



Department of Library & Information Science

Rani Durgavati Vishwavidyalaya, Jabalpur

GUIDELINES, REGULATIONS AND SCHEME OF EXAMINATION UNDER CBCS (w.e.f. 2021-22)

MASTER OF LIBRARY AND INFORMATION SCIENCE

M.Lib.I.Sc.

(1 Year /2-Semester Scheme)

A. Programme Details

Name of the Department	:	Department of Library and Information Science
Faculty	:	Faculty of Arts
Subject	:	Library and Information Science
Name of the Programme	:	M.Lib.I.Sc. (Master of Library and Information Science)
Duration of the Programme	:	1Year divided into 2 Semesters

B. Objectives of the Programme

1. To familiarize students with basic concepts of information and its communication in society.
2. To learn advanced information processing techniques and develop capability in retrieving information by applying different search techniques.
3. To acquaint students with the activities and services of different information systems and introduce the repackaging and consolidation techniques.
4. To facilitate research in the field of Library and Information Science.
5. To identify and learn the major issues in the development of new technology in the libraries.
6. To develop skills in using computer and communication technology; and
7. To introduce modern management techniques to students to manage Libraries and Information Centres effectively.

C. Eligibility for Admission to the Programme

Candidates who have passed B.Lib.I.Sc. or equivalent examination with 50% marks from a recognized university,

In case of candidates belonging to reserved category, relaxation in the percentage of marks shall be as per the University Guidelines issued from time to time.

D. Intake: Fifty (50)

E. Attendance

Minimum attendance for keeping a semester is 75% of the total number of theory and practical periods in each Semester.

(A) Evaluation of dissertation /Project Report of 60 marks

(B) Viva Voce examination on dissertation /Project report out of 40 Marks .

Total marks allotted 100.

(C) Viva Voce Examination will be conducted by a panel of examiners consists of one External Examiner & One Internal Examiner both nominated by the V.C., for nomination of

external examiner & Internal examiner of dissertation /Project report HOD will propose a panel of examiners to the V.C. but in case of Internal Examiner of Dissertation/ project report, HOD will propose a single name of one of the teachers of the department.

(D) Other examination rules of the university, besides above will also be applicable on M..L.I.Sc. program .

SYLLABUS AND EXAMINATION PATTERN

Semester Ist

Papers Code	Title of the Papers	Maximum Marks		Total Marks	Credit
		CCE	End Semester		
MLC 101	Information and Communication	40	60	100	4
MLC 102	Information Retrieval	40	60	100	4
MLC 103	Research Methods and Statistical Technique	40	60	100	4
MLC 104	Information Technology : Applications (Theory)	40	60	100	4
MLE 101 MLE 102 MLE 103	Elective (any one) 1.Academic Library Information System 2.Public Library Information System 3.Special Library Information System	40	60	100	4
MLS-101	Skill Development	40	60	100	2
CVV	Comprehensive Viva-Voce	-	-	100	4

Semester IInd

Papers Code	Title of the Papers	Maximum Marks		Total Marks	Credit
		CCE	End Semester		
MLC 201	Information Analysis, Repackaging and Consolidation	40	60	100	4
MLC 202	Knowledge Organization & Information Processing, Classification & Cataloguing -Practice	40	60	100	4
MLC 203	Information Technology : Applications (Practice)	40	60	100	4
MLE 201	Elective (any one) 1. Preservation and Conservation of Library Materials	40	60	100	4
MLE 202	2. Dissertation/Project report	-	-	100	
MLS-201	Skill Development	40	60	100	2
CVV	Comprehensive Viva-Voce	-	-	100	4

Note: The class test, assignment, seminar shall be conducted in respect of each theory and practical paper (wherever applicable) for the purpose of awarding CCE marks.

FIRST SEMESTER

Paper Code: MLC 101

INFORMATION AND COMMUNICATION

Max. Marks : 100

Ext.Marks:60

Int. Marks: 40

COURSE OBJECTIVE : The Objective of teaching this paper is

1. To be able to understand the concept and importance of information communication.
2. To provide an understanding of Intellectual Property Act and their types.
3. To Know the role of various library promoters at the national and international level .
4. To develop an understanding of principles and canons of cataloguing and classification.

