

MASTER OF LIBRARY AND INFORMATION SCIENCE (M. Lib. I. Sc.)

SCHOOL OF STUDIES IN LIBRARY AND INFORMATION SCIENCE

JIWAJI UNIVERSITY, GWALIOR (M.P.)

PROSPECTUS: 2007-2008 One Year Full -Time Course 203 2011-12

Librarianship as a Career

Libraries are now universally recognized as important social institutions. no community is considered complete without a library. The gradual spread in 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 services. 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 situations to library personnel. The management of these libraries needs persons with good academic and professional qualifications. Proficiency in any one of the subjects: 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 is comparable to those of teachers.

OBJECTIVES:

The Objectives of the Master of Library and Information Science Course are:

- I To acquaint the students with:
 - a. The organization and development of the universe of knowledge.
 - b. Research organization and research methodology.
- II To give the students specialized knowledge in respect of different kinds of reading materials in various types of libraries.
- III 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 admission to this course should satisfy the following conditions:

a. They must possess B.Lib.Sc / B.Lib.I.Sc. of Jiwaji University or of any other university recognized by Jiwaji University as equivalent to B.Lib.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 should, 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. Reservation benefits will be available as per State Government/University rules applicable 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.):

The Scheme of papers and examination for the above course shall be as Follows:

Paper subject	Duration	Written	Internal Assessment.
I. Universe of Subjects & Research Methodology	3 Hours	80	20
II. Advanced Library Organization and Management (Academic Library System)	3 Hours	80	20
III. Information Processing and Retrieval Systems	3 Hours	80	20
IV. Knowledge Organization and Processing (Practical) (U.D.C. and AACRII).	3 Hours	80	20
V. Information, Communication and Society	3 Hours	80	20
VI. Information Sources, Systems and Programmes.	3 Hours	80	20
VII. Information Technology: Applications.	3 Hours	80	20
VIII. 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% in each paper
2. 50% in total aggregate.

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%. Candidate securing less than 40% marks in individual papers will be treated as failed.

It will be obligatory for each candidate 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. Failures 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 placed in First Division. Those who secure 50% or more but less than 60% shall be placed in the Second Division.

3. Internship: Each candidate will have to undergo an internship programme of thirty working days within 6 months after examination in a recognized library/information center 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 & RESEARCH METHODOLOGY

UNIT-I- 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- Definitions and types of Research. Steps in Research Process. Research Methods: Historical, Survey / Descriptive 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 webometrics.

UNIT-V- Report Writing: Organization of Report, Table Presentations and Reporting. Reporting Format, Graphics in Report Presentation. Precautions for writing research reports. The Computer and Internet: Their role in research. Silent features of SPSS, MS Excel.

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 institutions, Reports of Committees and Commissions on Higher Education.

UNIT-II- Personnel Management – Overview of Personnel Management, Manpower Planning, HRD- Quality Improvement Programmes. 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 Behaviour: Organizational Structure, Hierarchies, Authority and Delegation, Staffing, Understanding Human Behaviour, etc. Group Behavior, MBO, MBE, Official 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 RETRIEVAL SYSTEMS.

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 Systems. Construction of Thesaurus.

UNIT-II- Indexing Systems: Postulate-based Permuted 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, Citation Index, Source Index, Permuterm Subject Index.

UNIT-III- Micrographic Information Retrieval System (MIRS): Evolution of Micrographics, Types of Microforms, Advantages of micrographic systems, Components of MIRS, Future of Micrographics: Computer Output Microfilm (COM), Computer Assisted Retrieval (CAR).

UNIT-IV- Information Storage and Retrieval Systems: Objectives of ISAR Systems, ISAR Systems: Operation and Design, Compatibility of ISAR Systems, Evaluation of ISAR Systems.

UNIT-V- Information Retrieval: Information Retrieval Process, The Process of Searching, Search Strategies and Heuristics, Common Command Languages and Multiple Database Searching.

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 Subject Headings (LCSH) will be used for Subject Headings. Candidates will be required to catalogue 3 titles in all.

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 Processes and theories.

UNIT-IV- Information and Society: Social implications of information, Information as an Economic Resource, Knowledge and Societal Survival.

