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

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

Duration of Course: - The duration of the Programme will be one 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 Papers (B) Practical C) Term works

A) Theory Papers:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Title of the Papers</th>
<th>Theory</th>
<th>Term</th>
<th>Total Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Information, Communication and Society.</td>
<td>70</td>
<td>30</td>
<td>100</td>
</tr>
<tr>
<td>2</td>
<td>Information Sources, Services and Systems</td>
<td>70</td>
<td>30</td>
<td>100</td>
</tr>
<tr>
<td>3</td>
<td>Information Processing and Retrieval</td>
<td>70</td>
<td>30</td>
<td>100</td>
</tr>
<tr>
<td>4</td>
<td>Management of Library and Information Centers</td>
<td>70</td>
<td>30</td>
<td>100</td>
</tr>
<tr>
<td>5</td>
<td>Academic and Public Library Systems</td>
<td>70</td>
<td>30</td>
<td>100</td>
</tr>
<tr>
<td>6</td>
<td>Research Methodology and Statistical Techniques</td>
<td>70</td>
<td>30</td>
<td>100</td>
</tr>
<tr>
<td>7</td>
<td>Application of Information Technology (In Library &amp; Information Centre)</td>
<td>70</td>
<td>30</td>
<td>100</td>
</tr>
</tbody>
</table>
B) **Practical:** There will be practical examination for Application of Information Technology and it will carry 100 marks.

C) **Term Work/Project Work etc.**: This part covers Seminars, Tutorials, Assignments, etc. for each paper having 30 Marks weightage for Internal Evaluation

**Scheme of Evaluation and Examination:** The M.Lib. & I.Sc. Examination will be held at the end of the Academic year

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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Minimum Passing in Individual head</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theory Paper</td>
<td>40% (Minimum 28 marks in University examination)</td>
</tr>
<tr>
<td>Practical</td>
<td>50%</td>
</tr>
</tbody>
</table>

The exemption in any one or more heads of passing will be available for a period of 5 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:** There will 10 contact sessions (each of 2 hrs) for theory papers and practical, All these sessions will be conducted on, Saturdays, Sundays & Holidays.

Detailed Programme of counseling sessions will be given to every students in advance
SYLLABUS

(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 & Jesse 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 List-
13. For the Reference use of Relevant Study Material Prepared by the IGNOU, New Delhi and YCMOU, Nasik etc…

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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 List-
11. For the Reference use of Relevant Study Material Prepared by the IGNOU, New Delhi and YCMOU, Nasik.etc…

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Paper 3:

Information Processing and Retrieval

Chapter 1: Intellectual Organization of Information: An overview.
   a) Objectives, Characteristics of Information
   b) Intellectual organization of Information

Chapter 2: Classification Systems: General Systems and special systems.
   a) Objectives, Nature Meaning, Definitions
   b) General Systems and Special Systems
   c) Need and Principal

Chapter 3: Thesaurus: Its Structure and Functions.
   a) Objectives, Nature, Meaning, Definition
   b) Structure and Functions

Chapter 4: Bibliographic Description:
   a) Standards for Bibliographic Record Format.
   b) Overview of Bibliography & its Description

Chapter 5: Bibliographic Description of Non-print Media.
   a) Objectives, Bibliographic Description
   b) Non Print Media, Bibliographic Description of Non-print Media

Chapter 6: Indexing:
   a) Objectives, Nature and Meaning.
   b) Concepts and methods Index, Indexing, and Indexing Theory.
   c) Types of Indexing.
   d) Pre & Post co-ordinate indexing systems and citation indexing.
   e) Indexing languages and vocabulary control.

Chapter 7: Information storage and Retrieval Systems:
   a) Nature and Meaning,
   b) Objectives, Operation and design,
   c) Compatibility and Evaluation.

Chapter 8: Information Retrieval:
   a) Objectives, Nature and Meaning.
   b) Information Retrieval Process
   c) The Process of searching
   d) Search strategies
   e) Common Command languages.
   f) Multiple Database searching.
References List-
19. For the Reference use of Relevant Study Material Prepared by the IGNOU, New Delhi and YCMOU, Nasik etc…
Paper 4:  
Management of Library and Information Centres

Chapter 1: Principles of Management.  
   a) Management: Meaning, Definition, Objective, Scope, History  
   b) Management: Science, Arts  
   c) Basic Function of Management and other management functions  
   d) Management Roles.  
   e) Quality Management Roles.  
   f) Hierarchy of Management.

Chapter 2: School of Management Thought.  
   a) Nature, History, Objectives, Scope  
   b) Theory in Management  
   c) Classification of Management theories  
   d) Classical Management theory (1880s – 1920s)  
   e) Non – Classical Theory (1920s – 1950s)  
   f) Modern Management theory  
   g) Other Schools of thought or styles or approaches

Chapter 3: Systems Analysis and Design.  
   a) Nature, Meaning, Definition, Objectives,  
   b) System life cycle  
   c) Phases of system development life cycle  
   d) Flexibility Analysis

Chapter 4: Manpower and HRD-Quality Improvement Programmes.  
   a) Nature, Meaning, Objectives  
   b) Defining Manpower  
   c) Manpower Management  
   d) The HRD Challenge  
   e) HRD – Practice & Policies  
   f) Continuing Education  
   g) Quality Improvement Program (QIP)