Learning Outcomes: After studying this paper, students shall be able to:

1. Understand the Concept and Importance of information communication
2. Understand Intellectual Property Act and their types.
3. Know the role of various library promoters at the national and international level
4. Know about the normative principles and canons of cataloguing
5. Know about the normative principles and canons of classification

UNIT: 1

INFORMATION AND COMMUNICATION

- Information ; characteristics ,Nature ,Value, and Use of Information
- Conceptual difference between Data ,Information and Knowledge
- Communication of Information : Information Generation
- Communication channels ,models and barriers
- Trends in scientific Communication

UNIT: 2

INFORMATION SCIENCE

Definition, scope and Objectives

Information Science as a discipline and its relationship with other Subjects

UNIT: 3

Library Information and Society

- Genesis and characteristics and implications of Information Society
- Changing role of Library and Information Centers in Society
- Information Industry -Generators, Providers and Intermediaries

UNIT: 4

Policies relating to Information

- Intellectual Property act, Right to Information Acts
- Concept of freedom, Censorship, Data Security and fair Use
- Policies relating to Information, Right to Information Including Science and technology, Education
- International and National Programmes and Policies (NAPLIS) IT and Library UAP, UBC

UNIT: 5

Knowledge Management

- Modes of Formation of Subjects ,
- Library Classification –Canons and Principles ,

- Library Classification Schemes -DDC,UDC, CC ,
- Library Cataloguing – Canons and Principles ,
- Library Cataloguing Codes –CCC and AACR-II

Paper Code: MLC 102

INFORMATION RETRIEVAL

Max. Marks 100

Ext.Marks:60

Int. Marks: 40

COURSE OBJECTIVE : The Objective of teaching this paper is

1. To provide an overview of Information Retrieval.
2. To introduce students about insights of the several topics of Information retrieval .
3. To be able to understand the Cataloguing
4. To provide comprehensive details about various Evaluation methods.

Learning Outcomes: After studying this paper, students shall be able to

1. Understand the Concept, Role and Importance of Information Retrieval.
2. Understand Cataloguing and Subject indexing.
3. Know the role of various types of Indexing.
4. Evaluate various Vocabulary Control Tools.

UNIT: 1 Cataloguing & Subject Indexing

Cataloguing & Subject Indexing: Principles and Practices

Principles of Subject Cataloguing: Assigning Subject Headings, Library of Congress Subject Headings and Sears List of Subject Headings

Models –Assigning and Derived

UNIT: 2 Indexing Languages and Vocabulary Control

Indexing Languages: Types and Characteristics Vocabulary Control Tools of Vocabulary control

UNIT: 3 Pre & Post Coordinating Indexing Systems and Citation Indexing

Trends in automatic Indexing

Structure and Construction of an IR Thesaurus

UNIT: 4 INFORMATION RETRIEVAL

IR Models, search strategies; Manual /Machine, Feedback and Refining

Evolution of Information Retrieval Systems, Projects and Parameters

Trends in IR Models

UNIT: 5 Bibliographical Records

Bibliographical Description, Principles and Evaluation of Bibliographical

Paper Code: MLC 103

RESEARCH METHODS AND STATISTICAL TECHNIQUES

Max .Marks 100

Ext.Marks:60

Int. Marks: 40

COURSE OBJECTIVE: The Objective of teaching this paper is

1. To be able to understand the Concept and Importance of Research.
2. To develop an understanding of Research Design.
3. To know about principles and methods of research.
4. To introduce with the data analysis and graphical presentation.

Learning Outcomes: After studying this paper, students shall be able to:

1. aware about implications of research and confident to take up research
2. Understand the research design.
3. know about principles and methods of research.
4. Know the role of data analysis and graphical presentation.

UNIT: 1 RESEARCH

Concepts, Meaning, Need and process of Research Types of Research –Fundamental and Applied including inter disciplinary and multidisciplinary approach Research and development of Scholarship

UNIT: 2 RESEARCH DESIGN

Conceptualization and operationalisation, Types of research design, Identification and formulation of problem, Hypothesis; Nominal and operational definition, Design research proposal , Ethical aspects of research ,Literature search -Print, Non print and electronic sources

UNIT: 3 RESEARCH METHODS

Scientific, Historical, Descriptive, Survey method and case study method, Experimental method and Delphi method, Research techniques and tool

Questionnaire, schedule, interview, observation, scales and check lists library records and report, sampling techniques

Research reporting, Structure, style, Contents, Guidelines for Research Reporting, E- Citation and methods of research Evaluation.

