# SAURASHTRA UNIVERSITY

# RAJKOT



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

NEW SYLLABUS FOR THE DEGREE OF
MASTER OF LIBRARY AND INFORMATION SCIENCE
1 Year: 2 Semesters: CBCS based Programme
[w.e.f. 2016-2017]

## DEPARTMENT OF LIBRARY & INFORMATION SCIENCE
## SAURASHTRA UNIVERSITY
## RAJKOT

# SAURASHTRA UNIVERSITY

## *DEPARTMENT OF LIBRARY & INFORMATION SCIENCE*

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

### *NEW SYLLABUS FOR THE DEGREE OF*
### *MASTER OF LIBRARY AND INFORMATION SCIENCE*
(One Year: Two Semesters: **CBCS based Programme)**
### *w.e.f. 2016-2017*

The Master's programme is designed to widen student's perspective through directed independent study. It lays stress on proper appreciation of the current trends in the field of library & information science. The programme is envisaged to enable him/her to organise library & information services in furtherance of the institutional objectives.

### *OBJECTIVES OF THE PROGRAMME :*

1. To acquaint the students with the role of information in society, information needed for the different kinds of activities and the economics & management of information and knowledge

2. To familiarize the students knowledge about the characteristics of the information resources in society

3. To provide the students advanced knowledge of the application of information technology to information systems and services.

4. To provide the students basic knowledge of the Research Methods and Statistical Techniques

5. To learn the advanced information processing techniques and develop the capability in retrieving the information by applying different search techniques

6. To acquaint the students with the activities and services of different Information systems and introduce the repackaging and consolidation techniques
7. To identify and learn the major issues in the development of new technology in the libraries

8. To develop skills in using computer and communication technology

9. To understand the structure and development of the specific subject / discipline and to prepare specialised professional manpower in the subject / discipline for handling information related activities.

10. To introduce modern management techniques to students to manage effectively the libraries and information centres.

**The Scheme of Papers & Examination Pattern for one year M.Lib.I.Sc. Programme (CBCS Semester System) shall be as follows** :-

**SEMESTER – I**

| Course Code | Title of the Course | Credits | Theory | Practical | Examination Marks | | Total Marks | Duration of Exam. | UNIQUE CODE |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | Ext. | Int. | | | |
| CCT-01 | Information and Communication | 4 | 100 | -- | 70 | 30 | 100 | 2.5 Hrs. | 1601340102010100 |
| CCT-02 | Library Automation & Networking | 4 | 70 | 30 | 70 | 30 | 100 | 2.5 Hrs. | 1601340102010200 |
| CCT-03 | Research Methods & Statistical Techniques | 4 | 100 | -- | 70 | 30 | 100 | 2.5 Hrs. | 1601340102010300 |
| ECT-01 | Information Sources, Services & Systems in Humanities & Social Science OR Science & Technology | 4 | 70 | 30 | 70 | 30 | 100 | 2.5 Hrs. | 1601340202010101 OR 1601340202010102 |
| ICT-01 | Information Systems & Products | 4 | 100 | -- | 70 | 30 | 100 | 2.5 Hrs. | 1601340502010100 |
| | **TOTAL FOR SEMESTER – 1** | **20** | **440** | **60** | **350** | **150** | **500** | | |

**SEMESTER – II**

| Course Code | Title of the Course | Credits | Theory | Practical | Examination Marks | | Total Marks | Duration of Exam. | UNIQUE CODE |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | Ext. | Int. | | | |
| CCT-06 | Information Processing & Retrieval | 4 | 70 | 30 | 70 | 30 | 100 | 2.5 Hrs. | 1601340102020400 |
| CCT-07 | Information Technology Application | 4 | 100 | -- | 70 | 30 | 100 | 2.5 Hrs. | 1601340102020500 |
| CCT-08 | Management of Lib & Info Centres | 4 | 100 | -- | 70 | 30 | 100 | 2.5 Hrs. | 1601340102020600 |
| ECT-02 | Academic Library System & Services OR Industrial Library System & Services OR Health Sciences Library System & Services | 4 | 100 | -- | 70 | 30 | 100 | 2.5 Hrs. | 1601340302020101 OR 1601340302020102 OR 1601340302020103 |
| ECT-03 | Dissertation OR Project work | 4 | 70 | 30 | 70 | 30 | 100 | 2.5 Hrs. | 1601340102020101 OR 1601340702020102 |
| | **TOTAL FOR SEMESTER – 2** | **20** | **440** | **60** | **350** | **150** | **500** | | |
| | **TOTAL FOR SEMESTER 1 AND 2** | **40** | **880** | **120** | **700** | **300** | **1000** | | |