UNIT-V- Barriers to Information Communication, etc. Information Policies: 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, Systems and Programmes in Humanities, Social Sciences, Science and Technology. International Information Sources, Systems and Programmes in Humanities, Social Sciences, Science and Technology.

UNIT-III- Non-Disciplinary Studies. International Organizations, Content Analysis and its Correlation to Clienteles. Customised Organization of Information Sources.

UNIT-IV- Citation Analysis of Information Sources and their Use. Aid to Information Source. Library and Information Personnel.

UNIT-V- Science and Technology Information Intermediaries, Database Designers and Managers, Media Personnel as Source of Information.

PAPER-VII- INFORMATION TECHNOLOGY: APPLICATIONS

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

UNIT-II- Networking and Telecommunications: Definitions, Types of Networking (LAN, MAN, WAN) 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, Uses of Internet Access in Libraries), Intranets, Database, DBMS.

UNIT-IV- Library Automation: Library House Keeping Operations: Automated Acquisitions, Automated Serials Control, Automated Circulation Control, Automated Cataloguing System, SOUL: Main features, Hardware and Software requirements. Its Applications.

UNIT-V- Computerized Services: Current Awareness Services, Selective Dissemination of Information, Printed Indexes, Online Search Services, Document Delivery Services, CD-ROM Database Products and Services.

COMPUTER PRACTICAL (50 MARKS)

Internet Search

Operating System (Window , Unix)

Bibliographical Data Base Management with special reference to Practical of CDS / ISIS

Library Automation Practical with special reference to SOUL Package of INFLIBNE

CD-ROM Database Search

PAPER-VIII- INFORMATION INSTITUTIONS, PRODUCTS AND SERVICES

- UNIT-I-** Information Institutions: Evolution and Growth. Information Centres: Types and their Organization Data Centres and Referral Centres. Information Analysis and Consolidation Centres.
- UNIT-II-** Literature Searches and Bibliographies. Technical Enquiry Service. Document Delivery Service. Translation Service.
- UNIT-III-** Information Products- Information Newsletter, House Bulletins, In-House Communications. Trade and Product Bulletins. State-of-the-art report. Technical Digests.
- UNIT-IV-** Database Support Services. Database: Types and Use. 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/ATOMINDEX, Humanities Index, INIS, DEVSIS, MEDLARS, OCLC, BLDSC.

CENTRE OF INFORMATION SOURCES AND PROGRAMMES :

A HUMANITIES (NATIONAL) :

1. National Library , Calcutta.
2. Khuda-Baksh Oriental Public Library, Patna.
3. Thanjavr Maharaja Serforiji Mahal Library.
4. Indira Gandhi National Centre for the Arts , New Delhi.
5. National School of Drama .
6. National Archives of India.
7. Nehru Memorial Museum & Library.

INTERNATIONAL :

1. British Library.
2. Institute for Scientific Information, Philadelphia.
3. H W Wilson Co.(U S A)

B SOCIAL SCIENCE (NATIONAL)

1. Indian Council of Social Science Research.
2. National Social Science Documentation Centre
3. National Social Science Information Centre (Baroda).

INTERNATIONAL

1. Development Information Network for South Asia (DEVINSA).

2. Asia Pacific Information Network in Social Science (APINESS)

C SCIENCE AND TECHNOLOGY (NATIONAL)

- 1 National Information System for Science and Techonology.
- 2 Indian Council of Agricultural Research with special reference to Indian agricultural research Institute (IARI)
- 3 Bhaba Atomic Research Centre (BARC)
- 4 National Institute of Science Communication and Information Resources (NISCAIR)
- 5 Indian Council of Medical Research with special reference to National Medical Library

INTERNATIONAL

- 1 UNESCO
- 2 UNISIST(World Science Information System)
- 3 FID, ICSU.

BOOKS RECOMMENDED FOR M.Lib.I.Sc.

PAPER-I

1. Gopal,M.H. An Introduction to Research Procedure in Social Science. Asia Publishing House, Bombay.1964.
2. Krishan Kumar. Research Methods in Library and Information Science. Har Anand. New Delhi, 2000.
3. Line,Maurries B. Library Survey: an Introduction to the use Planning. Procedure and representation of Surveys. 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.