UNIT: 4 DATA ANALYSIS AND INTERPRETATION

Descriptive statistics –measure of central tendency; Mean mode; median

Tabulation and generalization , Measures of dispersion ,variance and covariance, standard Devotion , Graphical presentation of data-bar ,Pie-line graphs ,Histograms .

Inferential statistics, Z-T test –Correlation, Regression –Liner and Non Liner .chi square Sociometry,

UNIT 5 :

Statistical packages-SPSS, Statistical Graphics.

Paper Code: MLC 104

INFORMATION TECHNOLOGY: APPLICATION (Theory)

Max.Marks:100

Ext.Marks:60

Int. Marks: 40

COURSE OBJECTIVE: The Objective of teaching this paper is

1. To understand the Library Automation.
2. aware about the various consortia and consortia-based resources

Learning Outcomes: After studying this paper, students shall be able to

1. Understand the structure of computer and functions of its various units
2. Plan and implement automation in library housekeeping operations and services
3. Evaluate various library management software
4. Identify and state the features of telecommunication channels, modes, media, modulation, standards and protocols
5. Highlight the nature and components of computer networks and their protocols and standards
6. Discuss of Internet, search engines and network security

UNIT: 1 LIBRARY AUTOMATION

Planning and implementation and library automation, Automation, In House operations- Acquisition, Cataloguing, Circulation Serial Control, OPAC, Library Management, Multilingual Bibliographic Databases, Library Automation Software Packages: Their study and Composition

UNIT: 2 Communication Technologies

Fundamentals of Telecommunication Technology; Media, Mode and Components NETWORK, Media, UTP, Optical Fiber, Ethernet, Network Interface card, Hub, Routers modem
Network Types and Topologies LAN, MAN, WAN, BUS, Star, Ring, Token Ring, Local Area Network-Types and Topologies

UNIT: 3 INTERNET Basic Features and Tools

Network base Information services, Connectivity: Dial up, Leased Lines, ISDN, Digital Subscriber lines E-Mail, SMTP, Wireless send mail, POP3CK, Protocols –FTP, HTTP,

Unit 4 Web Browser; net scope, navigator, internet explorer, Web server, web tools, search Engines, INTERNET security, Teleconferencing, tele facsimile, teletex, Videotex

UNIT: 5 DIGITAL LIBRARIES

Genesis, Definition, Objectives, Scope of Digital Libraries, Image formats, Audio Formation , Storage Media Formats -180-9660-DVD , Software and Hardware for Digital Libraries , OCR, Image, Editing Software, Input capture devices, scanners, Digital, movies cameras, Data warehousing, Data Mining and Meta data.

International standards –ISBDs MARC and CCF Databases Search Strategies, Boolean operators

Paper Code: MLE 101

Elective: (any one)

Academic Library and Information System

Max. Marks 100

Ext.Marks:60

Int. Marks: 40

COURSE OBJECTIVE : The Objective of teaching this paper is

1. To know Academic Libraries and Higher Education system.
2. To know the Resource Sharing programmes.
3. To understand the collection development policies of academic libraries.
4. To make the students conversant with organization, functions, building, user oriented collection and services in academic library.

Learning Outcomes :After studying this paper, the students shall be able to:

1. Understand the nature and functions of Academic Library and Media Centre
2. Evaluate library finance and budgeting
3. Understand the nature and role of Academic network
4. Provide various types of library services to students.

Unit 1

- Academic Libraries. Meaning, Objectives and Functions. Types of academic Libraries. Role of UGC in academic Library development.
- Collection development and collection management – Book selection principles and policies, procedures and problems.

Unit 2

- Academic Library services: Virtual Reference Services, Documentation and Information services, Current awareness services, SDI services. Abstracting and Indexing services, Information product development services, ILL document delivery services. Literature survey and bibliography.

Unit 3

- Academic Library Finance and Budgeting.
- Human Resource Management.
- Library Buildings and Equipments.

