

DEPARTMENT OF LIBRARY SCIENCE

COURSE CURRICULUM & MARKING SCHEME

M.Lib. & I.Sc.

Semester - I

SESSION : 2022-23



ESTD: 1958

GOVT. V.Y.T. PG AUTONOMOUS COLLEGE, DURG, 491001 (C.G.)

(Former Name – Govt. Arts & Science College, Durg)

NAAC Accredited Grade A⁺, College with CPE - Phase III (UGC), STAR COLLEGE (DBT)

Phone : 0788-2212030

Website - www.govtsciencecollegedurg.ac.in, Email – autonomousdurg2013@gmail.com

Master of Library and Information Science

SYLLABUS

2022-2023

**LIBRARY AND INFORMATION SCIENCE DEPARTMENT
GOVT. V Y T PG AUTONOMOUS COLLEGE
DURG
CHHATTISGARH**

Master of Library and Information Sciences

CBSC BASED PROGRAMME

Approved syllabus for M. LIB. I. Sc. by the members of Board of Studies Session 2022-23
Syllabus and Marking Scheme for First Semester

Course Code	Title	Credits (L:T:P)	MARKS DISTRIBUTION		
			Continues Evaluation	Examination	Total Marks
C1	Core Course(CC) Knowledge Organization & Information Processing	3:1:0	20	80	100
	Information Sources, Products And Services	3:1:0	20	80	100
	Information Storage And Retrieval	3:1:0	20	80	100
	Management Of Library & Information Centers/Institutions	3:1:0	20	80	100
	Information Processing And Retrieval (Practical-I)	0:1:3	20	80	100
GE1 GE2 GE3	Generic Elective(GE)* Webometrics, Informatics & Scientometrics. Preservation and Conservation of Library Material. Media And Information Literacy	3:1:0	20	80	100
Total		24	120	480	600

Syllabus and Marking Scheme for Second Semester Session 2022-23

Course Code	Title	Credits (L:T:P)	MARKS DISTRIBUTION		
			Continues Evaluation	Semester End Examination	Total Marks
C6	Core Course(CC) Information Technology : Basics & Applications	3:1:0	20	80	100
C7	Research Methods & Statistical Techniques	3:1:0	20	80	100
C8	Information Processing and Retrieval(Practical II)	0:1:3	20	80	100
C9	Information Technology For Libraries(Practical)	0:1:3	20	80	100
AECC1	Ability Enhancement compulsory Course(AECC) Information Analysis, Repackaging and Consolidation	0:1:1	20	80	100
SEC1	Skill Enhancement Course(SEC) Leadership and Personality Development	0:1:1	20	80	100
DSE1 DSE2 DSE3	Discipline Specific Elective(DSE)* Academic Information System Agricultural Information System Industrial Information System	3:1:0	20	80	100
	Project Work(In lieu of DSE)	4	---	---	100
TOTAL		24	140	560	700

Note: * Any One

* Student may opt. any one course. Student opt any one course (current/ upcoming) available at SWAYAM and notified by the department.

Note : Practical and Viva-Voce will conducted by internal examiners

V. S. Das
26/7/2022

[Signature]

First Semester
Core Course – C1
Knowledge organization & Information Processing
TM 100 (Internal Assessment 20 + Theory 80) (Credit-04)

Objectives:

- This unit will introduce the notions of information and knowledge societies and examine in some detail their basic traits and characteristics.

The principal differences between knowledge societies and pre-knowledge societies are explained and the major issues that need to be addressed in becoming a knowledge society are outlined.

Learning Outcomes :

After studying this paper, students shall be able to:

- An understanding of the differences among the notions of Data, Information and Knowledge.
- An understanding of different Acts and Laws related to information society
- The conceptual difference between information society and knowledge society .

