

**BHARATI VIDYAPEETH  
DEEMED UNIVERSITY, PUNE**

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

**Revised syllabus with effect from June- 2014**

**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:**

<b>Sr. No.</b>	<b>Title of the Papers</b>	<b>Theory</b>	<b>Term work</b>	<b>Total Marks</b>
1	Information, Communication and Society.	70	30	100
2	Information Sources, Services and Systems	70	30	100
3	Information Processing and Retrieval	70	30	100
4	Management of Library and Information Centers	70	30	100
5	Academic and Public Library Systems	70	30	100
6	Research Methodology and Statistical Techniques	70	30	100
7	Application of Information Technology (In Library & Information Centre)	70	30	100

**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

Subject	Minimum Passing in Individual head
Theory Paper	40%(Minimum 28 marks in University examination)
Practical	50%

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 -**

Aggregate Percentage of Marks	Class
40 % and above but less than 50 %	Pass Class
50 % and above but less than 55%	Second Class
55 % and above but less than 60 %	Higher Second Class
60 % and above but less than 70 %	First Class
70 % and above	First Class with Distinction

**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

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## 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. Ranganathan & 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 List-**

1. Rajgopalan, T.S. (ed): Relevance of Ranganathan's contributions to Library Science, New Delhi: Vikas Publishing House, 1988.
2. Shera, Jesse H.: Sociological Foundations of Librarianship, Bombay: Asia Publishing House, 1970.

3. Firestone Joseph M. and McEIRay, Mark: Key Issues in New Knowledge Management, Burlington: Butterworth-Heinemann, 2004.
4. Soorayanarayan, P.S. and Mudhol Mahesh V.: Communication Technology: its Impact on Library and Information Science, New Delhi: Ess and Ess Pub, 2000.
5. Vickery, B.C. and Vickery, A.: Information Science in Theory and Practice, London: Butterworths, 1987.
6. Martin, William J.: Information Society, London: ASLIB, 1988.
7. Benjamine, James B.: Communication: Concepts and contexts, New York: Harper & Row, 1986.
8. Chatman, E.A.: Diffusion Theory: A Review and Text of Conceptual Model in Information Diffusion in Journal of American Society for Information Science V 36 of 1986, p.377-386.
9. Beal, G.M. (ed): Knowledge Generation, Exchange and Utilization, Boulder: Westview Press, 1986.
10. Cundra, C.A. (et.al.) (eds.): Annual Review of Information Science and Technology, Washington D.C.: American Society for Information Science V 7-V 19, 1972-1984. 11<sup>th</sup> IASLIC Conference Proceedings Especially for Information Policy.
11. Cawkell, A.E.: Evolution of an Information Society, London: ASLIB, 1987.
12. Katz, R. L.: Information Society: An International Perspective, New York: Praeger, 1988.
13. For the Reference use of Relevant Study Material Prepared by the IGNOU, New Delhi and YCMOU, Nasik.etc...
14. *Lele, V.V.: Granthalaya aani Upyojak(Library & Users)Marathi, Pune:Universal Publication, 2013*

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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-**

1. Lambert, S. and Ropieznet, S. (eds.): CDROM – The New Papyrus Remond, U.S.A.: Microsoft Press, 619 pp. 1986.
2. Shorrock, D. (ed): New Media: Communication Technologies for the 1990, London: Online Publications, 213 pp. 1988
3. Cabeceiras, J.: The Multimedia Library: Materials Selection and Use, New York: Academic Press, 275 pp. 1978
4. Sheely, E.R.: Guide to Reference Books, Chicago, ALA.
5. Walfora, A. J.: Guide to Reference Material, London: Library Association.
6. Encyclopedia of Information System Systems and Services, Detroit: Gale Research.
7. Line, Mannice B. (et.al.): National Interlending System: A Comparative Study of Existing Systems and Possible models, Paris: UNESCO, General Information Program, 1980.
8. Atherton, Pauline: Handbook of Information System and Services, Paris: UNESCO, 1977.
9. Guha, B.: Documentation and Information: Services, Techniques and Systems, Calcutta: World Press.
10. Kumar, P.S.G.: Information Sources and Service (Theory and Practice). B.R. Publication, Delhi, 2003.
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) Stucture 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.

**Chapter7: Information storage and Retrieval Systems:**

- a) Nature and Meaning,
- b) Objectives, Operation and design,
- c) Compatibility and Evaluation.

**Chapter8: 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-

1. Needham, C.D.: Organising Knowledge in Libraries. Ed.2, London: Andre Deutsch, 1971.
2. Turner, Christopher: Organising information: Principles and Practice, London: Clive Bingley, 1987.
3. Shera, J.H.: Documentation and Organization of Knowledge, edited by D.J. Foskett, London: Lokwood, 1966.
4. Bradford, S.C.: Documentation, London, 1948.
5. Turner, Christopher: Organising Information: Principles and Practice, London: Clive Bingley, 1987.
6. Rangnathan, S.R.: Prolegomena to Library Classification, Ed.3, Banglore: Sarada Rangnathan Endowment, 1989.
7. Chan, Lois Mai: Cataloguing and Classification: An Introduction, New York: McGraw Hill, Chap. 12-14, 1985.
8. Foskett, D.J.: Classification and Indexing in the Social Sciences, Ed.2, London: Butterworth, 1974.
9. Aitchinson, J. and Gilchrist, A.: Thesaurus Construction, A Practical Manual, ASLIB (1972).
10. Avram, H.D.: International Standard for the Interchange of Bibliographic Records, Library Resources and Technical Services, 20(1) pp 25-35.
11. Fothergill, Richard: Non Book Material in Libraries, Ed.2, London: Clive Bingley, 1984.
12. Borko, Harod and Bernier, Charles L.: Indexing: Concepts and Methods, New York: Academic Press, 1978.
13. Rajan, T.N.: Indexing Systems: Concepts, Models and Techniques, Calcutta: IASLIC, 1981.
14. Iahoda, Gerald: Information Storage and Retrieval Systems for Individual Researchers, New York: Wiley-Interscience, 1970.
15. Doyle, Lauren B.: Information Retrieval and Processing, California: Melville Publishing Company, 1975.
16. Schecter George: Information Retrieval: A Critical View, Washington D.C.: Thompson Book, 1967.
17. Van Rijsbergen, C.J.: Information retrieval, London: Butterworths, 1975.
18. Houghton, Bernard, (ed.): Computer based Information Retrieval Systems, London: Clive Bingley, 1968.
19. For the Reference use of Relevant Study Material Prepared by the IGNOU, New Delhi and YCMOU, Nasik.etc...