Unit 4

- Academic Library networks. Library co-operations: Resource sharing, networks and consortia. International and National scenario. Academic networks: INFLIBNET and its services and activities.

Unit 5

- General principles of Library and information management, library and information personnel ,finance ,collection development and library information services .

Paper Code: MLE 102

Public Library and Information System

Max. Marks 100

Ext.Marks:60

Int. Marks: 40

COURSE OBJECTIVE : The Objective of teaching this paper is

- 1.To know Public Libraries and their Information System.
2. To understand the collection development policies of Public libraries.
- 3.To understand organization, functions, building, user oriented collection and services in public library.

Learning Outcomes : After studying this paper, the students shall be able to:

1. Understand the nature and role of Public Libraries and Information Systems
2. Explain the role of government and other agencies in the development of libraries
3. Perceive the role of public library in the promotion of formal and informal education
4. Select, acquire, organize and manage public library collection
5. Offer extension and outreach services to different categories of users

Unit 1

- Meaning and definition, origin, objectives, and functions of Public Libraries, History and Development of Public Libraries in India and other countries. Role of Public Libraries in 21st century. Role of government and non-government agencies in the development of public Libraries. Role of public Library in literacy and mass education. Public Library users.

Unit 2

- Public Library Finance and Budgeting: Source of public Library finance, Administration of Budget.
- Study of public Library legislation: Need and importance. An overview of Public Library Acts in UK, USA, and other countries. Public Library Acts in different states with emphasis on M.P. State Public Library Act.

Unit 3

-Public Library Services: Planning and Organization of various types of Information services to the different categories of users including the physically and mentally challenged persons and special groups: women and children.

Unit 4

Rural Library Services; Need and importance; Library users in rural areas. Library services to rural public.

-Library publicity, exhibition, seminar, book talks, A.V. programs; Mobile Library Services; user awareness programmes. Outreach activities.

Unit 5

- Role of national and international associations and organizations in the promotion of public Libraries.

Raja Ram Mohan Roy Library Foundation, UNESCO, IFLA etc. Internet Public Library

Paper Code: MLE 103

Special Library and Information System

Max. Marks 100

Ext.Marks:60

Int. Marks: 40

COURSE OBJECTIVE: The Objective of teaching this paper is

1. To know Special Libraries and their Information System.
2. To understand the collection development policies Special of libraries.
3. To understand organization, functions, building, user oriented collection and services in Special library.

Learning Outcomes : After studying this paper, the students shall be able to:

1. Understand the nature and role of Special Libraries and Information Systems
2. Explain the role of government and other agencies in the development of Special libraries
3. Select, acquire, organize and manage Special library collection
4. Provide various types of library and information services
5. Offer extension and outreach services to different categories of users

UNIT 1

Growth and development of special education and research in India.

Role of a library in special education research and extension.

Recent growth and development of special libraries in India.

Special information needs of special faculty, research staff extension personnel and stations.

UNIT 2

Specialized collection and Information sources.

special information centers- National & International .

Information Services and products of Science & Technology with special reference to India.

UNIT 3

General principles of Library and information management, library and information personnel, finance, collection development and library information services .

Unit 4

Information system and services, cooperation, resource sharing and networking in agricultural libraries

Unit 5

Information centers in India. International Database and System. Professional associations.

Paper Code: MLS 101
Skill Development
Development of Leadership Skills

Max. Marks : 100

Ext.Marks:60

Int. Marks: 40

COURSE OBJECTIVE : The Objective of teaching this paper is

1	To be able to understand concept, role and types of Leadership.
2	To be able to understand Leadership skills.
3	To aware the student about decision making & problem solving.
4	To know concept of Group presentations.

COURSE OUTCOME : After studying this paper, students shall be able to

1. Ability to acquire workable knowledge of Leadership Skills.
2. Ability to acquire considerable proficiency in communication.
3. Technical knowledge with respect to development of Leadership Skills.