UNIT-1 Universe of Knowledge and Methods of knowledge organization

- Structure and attributes.
- Modes of formation of subjects
- Universe of Knowledge as mapped in different schemes of classification.
- Canons and normative principles of Ranganathan of classification.
- Species of Library Classification schemes.
- **UNIT-2**
- Standard schemes of library classification; Introduction, features and application-CC, & UDC.
- special schemes of classification.
- Choice of schemes of classification.
- Postulates & Principles for facet sequence,

UNIT-3 Notation

- Notation: Types, Structure & qualities, canons of notation.
- Mnemonics □ Types and canons
- Indicator digits.
- Zone analysis

UNIT-4 Recent Trends & Developments

- Recent s trands of Scheme of library classification.
- Role of DRTC, CRG and FID.
- Contribution of International Conferences towards classification research.





Core Course – C2
Information Sources, Products And Services
TM 100(Internal Assessment 20 + Theory80) (Credit-04)

UNIT-I Information sources

- Documentary sources of information.
- Print, Non-print including Electronic Nature.
- Characteristics, Utility and evaluation of different types of information sources.
- Non Documentary Information sources; Human and institutional – Nature, Types, Characteristics and utility
- Internet as a source of information.

UNIT-II Information services

- Information services- Concepts, Definition need and trends.
- Techniques and evaluation of alerting services (CAS & SDI).
- Bibliographic, Referral.
- Document delivery and translation services.
- International information system and network.
- AGRIS, BIOSIS, CAS, DEVSIS, ICSU, INIS, INSPEC, MEDLARS

UNIT-III Information Products

- Information products- Nature, Concept, Types, Design and marketing Abstracting,
- Types and guidelines in preparing abstracts.
- Study and evaluation of important abstract periodicals information analysis, Repackaging and consolidation.

UNIT- IV User Educations

- Goals and objectives, Levels, Technique and methods.
- Reference interview and search techniques.
- Resource sharing and library networking.
- Study of Indonet, Infilibnet, Calibnet, Nicnet, Delnet, Adinet, Malibnet.

Core Course – C3
Information Storage And Retrieval
TM 100(Internal Assessment 20 + Theory80) (Credit-04)

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Objectives:

- To study various methods and techniques of information retrieval and search strategies
- To understand the perspectives and significance of Information retrieval in the present context
- To develop skills in information processing, organization, and retrieval
- To familiarize students with information retrieval techniques
- To understand indexing concepts, theories, methods, and importance
- To familiarize students with current trends in information retrieval

Learning Outcomes :

After studying this paper, students shall be able to:

- Understand the objectives, components, and functions of information processing and retrieval systems
- Gain the knowledge of information search, search techniques; search strategies; and other search formations



- Clear understand the concepts, theories, methods and importance indexing languages, thesauri, and different subject headings
- Understand the different kinds of indexing systems like Pre-Coordinate and Post coordinate, PRECIS, Chain Indexing POPSI, KWIC, UNITERM Indexing, Citation indexing, etc.;

TM 100(Internal Assessment 20 + Theory80) (Credit-04)

UNIT - I Information Storage and Retrieval Systems

- Definition, Types, Components and operational stages of ISAR.
- Evaluation of ISAR System
- , IR Models.

UNIT-II Indexing systems

- Trends in automatic indexing.
- Pre coordinate and post coordinate indexing system.
- KWIC, KOWC.
- Chain Indexing, PRECIS, POPSI.
- Uniterm indexing, Citation indexing.

UNIT-III Indexing language and vocabulary control

- Indexing languages- Types and characteristics.
- Vocabulary control- Tools of vocabulary control.
- Thesaurus- Structure and construction of an IR Thesaurus.

.UNIT-IV. Searching Technique and Information Retrieval

- Search Process- Principles & methods of searching.
- Search Techniques- Boolean searches On-line searching techniques and retrieval.

Core Course – C4

Management Of Library& Information Centers/Institutions

TM 100(Internal Assessment 20+Theory80) (Credit-04)

Objectives:

- To train the student in the techniques of librarianship and management of library
- To understand the application of management theories in library and information area
- To study organizational structure of library and information centers.

Learning Outcomes :

After studying this paper, students shall be able to:

- Familiarizing students with basic principles, practices, procedures to manage different types of libraries
- Be able to understand concepts of management, functions, and principles of scientific management
- Gain the knowledge of organizational structure
 - Experience the application of management theories in library management, organization or administration.

