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# MASTER OF LIBRARY AND INFORMATION SCIENCE

(M.Lib.I.Sc.)

JIWAJI UNIVERSITY , GWALIOR (M.P.)

PROSPECTUS: 2020-2021

One Year (Two Semester) Full- Time Course

## Librarianship as a career

Libraries are now universally recognized as important social institutions, no community is considered complete without a library. The gradual spread of the concept of democracy, the extension of education, the intensification of search activities, the rapid increase in production of recorded knowledge, have led to the expansion of libraries and the development of their service. A library is an important element in the life of a community: an academic library is an essential part of an educational institution school, college or university : a business and industrial organization.

Librarianship is a growing field, which has by now attained the status of a separate discipline in the universe of knowledge. It presents challenges and interesting situation to library personnel. The management of these libraries needs persons with good academic and professional qualification proficiency in one the natural sciences, social science or the humanities is helpful in the professional development of a librarian. Library work is primarily a social service, and therefore, needs young men and women with a sense of dedication and a spirit of service. Those intending to enter the library profession should satisfy themselves that they possess the academic qualification and the sense of vocation that would enable them to work successfully as librarians.

Librarianship as a profession provides a variety of employment opportunities. In fact, it is possible to choose the kind of library to suit one's interest and background. Persons with a superior record high qualification can achieve high position. The salary in college and university libraries are comparable to those teachers.

## OBJECTIVES:

The objectives of the master of library and information science course are :

1. To acquaint the students with:
  - A The organization and development of the universe of knowledge
  - B research organization and research methodology.

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 Dr Jitendra Shrivastava  
 Professor

*Neeraj Kumar*  
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 (Neeraj Kumar)  
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*Barita Verma*  
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 (Barita Verma)  
 Professor

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2. To give the students specialized knowledge in respect of different kinds of reading materials in various types of libraries.
3. To make the students proficient in:
  - A Advanced library techniques and in the methodology of documentation.
  - B Modern trends in information technology including networks with their application to library.
  - C Advanced management and administration of various types of libraries

#### ADMISSION REQUIREMENTS:

1 Candidate seeking to this course should satisfy the following conditions:

A . They must possess B.Lib.I.Sc. / B.Lib.I.Sc. of jiwaji university or of any other university recognized by jiwaji university as equivalent to B.Lib.I.Sc. / B.Lib.I.Sc. provided that such a candidate has obtained a second class with minimum of 50% marks in the aggregate.

B. They must fulfill other conditions as may be laid down by the board of studies in library and information science from time to time.

2. Out of the total seats 20 % of the seats shall be reserved for whole time paid or in service candidates having experience of at least three successive years in a library of repute and fulfilling the conditions stipulated as above. Such candidates will be required to provide a certificate of experience along with the permission from their present employer: seats will be filled in order of merit. The deputed/ in- service candidates will be required to work as full time student. They, therefore attach a certificate from their present employer along-with their application for admission that they will not be required to attend their office for the duration of the course of study.

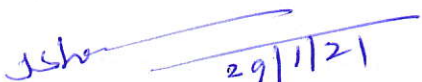
3. Seats will be reserved for SC/ST/OBC as per norms of the state government. The reserved seats will be filled in order of merit by allowing concession of five percent in the aggregate marks. In case the candidates are not available for the reserved seats, these will be treated as un-reserved.

4. Reservations benefits will be available as per state government/ university rules applications from time to time.

#### MEDIUM OF INSTRUCTION:

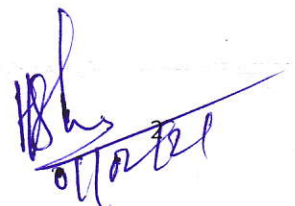
As most of the literature on advanced librarianship and Documentation is available in English language the medium of instruction will therefore be English. However the students may have option to answer their papers in Hindi.