UNIT: 1

Leadership

- Leadership and types of leadership styles, Challenges in leadership skills , organizational management .
- Awareness towards Personal Leadership style.
- Traits of Leadership.
- Importance of Work Attitude & Progressive Behavior

UNIT: 2

Leadership and Change

- Change Leadership & Organizational success
- Role of Leadership in Change management.
- Organizational learning- its importance and techniques, its role in organizational success .
- Administrative Leadership.
- Appreciative inquiry- its processes and stages, How to develop Appreciative inquiry

UNIT: 3

Leadership Skills

- How to strengthen leadership skills through interpersonal skills, team development, communication and skills for managing change.
- Coaching skills.
- Leadership in groups: building and leading efficient teams.
- Conflict management and dealing difficult conversation.

- Communications skills.
- Decision Making & Problem Solving.
- The Leader/Follower Relationship.
- Importance of Trust, Integrity and Ethics

UNIT: 4

Strategic Management

- Creating a vision
- Analyzing the strengths and weaknesses of an organization.
- Learn strategic skills in leadership communication.
- Organizational Design.
- The basics of a planning process.
- Critical leadership skills.

UNIT: 5

- Group presentations.
- Communication Practice

SECOND SEMESTER

Paper Code: MLC 201

INFORMATION ANALYSIS, REPACKAGING AND CONSOLIDATION

Max. Marks 100

Ext.Marks:60

Int. Marks: 40

COURSE OBJECTIVE: The Objective of teaching this paper is

1. To know the Information`s Traditional and modern trends.
2. To teach about information Analysis and Repacking.
3. To provide an Understanding of Information Products.
4. To know the Information content creation.

Learning Outcomes: After studying this paper, students shall be able to:

1. aware about Information Products and their design.
2. know about types of information disseminat
3. know about Repackaging,consolidation.
4. understand prepare abstract for various types.

UNIT: 1 Dissemination of Information : Traditional, modern

Unit 2 : Information Products

Information Products, Design and Development of information Products, Marketing

UNIT: 3 REPACKAGING AND CONSOLIDATION

Content analysis

Repackaging, formatting, consolidation

UNIT : 4 Abstracting

Abstracting : Types and Guidelines in preparing Abstract

UNIT -5

Content creation & dissemination including Electronic Content Creation

Paper Code: MLC 202

Knowledge Organization & Information Processing, Classification & Cataloguing -Practice

Max. Marks 100

Ext.Marks:60

Int. Marks: 40

COURSE OBJECTIVE : The Objective of teaching this paper is

1. To prepare the students for classifying the books with the help of the classification schemes.
2. To explore the feature of UDC.
3. To aware the student about the Practical aspect of making the Catalogue cards of the book available in the library
4. To know solve problems with Sears list of Subject Heading

Learning Outcomes: After studying this paper, students shall be able to:

1. Construct class numbers for documents with simple, compound and complex subjects
2. Synthesize class numbers by using the standard subdivisions/common isolates/auxiliary tables
3. Compile book numbers and be able to use index of the classification scheme
4. Use the catalogue codes and standards
5. Prepare catalogue entries for various types of information sources

Part 1 Classification Practice

Max. Marks : 30

Duration 1.30 Hours

Classification of Documents by Universal Decimal Classification

Part-2 Cataloguing Practice

Max. Marks: 30

Duration 1.30 Hours

Practical cataloguing is to be done by AACR-2 with LCSH/ sears list of Subject Headings.

(Composite, Multivolume books & Complexities of Periodicals)

Paper Code: MLC 203

INFORMATION TECHNOLOGY: APPLICATION (PRACTICE)

Max. Marks 100

Ext.Marks:60

Int. Marks: 40

COURSE OBJECTIVE: The Objective of teaching this paper is

1. To create the interest of students on practical skills and Automation software.

2. To provide the practical skill of Web searching.

Learning Outcomes: After studying this paper, students shall be able to:

1. Create, edit and manage files using Word Processing, Spread Sheet and Power Point Presentation software
2. Carry out library housekeeping operations using library management software
3. Generate different types of report using library management software
4. Search information from internet and databases adopting suitable search strategies

UNIT: 1 Creation and maintenance of databases by SOUL and others

UNIT: 2 using of library software packages

UNIT: 3 CD-ROM, online searching, INTERNET Searching

UNIT: 4 Library and Information centre web page design and creation

UNIT: 5 Web Browser; net scope, navigator, internet explorer

Paper Code: MLE 201

Elective: (any one)

Preservation and Conservation of Library Materials

Max. Marks 100

Ext.Marks:60

Viva voice Marks: 40

Learning Outcomes: After studying this paper, students shall be able to:

1. know the concept of preservation and conservation and the role of the librarian in doing so;
2. plan the steps required for preservation of various library materials;
3. understand the methods used for effective preservation in a library;
4. get a clear insight into the techniques of conservation or restoration of book materials.