Chapter 5: Budgeting: Types and Control Systems.  
   a) Nature, Meaning, Objectives, Scope, types  
   b) Budget Basics  
   c) Creating Budget  
   d) Income budget  
   e) Budgeting Guidelines  
   f) Budget Format  
   g) Types of Format  
   h) Budgetary control and methods
Chapter 6: Cost Analysis.
   a) Nature, Meaning, Purpose, Objectives
   b) Cost Analysis
   c) Main Types of Cost Analysis
   d) Cost Benefit Analysis
   e) Life Cycle-cost analysis

Chapter 7: Information as Marketable Commodity.
   a) Nature, Meaning, Objectives, needs Demands
   b) Data and Information
   c) Information Gathering
   d) Information Dissemination
   e) Commodity & Modes of Marketing
   f) Creating a Market: Professional Skills
   g) Information Management (IM)
   h) Information Centers

References List-
7. For the Reference use of Relevant Study Material Prepared by the IGNOU, New Delhi and YCMOU, Nasik etc…

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Paper 5:  

Academic and Public Library Systems

(A): Academic Library System:

Chapter 1: Academic Library and its development
   a) Objectives, Nature and Meaning.
   b) Academic Library and its Development in India
   c) The Educational System of India
   d) Library Scenario in India
   e) The National Library Sector
   f) Library Networks
   g) Theory of Library Service
   h) Taxonomy of Library Service
   i) Cost of Library Services

Chapter 2: Collection Development.
   a) Objective, Definition, Meaning, Purpose
   b) Collection Development Policy, Guidelines, Programmes, and Elements
   c) Weeding Out Policy, Meaning, Purpose, Guidelines
   d) Why A Written Collection Development Policy
   e) Problems in collection development
   f) Acquisition Programme
   g) Stock Verification
   h)

Chapter 3: Staffing and Staff Development for Academic Library.
   a) Objectives
   b) Staffing and Staff Development for Academic Library
   c) Staffing Pattern
   d) Qualification of Library Staff,
   e) Recruitment and Selection
   f) Staff Recruitment and Selection
   g) Teleconferencing

Chapter 4: Resource Sharing Programs.
   a) Objective
   b) Resource Sharing Programs
   c) Definition and Objective
   d) Areas of Resource Sharing
   e) Per-requisites for Resource Sharing
   f) Barriers to Resource Sharing
   g) Resource Sharing: Case Studies
   h) National Information Policy on Library and Information System
   i) INFLIBNET Resources

(B): Public Library System: Basic Concepts
   a) Objective.
   b) Public Library: Basic Concepts
c) Information Literacy Standard and Indicators  
d) Information Literacy and Reading Habits  
e) Public Libraries in India

Chapter 1: Public Library System in India  
a) Objective and Introduction  
b) Public Library System in India  
c) Library Legislation: Current Status  
d) National Policy on Public Libraries in India

Chapter 2: Public Library Scenario in India  
a) Objective  
b) Public Library Scenario In India

Chapter 3: Public Library Legislation in India.  
a) Objective  
b) Public Library Legislation in India.  
c) Library Legislation : Current Status  
d) Application of Modern Technology  
e) Public Libraries In India  
f) Role of State Level Library Associations

References List-
11. For the Reference use of Relevant Study Material Prepared by the IGNOU, New Delhi and YCMOU, Nasik,etc…  

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Paper 6:

Research Methodology and Statistical Techniques

Chapter 1: Introduction to Research Methodology.
   a) Research: Meaning, Definition, Purpose, Scope, Objectives
   b) Research Process, Philosophy and Strategy
   c) Research Model and Instrument
   d) Research Problem and Proposal

Chapter 2: Design of Research.
   a) Nature, Meaning, Purpose, Objective
   b) Characteristic Perspectives and Types of Research
   c) Spiral Scientific Method
   d) Types of Research Design
   e) Quantitative Research

Chapter 3: Research Methods and Techniques.
   a) Nature, Meaning, Objective
   b) Research Methods
   c) Research Methods in LIS
   d) Content Analysis
   e) Field Study
   f) Future Research: Delphi Techniques

Chapter 4: Data Collection and Presentation.
   a) Nature, Meaning, Objective
   b) Literature study
   c) Methods of Data Collection
   d) Social Survey
   e) Interviewing
   f) Observation: Participant and Non Participant
   g) Sampling
   h) Measurement of Attitude
   i) Questionnaires
   j) Bibliolmetrics to Webometrics

Chapter 5: Statistical Methods in Library and Information Science.
   a) Meaning, Purpose, Objective
   b) Statistics
   c) Why do we analyze
   d) Qualitative Data Analysis
   e) Quantitative Data Analysis
   f) Classification of statistical methods
   g) Statistical Package
Chapter 6: Report Writing.
   a) Meaning, Nature, Purpose and Objective
   b) Research Report
   c) Presentation and Structire of the Report
   d) Style Manual
   e) Citation Style

Reference List-
12. For the Reference use of Relevant Study Material Prepared by the IGNOU, New Delhi and YCMOU, Nasik etc…  

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Paper 7:

Application of Information Technology
(In Library & Information Centre)

Chapter 1: Information Technology (IT):
   a) 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 List-

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B) Paper No:- VIII Practical (100 marks)

Application of Information Technology (100 marks)
- Use and operate “SOUL” software package, Open source software’s - E-Granthalay
- Create a Database.
- Internet use for Library functions
- Searching Online Database, & Information Sources on Internet based library services
- Visit to Information Centers where Digital Library concepts are initiated.
- Institutional Repository UGC INFONET, JCCC, INFLIBNET, DELNET, N-LIST EBSECO, J-Gate, IEEE, etc.....

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