#### SCHEME OF PAPERS AND EXAMINATION (M.Lib.I.Sc)

  
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The scheme of papers and examination for the above course shall be as follows:

PAPER	SUBJECT	DURATION	WRITTEN	INTERNAL ASS.
1	Universe of Subjects & Research methodology	3 HOURS	80	20
2	Advanced Library Organization and Management (Academic library system)	3 HOURS	80	20
3	Information Processing and Retrieval Systems	3 HOURS	80	20
4	Knowledge Organization and Processing (Practical)(U.D.C and AACRII)	3 HOURS	80	20
5	Information Communication and Society	3 HOURS	80	20
6	Information Sources, Systems and Programmes.	3 HOURS	80	20
7	Information Technology: Applications.	3 HOURS	80	20
8	Information Institutions, Products and Services.	3 HOURS	80	20

**1. Viva – Voice : 50 Marks**

**2. Computer Practical : 50 Marks**

**NOTE:** 1. The practical examination in computer application in library and information science will be held either before theory or after the theory exams. It would be similar to other practical examinations of the SOS jiwaji university, Gwalior.

The Minimum number of marks required to pass the examination shall be as below:

1. 40% each paper
2. 50% total aggregate.

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For a pass in First division, a candidate should have secured 60% or more in aggregate number of marks for second division he/she must secure 50% or more but less than 60% candidates securing less than 40% marks in individual papers will be treated as failed.

It will be obligation for each candidates to secure a minimum of 40% in each paper and 40% in internal assessment and 50% in total aggregate. Candidates who fail either in internal assessment or in any one of the papers will be considered to have failed in the examination. Those who fail in the theory paper but pass in a internal assessment will be exempted from appearing in internal assessment to work in the subsequent attempts and their sessional marks will be carried forward. Marks obtained in internal assessment will be added in aggregate. Failure can reappear at the subsequent examination in the paper concerned or in the manner semester system of university allows.

2 Internal assessment for each paper will be evaluated jointly by the teacher concerned and H.O.D based on test and or written assignment and or seminars etc. Successful candidates who secure 60% or more in the aggregate number of marks shall be places in first division. those who secure 50% or more but less than 60 % shall be places in the second division.

3 Internship: each candidates will have to undergo an internship programme of thirty workings days within 6 months after examination in a recognized library/ information centre allotted by the Head of the Department. A certificate of completing the internship satisfactorily be obtained by student from the concerned head/ Librarian/director, otherwise the result would be withheld.

**PAPER-I UNIVERSE OF SUBJECTS & RESERCH METHODOLOGY**

**UNIT-1-** Various Subjects Having Knowledge as the field of study and their Interrelation, Religion, Philosophy, and Science with their contribution to knowledge. Modes of thinking: Speculative, Positivistic and Authority Centered Mode of Thinking.

**UNIT-II-** Definition and Types of Research. Steps in Research Process Review of Literature. Research Methods: Historical, Survey / Descriptive, Case Study and Scientific with Rangnathan's Spiral of Scientific Method.

**UNIT-III-** Data Collection Techniques: Documentary, Observation Experimental, Questionnaire, Interview and Measurement of Central Tendency. Sampling and Definition of Universe. Data Analysis and Presentation.

**UNIT-IV-** Definition and Types of Research Design. Meaning, Definition and Testing of Hypothesis. Bibliometrics (Zipf's Law, Lotka,s Law, Bradford's Law and Sengupta's Law), Introduction to Webmetrics.

**UNIT-V-** Report Writing: Organization of Report, Table Presentation and Reporting. Reporting format, Graphic in Report Presentation. Precautions for writing research report. The computer

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and internet: their role in research silent features of SPSS.MS Excel. Research Ethics , Plagiarism

**PAPER-II-ADVANCED LIBRARY ORGANIZATION AND MANAGEMENT**

**(ACADEMIC LIBRARY SYSTEM)**

**UNIT-I-** Role of Academic Library in higher education in India. Role of UGC and state government in promoting academic libraries, like university, college and other academic institution, reports of committees and commissions on higher education. Important programmes of UGC for Developing Academic Libraries.

**UNIT-II-** Personnel Management – Overview of Personnel Management, Manpower Planning HRD-Quality Improvement Programmers. UGC service conditions and pay scales to enhance the status of the professionals.

**UNIT-III-** Collection Development Policy: Weeding Policy. System Analysis and Design MIS, PERT/CPMS,TQM.

**UNIT-IV-** Personnel Management and Organizational Behavior: Staffing, Understanding Human Behavior, etc. Group Behavior, MBO, MBE, Motivation, SWOT Analysis Communication, Internal and External Co-ordination, Social responsibility of management.