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**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-**

1. Koontz, Harold and O'Donnell, Cyril: Essentials of Management, Ed.2, 1978.
2. Evans, S.E.: Management Techniques for Librarians, Ed.2, 1978.
3. Davar Ruston S.: The Management Process, Ed. 7, 1982.
4. Kumar, P.S.G.: Management of Library and Information Centres, B.R. Publication, New Delhi, 2003.
5. Dale, Ernest: Management: Theory and Practice, New York, McGraw Hill, 1973.
6. Nikose, Satyprakash: Library Management, Nagpur: Pradnya Prakashan, 2007
7. For the Reference use of Relevant Study Material Prepared by the IGNOU, New Delhi and YCMOU, Nasik. etc...
8. *Buwa, G.A.: Granthalya va Mahitshastra Vavasthapanache Nave Pravah Marathi: Banda Sawantwadi, Shir Sai Prakashan 2007*
9. *Mahajan, S.G.: Vidyapeeth aani Mahavidyalayeen Granthalayanche Vyavathapan (Academic Library Management) Marathi, Pune: Universal Publication, 2013*

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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-**

1. S.P. Usha Devi: University and College Library, Ess and Ess Publication, New Delhi, 1999, 147pp.
2. R.S. Saxena: Academic and Special Librarian Their Works, Problems and Solution, Y.K. Publications, 1989, 174pp.
3. R. Sreepathy Naidu: Academic Librarianship: A Perspective Gian Publication House, New Delhi, 1989.
4. Anil K. Dhiman and Suresh C. Sinha: Academic Libraries, Ess and Ess Publications, New Delhi, 2002, 540pp.
5. Pandey and Sharma: Public Libraries in India, Ess and Ess Publications, New Delhi, 1985, 202pp.
6. Gardner Frank M.: Public Library Legislation: A Comparative Study Pairs, UNESCO, 1971.
7. Rangnathan, S.R. and Neelmegham, A. (eds.): Public Library System, Sarada Rangnathan Endowment for Library Science, 1972.
8. Sadhu, S.N. and Saraf: Library Legislation in India, Historical and Comparative Study, 1967.
9. Kauna, P.N. (ed.): Library Movement in India, 1958.
10. Sahai, S.N. (2<sup>nd</sup>.ed.) Academic Library System, New Delhi: Ess Ess Publication, 2009
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) Bibliometrics 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 Structure of the Report
- d) Style Manual
- e) Citation Style

## **Reference List-**

1. Gopal, M.H.: An Introduction to Research Procedure in Social Science, Ed.2, Asia Publication, Bombay, 1970.
2. Gupta, C.B.: Statistical Methods, Ed.4, H.N. Publication, New Delhi, 1972.
3. Goode, W.J. and Hatt, P.K.: Methods in Social Research, McGraw Hill, New York, 1952.
4. Busha, C.H. and Harter, S.P.: Research Methods in Librarianship: Techniques and Interpretation, New York: Academic Press, 1980.
5. Whitney, F.L.: Elements of Research, New York: Prentice Hall, 1954.
6. Stevens, Rolland E.: Research Methods in Librarianship, London: Bingley, 1971.
7. Mandotkar, Ratna & Sahu, Santoshkumar: Research in Digital Library, Delhi: Pacific Book International, 2013
8. Mahajan, S.G.: Hasat Khelat MPhil Kara, Pune: Universal Publication, 2013
9. Kumbhar, Rajendra : Research in Librarianship (Marathi), Pune: Universal Publication, 2013
10. Mandotkar, R and Sahu S.K. : Research in Digital Library, Delhi: Pacific Books International, 2013
11. Mandotkar, R and Sahu S.K. : Research in Library Automation, Delhi: Pacific Books International, 2013
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, Optical 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).
- b) Electronic Library, Digital Libraries, and Virtual Libraries, their importance in IT era.
- 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-**

1. Kumar, P.S.G.: Information Technology: Basics, B.R.Publications, New Delhi, 2003.
2. Kumar, P.S.G.: Computerization of Indian Libraries, B.R.Publications, Delhi, 1987.
3. Hunt, Roger and Shelley John: Computers and Commonsense, 3<sup>rd</sup> Ed. New Delhi, Prentice Hall, 1987.
4. Subramanian N.: Introduction to Computers, New Delhi, Tata McGraw Hill, 1990.
5. Rajaraman, V.: Fundamentals of Computers, New Delhi, Prentice Hall, 1991.
6. Artandi, S.: Introduction to Computer in Information Science, 1972.
7. Lancaster, F.W.: Information Retrieval Online, 1973.
8. Davis, G.B.: Computer Data Processing, McGraw Hill, New York, 1973.
9. Ravichandra Rao, I.K.: Library Automation, Wiley, New Delhi, 1991.
10. Phadake D N, *Granthalayan sanganakiran aani audhunikikarn Universal books Pune 2012*

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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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