

Syllabus

MASTER OF LIBRARY AND INFORMATION SCIENCE

Details of the course and Revised syllabus for the degree of Master of Library and Information Science are as under:-

R.4333: The Scheme of the papers and the examination shall be as under :

Group A : Theory Papers.

Paper I	- Information and Communication	100 Marks
Paper II	- Management of Library and Information Centre	100 Marks
Paper III	- Organization of information	100 Marks
Paper IV	- Information and Communication Technology in Libraries	100 Marks
Paper V	- Research Methodology	100 Marks
Total for Theory Papers -		500 Marks

Group B : Practicals 100 Marks
(Details are in the syllabus)

Group C : Project Report – its Presentation, Viva-voce, Term paper 200 marks

Students shall appear for the **Groups A, B & C SIMULTANEOUSLY**. The details of the theory papers, practicals and project work are as under.

The medium of Instruction and for examination for all the groups will be English.

Master of Library and Information Science

Group A – Theory Papers

100 Marks
3 Hours
No. of teaching
Hours / unit

Paper - I Information and Communication

Objectives :

1. To understand the role of library in the communication process.
2. To study the multi dimensional role of the library.
3. To understand the concept of information society and its implications.
4. To analyse contemporary library scene with special reference to India.

Syllabus :

1. Library as a Social Institution : Library as cultural, educational, political and social institution. (8 hrs)
2. Library and Communication: Communication process in society – personal and mass communication, information diffusion, scholarly communication process, scientific communication, communication channels, models and barriers, role of library in the communication process. (8 hrs)
3. Libraries and Information Resource Centres in the changing environment : changing materials, services, attitudes, expectations, role enhancement, information literacy, global library. (6hrs)
4. Library Scenario : Contemporary library scenario in India with reference to each type of library in India, National Knowledge Commission of India (Libraries-Gateways to Knowledge), knowledge centres, role of NAAC. (6 hrs)
5. International Librarianship : International movement in bibliographic control, UBC, UAP, multilateral library programmes e.g. SAARC, ASTINFO, APINESS, IFLA- policy, statements, PAC,ALP, national and International standards in library profession, ISO 9000 series. (4 hrs)
6. Library Profession :Concept , criteria for determining LIS as profession, its relationship with other subjects, professional ethics, role of professional associations, education and training in LIS in U.S.A., U.K. and India. (4 hrs)
- 7 . Information and Society : Data, information, knowledge, factors affecting growth of information, economics of information, information society – its genesis and characteristics, impact of information society on libraries, National Information Policy, censorship, fair use, right to information (including RTI Act). (10 hrs)
8. Information Scenario : Development of library and information centres, information analysis centres, data bank and data centres, database vendors, information brokers, translation banks. (6 hrs)

Eight hours will be spent for preparing annotated bibliography / literature review on a given topic, preparing a database, classroom assignments and seminars.

Paper II - Management of Library and Information Centres

100 Marks
3 Hours
No. of teaching
hours / unit

Objectives :

1. To get familiar with principles and techniques of management.
2. To understand their application to the management of libraries and information centres.

Syllabus :

1. Management approach to Library :
 - i) Management – concept, definition and scope, management styles and approaches.
 - ii) Systems approach – Library as a system, environmental influence and responses, Operations Research.
 - iii) Management of change.
 - iv) Knowledge management.

(8 hrs)
2. Planning: Need and importance of planning.
 - i) Types of plans – short term, long term, strategic, components of planning process, time and motion study, data flow diagram, SWOT analysis.
 - ii) Planning tools – MBO, PERT/CPM, DELPHI, MIS, decision tree, brain storming.
 - iii) Planning of library building and its interior.

(8 hrs)
3. Organising : Purpose and need for organising, organisational structure, line and staff functions, departmentalisation, organisation charts, authority and decentralisation, quality circles, total quality management, quality audit, matrix structure, organising library and library departments.

(6 hrs)
4. Human Resource Management:

- i) Staffing – job description, recruitment, job analysis, training and development, peoples’ skill (personal competencies, skills for communication, negotiation, decision making, assertiveness, time management), interpersonal relations, motivation, job enrichment, evaluation and appraisal.
- ii) Leadership and Creativity – effective leadership in library, functions, activities and qualities of library managers, creativity and innovation, entrepreneurship.
- iii) Communication in library – methods and barriers. (8hrs)

5. Financial Management :

- i) Financial Planning – Sources of funds, funds generation, different types of budgets, accounting and auditing practices, costing, cost analysis of library services.
- ii) Control : Techniques, budgetary and non-budgetary techniques.
- iii) Library Insurance, disaster management. (6 hrs)

6. Collection Management :

- i) Policies, selection, acquisition, maintenance.
- ii) Institutional repositories, consortia, aggregators, J-store. (5 hrs)

7. Marketing : Identification of markets for libraries, market segmentation, information as a marketable commodity, marketing of library services and products, promotion techniques including use of electronic media, public relations, best and innovative practices, extension services, outreach services. (6 hrs)

8. Evaluation and Feedback : Standards, measurement of performance, evaluation of services, Balanced Scorecard, corrective measures. (5 hrs)

Eight hours will be spent for preparing annotated bibliography / literature review on a given topic, preparing a database, classroom assignments and seminars.