**UNIT-V-** Implications of INFLIBNET and Resource Sharing. Role of Internet in Promoting Academic Library Services. Functional Capabilities of a Local Library Network. UGC Information Centers for Science & Technology and Social Sciences.

**PAPER –III- INFORMATION PROCESSING AND RETRIVAL SYSTEM.**

**UNIT-I-** Intellectual organization of information: The search process, patterns for presentation of information to a searcher. Classification system for knowledge organization. Thesaurus: definition role of thesaurus in information storage and retrieval system, Construction of Thesaurus.

**UNIT-II-** Indexing systems: Postulate-Based Permute Subject Index (POPSI)-Concept of Elementary Categories Process of POPSI Preserved Context Indexing System (PRECIS)-Concept of string and role operators, process of PRECIS. Citation Indexing System with special reference to Science Citation Index, Source Index, Permuterm Subject Index.

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**UNIT-III-** Micrographic Information Retrieval System (MIRS): Evolution of Micrographics, Types of Microforms, advantages of micrographic system components of MIRS future of Micrographics: Computer Output Microfilm (COM), Computer Assisted Retrieval (CAR).

**UNIT-IV-** Information Storage and Retrieval System: Objective of ISAR systems ISAR Systems: Operation and Design, Compatibility of ISAR system, Evaluation of ISAR system.

**UNIT-V-** Information Retrieval Information Retrieval Process, the Process of Searching Search Strategic and Heuristics, Common Command Languages and Multiple Database Searching. Trends in Information Retrieval system

**PAPER-IV- KNOWLEDGE ORGANISATION AND PROCESSING (PRACTICAL)**

**PART-A** Classification by UDC (Abridged rev.English Ed. 1961) adequate number of titles from all disciplines. Candidates will be required to classify 10 titles in all.

**PART -B-** Cataloguing of Serials, Composite Books, Multi- Volume Sets and Non- Book Materials (Microforms and Monographs) by AACR-2 (1978) Library of Congress List of Subjects Headings (LCSH) will be used for subject headings. Candidates will be required to catalogue 3 titles in all.

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## SECOND SEMESTER

### PAPER-V- INFORMATION, COMMUNICATION AND SOCIETY

**UNIT-I-** Data: Definition Types Nature, Properties and Scope. Information: Definition, Types, Nature, Properties and Scope. Comparative study of Data, Information and Knowledge.

**UNIT-II-** Information Generation and Communication: Definition, Types, Models, Process and Media. Generation of Information Modes and Forms. Information Theory. Information Diffusion Process.

**UNIT-III-** Knowledge: Structure and Development, Social Epistemology of Knowledge, Knowledge Generation to utilization, Learning Process and Theories.

**UNIT-IV-** Information and Society: Social Implication of Information, Information as an Economic Resources Knowledge and Societal Survival.

**UNIT-V-** Barriers to Information Communication etc. Information Polices: National and International, Information Society, Knowledge Management.

### PAPER-VI-INFORMATION SOURCES, SYSTEMS AND PROGRAMMES

**UNIT-I-** Physical Medium of Information. Print media, Multimedia and Hypertext. Non- Print Media: Microform, Electronic and Optical media.

**UNIT-II-** National Information Sources, System and Programs in Humanities, Social Sciences, Science and Technology. International Information sources, system and programmes in humanities Social Science Science and technology.

**UNIT -III-**Non –Disciplinary Studies. International organisation, . Customized Organisation of Information sources.

**UNIT-IV-** Content Analysis and its correlation to Clienteles.Citation Analysis and their Product & use. Aid to Information Sources, Library and Information Personnel.

**UNIT-V-** Science and Technology Information Intermediaries. Design & Development Database and Information System. Media Persons as source of information.

### CENTRE OF INFORMATION SOURCES AND PROGRAMMES:

#### A HUMANITIES (NATIONAL);

1. Khuda- Baksh Oriental Public Library, Patna.

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- 2. Thanjavr Maharaja Serforiji Mahal Library.
- 3. Indira Gandhi National Centre for the Arts New Delhi.
- 4. National School of Drama.
- 5. National Archives of India.
- 6. Nehru Memorial Museum & Library.

**INTERNATIONAL:**

- 1. Institute for Scientific Information, Philadelphia.
- 2. H.W. WILSON CO (USA)

**B SOCAIL SCIENCE (NATIONAL)**

- 1. Indian Council of Social Science Research.
- 2. National Social Science Documentation Centre.