UNIT-1 Management and Financial Management

- Management schools of thought.
- Functions and Principles of Scientific Management.
- Human Resource Management- Organization structure, Job analysis and description; Job evaluation, Motivation.
- Budgeting technique & methods: PPBS. Zero based budgeting etc. Budgetary control.
- Cost effectiveness and cost benefit analysis.
- Total Quality Management (TQM)- Definition, Concept & elements of TQM and quality audit.

UNIT-2 System Analysis and Design

- System- definition, Concept and characteristics.
- Library as a system.

- Project management,
- PERT/CPM.
- Decision tables.
- DFD (Data Flow Diagram).
- Work study: Flow chart, Gantt chart, Block diagrams.

UNIT-3 Planning

- Concept, Definition, Need, Purpose, Types, Policies and Procedures.
- MBO, MBE
- Strategic management- Definition objectives. Policies process & models of strategic management.
- SWOT analysis.

UNIT-4 Managing Change

- Concept of change: changes in procedures, method.
- Use of new tools and techniques.
- Techniques of managing change.
- Collection development and management- Policies and procedures.
- Time and motion study.

Core Course – C5
Information Processing And Retrieval (Practical-I)
TM 100 (Internal Assessment 20+Theory80) (Credit-04)

- **Advanced** Classification of titles/documents by Colon Classification (6th Rev. Ed.) and UDC (Medium Edition).
 Classification Print and e information Sources

Reference

1. Colon Classification, S.R.Ranganathan, S.S.Publication
2. Divbindu Vargikran Ek Saral Adhyan, U.C.Sharma, N.S.Saukin, R.K.Bhat, Alka Saksena, Y.K.Publication, Agra

Generic Elective – GE1
Webometrics, Informatics & Scientometrics
TM 100 (Internal Assessment 20 + Theory 80) (Credit 4)

Objectives:

To provide an understanding of need for library and information service support to different types of Libraries. To help students to understand the nature of information sources, Web metrics, Informatics & Scientometrics

Learning Outcomes:

After studying this paper, students shall be able to:




- To get knowledge about the basic concepts of Webometrics, Informetrics, Scientometrics.
- Get knowledge about application of Classical Bibliometric Laws
- Get knowledge of Growth and obsolescence of literature & Science Indicators and Policy.

Unit 1: Basic concepts of Webometrics

- Basic concepts: Webometrics, Informetrics, Scientometrics – Meaning, definitions and scope.
- Historical development.

Unit 2: Study and application of Classical Bibliometric Laws

- Study and application of Classical Bibliometric Laws –
- Lotka's law of scientific productivity,
- Bradford's law of scatter, and
- Zipf's law of word occurrence.

Unit 3: Study of the citation concepts

- citation analysis,
- citation network,
- citation matrix,
- bibliographic coupling,
- co-citation analysis,
- Journal Citation Reports,

Unit 4: Growth and obsolescence of literature

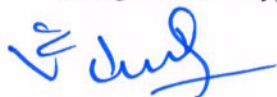
- Growth and obsolescence of literature.
- Various growth models,
- The half-life analogy,
- Determination of aging factor and half life

Unit 5: Science Indicators and Policy

- Science Indicators and Policy. Science Indicators.
- Science Policy Development.
- Web Impact Assessment.
- Link Analysis.
- Trends in informetrics

Reading List:

- 1 Egghe, L. and Rousseau, R. (2001). Elementary statistics for effective Library and Information services management. London: Aslib,
- 2 Garfield, E. (1979). Citation Indexing: Its theory and applications in Science, technology and humanities. New York: John Wiley.
- 3 Meadows, A.J. (1974). Communication in Science. London: Butterworths.
- 4 Neuendorf, K. (2002). The content analysis guidebook. London: Sage.
- 5 Nicholas D. and Ritchi, M. (1979). Literature & bibliometrics. London: Clive Bingley.
- 6 Ravichandra Rao, I.K. (1985). Quantitative methods for Library and Information Science. New Delhi: Wiley Eastern.
- 7 Thelwall, M. (2009). Introduction to webometrics: Quantitative web research for the social Sciences. Morgan and Claypool Publishers