Paper III – Organisation of Information

100 Marks
3 Hours
No. of teaching
hours /unit

Objectives:

1. To appraise methods used in organisation of information.
2. To review the methods of physical organisation of carriers of information.
3. To understand the criteria used for evaluating information retrieval systems.

Syllabus:

1. Organising Information : Objectives, tools, techniques, organisation of library material – reports, standards, patents, grey literature, maps, audio-visual material, digital material. (6hrs)
2. Standards for Bibliographic Records : Bibliographic description of print and non-print material, standards for bibliographic records and exchange formats – ISBD, ARCR II, MARC, MARC21, UNIMARC, CCF, ISO – 2709, metadata, Dublin Core, metadata harvesting, XML, Z39.5. (8hrs)
3. Access to documents : Classification, subject cataloguing, subject indexing, citations, annotations, thesauri, ontology, taxonomy, subject gateways. (8 hrs)
4. Preservation : Preservation, conservation, restoration of print, non-print, electronic material, archiving of digital and non-digital material. (4hrs)
5. Information users and their needs : Categories of users, information needs, information models, information seeking behaviour, user studies – methods, techniques and evaluation, needs of distance users and e-learners. (8hrs)
6. Information Retrieval : Search process, search strategies, Boolean expressions, online searching, formulations of search statement, information literacy. (6 hrs)
7. Evaluation of information storage and retrieval systems, relevance, recall, precision, impact factor and other criteria, information audit. (6 hrs)
8. Factors influencing organisation of information : Information architecture, information overload, information anxiety, information analysis. (8hrs)
(6 hrs)

Eight hours will be spent for preparing annotated bibliography / literature review on a given topic, preparing a database, classroom assignments and seminars.

Paper IV – Information and Communication Technology in Libraries

100 Marks
3 Hours
No. of teaching
hours / unit

Objectives :

1. To introduce the elements of Information and Communication Technology.
2. To develop skills for applying ICT. in libraries.
3. To study new developments in ICT

Syllabus :

1. Information Technology in libraries: Components of information technology, impact of information technology on libraries, IT based library and information services. (4hrs)
2. Database : Concepts, components and use, database management tools, DBMS – SQL, MySQL, Oracle and information retrieval system, database design – bibliographic and non-bibliographic databases, library software – WINISIS and other library software, open source software. (8hrs)
3. Data Communication Systems : Introduction, band-width and channel capacity, Wifi, PDA, blue tooth, smart phone, teleconferencing, ipod, RFID, data security systems. (6hrs)
4. Internet : basic features and tools
 - i) Connectivity – Dial up, lease lines, microwave, ISDN, cable modem
 - ii) Digital subscriber lines
 - III) e-mail, SMTP, wireless, POP3.
 - iv) Protocols – Telnet, FTP, HTTP.
 - v) Web browsers – Netscape Navigator, Internet Explorer, Mozilla, Google Chrome
 - vi) Web servers – Apache, Internet Information Server.
 - vii) Server side scripting language – PHP/ASP
 - viii) Database Connectivity – ODBC, IDBC.
 - ix) Search engines – Metasearch engines and their evaluation.
 - x) Web design – SGML, HTML, DHTML, XML
 - xi) Internet security – Firewalls, proxy servers. (10hrs)
5. Digital Library : Concept and evolution

- i) Digital libraries of the world – Gutenberg, Alexandria, World Digital Library.
 - ii) Image formats: JPEG, GIF/BMP
 - iii) Audio formats : WAV, MIDI, MP3 MPEG, AV1, Quick Time
 - iv) Storage media formats: ISO 9660, DVD
 - v) Software-Digital library software, OCR and image editing software.

 - vi) Input capture devices : Scanners, scanning and digitisation process, digital and movie cameras.
 - vii) Data warehousing, data mining. (10hrs)
6. Planning for Information and Communication Technology in Libraries: assessment of needs, priority settings, hardware selection, software evaluation and selection, website and portal development. (6hrs)
- 7 Design and implementation of Information and Communication Technology in Libraries : restructuring of physical set up, ergonomics, staff training, financial aspects, maintenance aspects, web content management, data migration. (6 hrs)
8. Current developments : Subject gateways, listserv, push and pull technology, e-learning, web 2.0 - social tagging, folksonomy, RSS feed, you tube, blogs, library 2.0, data mapping. (8hrs)

Paper V - Research Methodology

100 Marks
3 hours
No. of teaching
Hours / unit

Objectives:

1. To understand the value of research in Library and information Science
2. To understand the process of research in Library and Information Science.