**INTERNATIONAL**

- 1. Development Information Network for South Asia (DEVINSA)
- 2. Asia Pacific Information Network in Social Science (APINESS)

**C SCIENCE AND TECHNOLOGY ( NATIONAL)**

- 1. Bhabha Atomic Research Centre (BARC)
- 2. India Council of Medical Research With Special Reference to National Medical Library ,
- 3. Patent Information System in India

**International**

- 1. UNESCO
- 2. UNISIST (World Science Information System)
- 3 FID, ICSU, USIS Libraries In India; With Special Reference the American Centre New Delhi.

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**PAPER-VII- INFORMATION TECHNOLOGY: APPLICATION**

**UNIT-I-** Overview of Information Technology: Computer Technology Communication Technology Reprographic and Micrographic technology, Printing and Publishing Technology.

**UNIT-II-** Networking and Telecommunication: Definition, Data Transmission, Communications, channels, Transmissions Media. Switching Mechanism and Network Topology.

**UNIT-III-** Internet and its services: Origin and Development, Resources through Internet, Searching on the Internet (WWW, Subject Directories, Search Engines), Intranets, DBMS. Data Ware housing: Dublin Core, Data Mining, Z39.50, Meta Data, and Open Access Initiative. (OAI).Digital Object Identifier (DOI)

**UNIT-IV-** Library Automation: library House Keeping Operations: Automated Acquisition, Automated Serial Control, Automated Circulation Control, Automated Cataloguing System, and SOUL: Main features Hardware and Software requirements. Its applications.

**UNIT-V-** Library Networks and Resource Sharing, Types of Library Networks, DELNET, NICNET. Resource Sharing through Library Consortia, e-shosdhsindhu, NLIST, IITs, IIMs etc.

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**COMPUTER PRACTICAL (50 MARKS)**

**UNIT-I** Library Open Source Software: KOHA, D-Space

- Installation
- Creation; and
- Maintenance

**UNIT-II** Web Searching, CD ROM/ DVDs, On Line Searching, Searching Subject Gateways & Library Portals.

**UNIT-III** Web 2.0 and its Applications

**UNIT-IV** E- Resources

- E-Books
- E-Journals
- E-News Papers

**UNIT-V** Searching on Consortia and Repositories

- Library Consortia, IITs, IIMs etc
- E-Shodh Sindhu

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**PAPER-VIII-INFORMATION INSTITUTION, PRODUCTS AND SERVICES**

**UNIT-I-** Information Institution: Evolution and Growth. Information Centers: Types and their Organization. Data Centers and Referral Centers. Information Analysis and Consolidation Centers.

**UNIT-II-** Literature Searches and Bibliographies, Technical Enquiry Service, Document Delivery Service, Machine Translation and Role of National Translation Mission.

**UNIT-III-** Information Products: Information Newsletter, House Bulletins, In- House Communications, Trade and Product Bulletins, State-of-the-Art Report, Technical Digests. Trend Report.

**UNIT-IV-** Database support services, Database: Types and Use, CD ROM Data base Products and Services. Database Intermediaries such as Searchers, Editors etc. On line Information Systems and Information Networks ,Information Standards for Database Design and Development.

**UNIT-V-** Study of AGRIS, INIS, DEVSIS, MEDLARS, OCLC, BLDSC.

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**BOOK RECOMMENDED FOR M.Lib.I.Sc.**

**PAPER-1**

1. Gopal M.H. An Introduction to Research Procedure in Social Science, Asia Publishing House, Bombay 1964.
2. Krishna Kumar. Research Methods in Library and Information, Har Anand, New Delhi, 2000.
3. Line Maurries B. Library Survey: an Introduction to the use Planning Procedure and representation of Survey, Ed.4, Bingley, London, 1982.
4. Moore, Nick and Help. Martin. The Basics of Writing Reports. Etc. Bingley London, 1985.
5. Stenvans, Rolland E. Research Methods in Social Science : The art of Empirical Investigation ; 1969.
6. Kemp. D.A. Nature of Knowledge: an Introduction For Librarians London: Clive Bingley, 1976.
7. Bliss H.E. Organization of Knowledge and the System of Science. Holt New York. 1939.

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