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

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## **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.

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 :

	Minimum Passing in individual head
Theory Paper	40%
Practical	50%
Term Work	40%

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 unbder:

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 : (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.
4. Management of Library and Information Centres.
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:

<b>Aggregate Percentage of Marks</b>	<b>Class</b>
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

## **(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 and Readings:**

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. P.S.G. Kumar:
14. Relevant Study Material Prepared by IGNOU, New Delhi & YCMOU, Nasik.

## **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:**

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. Relevant Study Material Prepared by IGNOU, New Delhi and YCMOU, Nasik.

### **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.

**Chapter 8:** Information Retrieval: Information Retrieval Process, The Process of searching, search strategies, Common Command languages and Multiple Database searching.

### **References and Readings:**

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, Bangalore: 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, Harold 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. Schechter 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. Relevant Study Material Prepared by IGNOU, New Delhi and YCMOU, Nasik.

**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:**

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. Relevant Study Material Prepared by IGNOU, New Delhi and YCMOU, Nasik.

**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:**

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. Relevant Study Material Prepared by IGNOU, New Delhi and YCMOU, Nasik.

**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:**

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. 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, 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, Prerequisite 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:**

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.

**(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.