Syllabus:

1. Research Process and elements : Definition and meaning of research, characteristics of scientific research, types of research – pure, applied, action, qualitative and quantitative approaches to research. (8hrs)

2. Research Methods: Spiral of research, Scientific, historical, experimental, descriptive methods, survey, use and user study, case study, content analysis, operations research, evidence based librarianship. (6hrs)
3. Research Design : Problem identification, selection of suitable approach and method, steps in research, formulation of hypotheses, variables – dependent and independent. (6 hrs)
4. Data Collection: Sources – individuals, documentary and non-documentary sources, instruments – questionnaire, interview, observation, field visit. (8 hrs)
5. Data Analysis :
 - i) Descriptive statistics – Measures of central tendency, mean, mode, median, tabulation and generalization, measures of dispersion, variance, standard deviation, graphical presentation.
 - ii) Inferential statistics – z,t test, correlation ,sampling , need for sampling, types of samples, regression – linear and non-linear, chi square test ANOVA, sociometry, statistical packages, (8hrs)
6. Bibliometrics: Concept, method, application
 - i) Laws of bibliometrics – Bradford, Zipf, Lotka, analysis of bibliometric data, quantitative content analysis, citation analysis, co-citation analysis.
 - ii) Librametry, informetrics, scientometrics, webometrics. (8hrs)
7. Research report writing : Structure, style, contents, style manuals – Chicago, MLA, APA, e-citations. (4hrs)
8. Current trends in Library and Information Science research, criteria for research evaluation, impact factor, peer reviewing, research ethics, plagiarism. (4 hrs)

Eight hours will be spent for preparing annotated bibliography / literature review on a given topic, preparing a database, classroom assignments and seminars.

Master of Library and Information Science

Group B - Practicals

Total 100 marks

Practicals will be conducted on the following during one academic year.

	Marks	Duration of Practical exam.
1. CD-ROM searching (using LISA, National Geographic, Encyclopedia, Britannica, ERIC)	10	30 Minutes
2. Advanced classification (5 items to be classified for the examination)	15	60 Minutes
3. Thesaurus construction using journal article	15	60 minutes
4. MS Access (structure creation and query formulation on a given database)	20	60 minutes
5. Creation of a web page (on a given matter as per the specified instructions for formatting)	20	60 minutes
6. Creation of a non-bibliographic database using WINISIS consisting of minimum 20 entries to be submitted to the Department of Library and Information Science, University of Mumbai.	20	60 minutes
Total	100 marks	

The practical examination will be centrally conducted at the Department of Library and Information Science, University of Mumbai, and will be assessed and evaluated by the examiners comprising of one internal and one external examiner appointed from amongst the panel of examiners recommended by the Ad-hoc Board of Studies in Library and Information science and appointed by the university.

Students will have to bring journals of their year's class work at the time of practical examination, failing which they will not be allowed to appear for the practical examination.

Group C - Project report, presentation, viva-voce and term paper

Total 200 marks

i) Project Report (written work)

100 Marks

The topic of the Project Report will be submitted along with a synopsis in duplicate, not exceeding 1000 words, for approval by the Departmental Committee comprising of following members:-

1. Chairman – Ad-hoc Board of Studies in Library and Information Science
2. Head – Department of Library and Information Science, University of Mumbai.
3. Adjunct/visiting faculty member

Each student will work under the guidance of a recognized university teacher for his/her project report and shall submit TWO COPIES of the same in print and CD-ROM form in A4 size word format, at least TWO MONTHS prior to date of commencement of the theory examination, to the Department of Library & Information Science, University of Mumbai.

ii) Presentation of Project Report

40 Marks

The presentation of Project Report by each student will be centrally organised by the Department of Library & Information Science, University of Mumbai, on a predetermined day.

iii) Viva-voce

40 Marks

On presentation of project report, each student will be orally and centrally examined with an objective of testing the candidate's knowledge of Library and Information Science in general.

iv) Term Paper

20 Marks

Total 200 Marks

Each candidate will prepare and submit two copies of a term paper on a topic related to Library and Information Science, latest by 30th November each year to the Department of Library and Information Science, University of Mumbai. The same should be typed in A4 size, word format, not exceeding 3000 words and should include an abstract, up to 5 key words and full references following standard style manual.

The project report, its presentation, viva-voce and the term paper will be centrally assessed and evaluated by one internal and one external examiner from amongst the panel of examiners, recommended by the Ad-hoc Board of Studies in Library and Information Science to the university.