquiry Service.
c) Document Delivery.
d) Translation.
e) Information Intermediaries.

Chapter 5: Information Products (Reprography, Consolidation):

a) Newsletters, House Bulletins.
b) Trade & Product Bulletins.
c) State-of-the-Art Reports, Trend Reports.
d) Technical Digests.

References and Readings:

Paper 3: 

Information Processing and Retrieval

Chapter 1: Intellectual Organization of Information: An overview.
Chapter 2: Classification Systems: General Systems and special systems.
Chapter 3: Thesaurus: Its Structure and Functions.
Chapter 4: Bibliographic Description: An overview; standards for Bibliographic Record Format.
Chapter 5: Bibliographic Description of Non-print Media.
Chapter 6: Indexing: Concepts and methods; Pre & Post co-ordinate indexing systems and citation indexing; Indexing languages and vocabulary control.
Chapter 7: Information storage and Retrieval Systems: Objectives, Operation and design, Compatibility and Evaluation.

References and Readings:
Paper 4:  
Management of Library and Information Centres

Chapter 1: Principles of Management.
Chapter 2: School of Management Thought.
Chapter 3: Systems Analysis and Design.
Chapter 4: Manpower and HRD-Quality Improvement Programmes.
Chapter 5: Budgeting: Types and Control Systems.
Chapter 6: Cost Analysis.
Chapter 7: Information as Marketable Commodity.

References and Readings:

Paper 5: Academic and Public Library Systems in India

(A): Academic Library System:
Chapter 1: Academic Library and its development in India.
Chapter 2: Collection Development.
Chapter 3: Staffing and Staff Development for Academic Library.
Chapter 4: Resource Sharing Programs.

(B): Public Library System:
Chapter 1: Public Library: Basic Concepts.
Chapter 2: Public Library System in India.
Chapter 3: Public Library Scenario in India.
Chapter 4: Public Library Legislation in India.

References and Readings:
Paper 6:
Research Methodology and Statistical Techniques

Chapter 1: Introduction to Research Methodology.
Chapter 2: Design of Research.
Chapter 3: Research Methods and Techniques.
Chapter 4: Data Collection and Presentation.
Chapter 5: Statistical Methods in Library and Information Science.
Chapter 6: Report Writing.

Reference and Readings:
7. Relevant Study Material Prepared by IGNOU, New Delhi and YCMOU, Nasik.
Paper 7:

Application of Information Technology (In Library & Information Centre)

Chapter 1:

a) Information Technology (IT): Concepts, Definition, Components, Importance in Library and Information Centre and future of IT.

b) Computer Technology: Benefits of Computers, Need of automation in Library and Information Centre, Storage media (Magnetic, Digital, Official etc.).

c) Communication Technology: Bounded and unbounded media (Twisted pair, coaxial, Fiber optics, Radio Frequency, Wireless, Satellite etc.). Telephone Networks, Circuit Switching, message switching, packet switching etc. Fax and E-mail communication and its importance in Library and Information Services.

d) Other Technologies: Barcode Technology, OCR Technology (Scanning), as Multimedia Technology etc. their applications in Library and Information Service.

Chapter 2: Library Automation & IT in Library and Information Centre (LIC):

a) Automation: its need and purpose, Important Softwares available, Selection Criteria for one Software, Computerized house keeping, (Acquisition, Serial Control, Circulation and other services).


c) Digital Library: Development, Prereplesole Benefits, Services, Functions etc.

d) Importance of Electronic Publishing.

Chapter 3: Resource Sharing and Library Networks:

a) Library Cooperation, Resource Sharing, Library Networking – Need in LIC.

b) Important Computer Networks.

c) Communication Networks.

d) Library Networks (Role in Resource Sharing with example).

e) Services offered by library networks.

f) Network based library resources.

Chapter 4: Internet:

a) Internet: its Scope, services and applications in LIC, Benefits to LIC and libraries.

b) Intranet and extranet.

c) Copy right issues in Digital

Chapter 5: Networks:

a) Network Architecture.

b) OSI Model.

c) Types of Networks (LAN, MAN, WAN).

d) Topology of Networks (Star, Bus, Ring etc.).

e) TCP/IP.
Chapter 6: Database Design and Management:
   a) Database: Definition, Concepts, and approach.
   b) Important Concepts in building databases.
   c) DBMS: Need, Architecture, Functions, Benefits over file system.
   d) RDBMS.
   e) Artificial Intelligence and Knowledge base.

References and Readings:
(B) Practical and Project: (100 marks)

(a) Application of Information Technology: (50 marks)
- Detailed study of any one of the Library Software.
- Visit to Information Centres where Digital Library concepts are initiated.
- Design a Database.
- Internet use for Library functions.
- Information Sources as CD-ROM, Internet and Online Database.

(b) Project Work: (50 marks)
As a part of the course, every student has to submit a project report, which carries 50 marks. The students should choose the project topic under the guidance of the librarian, incharge of the Centre.