UNIT -1

Library Materials: Preservation and Conservation

Need for Preservation and Conservation, Historical Development of Writing Materials Palm Leaves 'Birch' Bark: Their Nature and Preservation-Manuscripts, Books, Periodicals, Newspapers, Pamphlets, etc. Non-book Materials

UNIT -2

Hazards to Library Materials and Control Measures

Environmental Factors, Biological Factors, Chemical Factors, Disaster Management

UNIT -3

Binding

Types of Binding, Binding Materials, Binding Process, Standards for Binding

UNIT -4

Restoration and Reformatting, Material Repair

UNIT -5

Microfilming and Digitisation

Paper Code: MLE 202

Dissertation/Project Report

Max. Marks 100

Ext.Marks:60

Viva voice Marks: 40

COURSE OBJECTIVE : The Objective of teaching this paper is

1. To develop research skills.
2. To identify and formulate research problems.
3. To develop writing , presentation, communication and analytical skills.
4. To develop ability to apply multi disciplinary, concepts tools and techniques.

Paper Code: MLS 201

Skill Development

Life Skills & Psychosocial Competence

Max. Marks : 100

Ext.Marks:60

Int. Marks: 40

COURSE OBJECTIVE : The Objective of teaching this paper is

1	To be able to understand use of creativity in thought and emotions.
2	To be able to understand motivation.
3	To aware the student about health –hygiene and nutrition.
4	To know concept of various relationship .

COURSE OUTCOME : After studying this paper, students shall be able to

1. Ability to acquire workable knowledge of Life Skills & Psychosocial Competence.
2. Ability to acquire considerable proficiency in Cognitive, Emotional & Social balance in ones verbal & non verbal communication style.
3. Ability to acquire Self Motivational & Interpersonal Skills to be an effective goal oriented Life skills.
4. Ability to re-engineer attitude and understand its influence on life.
5. Ability to learn Critical and Creative Thinking Techniques.

UNIT -1

Cognitive , Emotional & Social Development - Thinking in abstract level, Use of flexibility in Language, Use of Creativity in their thoughts, Language and Behavioral assessment, Understanding wide area of Emotions, Becoming socially responsible.

Critical and Creative Thinking - Inculcating Positive Attitude .

Self-Awareness - Dealing with Anger, Appearance, Sensation seeking behavior, High-risk behavior, Facing changes and problems – Alcoholism , Facing Failure, Suicide, Self- Esteem and more.

Behavior Modification- Strategies for Stress Management

UNIT -2

Motivation - Understanding Motivation, Improving Concentration, How to Improve Memory – Strategies to improve Motivation to Study for making life choices, Preparing for Examinations .

Discipline - Television & Social Media, Routine & Time Management.

UNIT -3

Health-Hygiene& Nutrition - Eating Habits, Healthy & Unhealthy Food, Myths and Facts about food being clean, Prevention of Infectious Diseases like Anemia, Importance of Hygiene.

Understand Body and Mind – Yogic Benefits, Understanding Body, Soul and Mind, Wet Dreams, STD/HIV/AIDS, Sexual Abuse – Work Place, Institutions, Marriage and more,

Counseling on Myths and Misconceptions for Sexuality/ Conception/ Contraception/ Menstruation .

UNIT -4

Relationship - Child-Parent Relationship, Male-female Relationship, Marital Relationship, Peer Pressure, “Saying NO to Addiction ” like Smoking, Drinking and more, Bullying , Gender Roles.

Social Responsibility - Recycling - Use Reuse Recycle for Keeping Environment Clean, Impact of Advertisement, Women Education and Entrepreneurship, Domestic Violence, Dowry.

Empathy – Empathy Building Strategies at Personal/ Professional/ Social Level.

UNIT -5

Online Learning Skills and E-Learning Awareness in Contemporary Scenario, ICT, Basics of Learning Management System (LMS), Online Learning Terms Awareness, E- Learning- its positive & negative impacts.