Generic Elective – GE2
Preservation and Conservation of Library Materials
TM 100 (Internal Assessment 30 + Theory 70) (Credit 4)

Objectives:

- To familiarize students with the preservation and conservation of information sources;
- To know evolution of writing materials
- To understand different types of library materials, their preservation
- To study various National Archival Initiatives of different countries
- To know Digital Preservation;
- To study record management concepts and issues;
- To understand hazards to library materials and their preservation

Learning Outcomes :

After studying this paper, students shall be able to:

- Educating students on tools and techniques of preserving information sources making them are of legal issues while digitizing and digital preservation/archives;
- Familiarise with methods and process practiced to preserve important documents in libraries;
- Knowledge of evolution of storage devices and materials used to record and preserve knowledge through ages till modern times;
- Awareness of hazards of library materials and modes used for their preservation;
- Aware of Open Archive initiatives (OAI) and nature of information accessible through those open repositories;.

Unit 1: Library Materials: Preservation and Conservation

- Need for Preservation and Conservation
- Evolution of Writing Materials
- Palm leaves and 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

- Different Types of Binding for Library Documents
- Binding Materials
- Binding Process
- Standards for Library Binding

Unit 4: Restoration and Reformatting

- Material Repair
- Microfilming and Digitization
- Preservation of digital documents



Reading List :

- 1 BALLOFFET (N) and HILLE (J). Preservation and Conservation for libraries and archives. 2009. EssEss.
- 2 CAPLE (C). Conservation skills: judgement, method and decision making. 2000.
- 3 HENLERSON (K L). Ed. Conservating and preservating library materials. 1983. University Graduate school of library and information science; Ithirois.
- 4 KATHPALIA (Y P). Conservation and restoration of archive materials. UNESCO manual of libraries; UNESCO. PLUMBE (W J). The preservation of books in tropical and subtropical countries. 1956. OUP; London.

Generic Elective –GE3
Media and Information Literacy
TM 50(Internal Assessment 20 + Theory 80) (Credit 4)

Objectives:

Understanding of media and information literacy for providing better library services.

Learning Outcomes :

After studying this paper, students shall be able to:

- define media literacy;
- describe the process of media literacy;
- outline the core concepts of media literacy;
- evaluate the credibility of information;
- explain the power of visual images; and critically analyse media messages

Unit 1: Media and Information Literacy

- Media and Information literacy (MIL) definition, need and purpose,
- Role of MIL in the Society
- Theories and models of MIL
- MIL policies and strategies

Unit 2: Information Literacy

- Information Literacy Standards: Foundations & Implications
- Information Literacy Guideline :UNESCO, IFLA and ALA
- Data Literacy: Definition, Importance and scope
- Digital Literacy: emerging web service

Unit 3: Ethics and Laws

- Media and information ethics: cyber laws and ethics
- Social Media Platforms and Tools
- Media Ethics

Unit 4: Understanding media and Society

- Defining Society and Mass Media
- Media and Public Opinion
- New Media and its Impact on Society



Reading List :

- 1 Media Now: Communication Media in the Information Age, By Joseph Straubhaar, Robert LaRose, Wadsworth Thomson Learning, 2000.
- 2 Media and Society: Challenges and Opportunities, Edited by Vir Bala Aggarwal, Concept Publishing Company, New Delhi, 2002.
- 3 Media in Society: Readings in Mass Communication, Caren J Deming, Samuel L Becker, Scott, Foresman and Company, Glenview, Illinois, 1988.
- 4 Introduction to Mass Communication: Media Literacy and Culture by Stanley J Baran , Edition 4 , McGraw Hill New York 2007.
- 5 Grassian, E. S., Kaplowitz J. R. (2009). Information Literacy Instruction: Theory and Practice. Chicago: Neal-Schuman Publishers, Inc.
- 6 Grassian, E. S., Kaplowitz J. R. (2009). Information Literacy Instruction: Theory and Practice. Chicago: Neal-Schuman Publishers, Inc.