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# SAURASHTRA UNIVERSITY
## FACULTY OF ARTS
## *Syllabus*

Subject:                 LIBRARY & INFORMATION SCIENCE
Course Name & No.:     INFORMATION AND COMMUNICATION
Course Unique Code:     **1601340102010100**
External Exam Time Duration: 2.5 Hours

| Name of the Program | Semester | Course Group | Credit | Internal Marks | External Marks | Practical/ Viva Marks | Total Marks |
|---|---|---|---|---|---|---|---|
| M.Lib.I.Sc | 1 | Core | 4 | 30 | 70 | 00 | 100 |

*[Structure of Semester-end Examination*: Total 5 Questions with internal options. Q 1 to 3 Descriptive [Essay, Analytical and Definitional type] Q 4 & 5: Short and One to two line answers] Total Marks: *70.* Time *2.5 Hours.]*
*[Structure for Internal Evaluation*: Assignment of 10 marks, Seminar of 10 marks and Test of 10 marks*]*

## Course Objectives:

- To acquaint the students with the role of information in society,
- To understand  information needed for the different kinds of activities
- To know about the economics & management of information and knowledge
- To get familiarize with the characteristics of the information resources in society

## Course Contents:

**Unit-I 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 Centres in Society
- 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-4 Economics of Information**

- Information as economic resource /Commodity.
- Information Industry-Generators, providers and intermediaries.
- Marketing of Information

**Unit-5 Knowledge Management**

- Knowledge Management: Definition, Need and Implementation
- Information Management:
- Information Management vs Knowledge Management.

**Unit-6 Informetrics**

- Concept and Definition
- Citation Analysis
- Bibliographic Coupling.
- Librametry, Bibliometrics and Scientometrics, Webometrics: Concept, Scope, Usefulness.
- Bibliometric Laws – Bradford, Lotka and Zipf

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# SAURASHTRA UNIVERSITY
## FACULTY OF ARTS
### *Syllabus*

Subject: LIBRARY & INFORMATION SCIENCE
Course Name & No.: LIBRARY AUTOMATION & NETWORKING
Course Unique Code: **1601340102010200**
External Exam Time Duration: 2.5 Hours

| Name of the Program | Semester | Course Group | Credit | Internal Marks | External Marks | Practical/ Viva Marks | Total Marks |
|---|---|---|---|---|---|---|---|
| M.Lib.I.Sc | 1 | Core | 4 | 30 | 70 | 00 | 100 |

*[Structure of Semester-end Examination*: Total 5 Questions with internal options. Q 1 to 3 Descriptive [Essay, Analytical and Definitional type] Q 4 & 5: Short and One to two line answers] Total Marks: *70.* Time *2.5 Hours.]*
*[Structure for Internal Evaluation*: 10 marks each for practical work on library software, online searching, and web page designing, Total 30 marks*]*

## Course Objectives:

- To understand various aspects of library automation.
- To develop skills in using computer and communication technology.
- To acquaint the students with the basic concept of computer networks
- To develop familiarity with use of Internet in libraries
- To acquaint the students with basics of AI and web designing
- To develop familiarity with some library management software.

## Course Contents:

### Unit-1 Library Automation
- Definition, need, purpose and advantages.
- Planning for Automation Procedure: Steps in Automation: Developing a basic Technology Plan.
- Identifying goals and objectives, Describing existing library services and technology, Feasibility Study, Assessing needs and priorities, Preparing strategic Plan, Hardware and Software selection and Implementation
- Library Automation Software Packages: their study and composition

### Unit-2 Areas of Automation
- Design and development of automated system for Acquisition, Cataloguing, Access to Catalogue (OPAC), Circulation and Serial Control
- Barcode Technology: Meaning, need, purpose and advantages. Types of barcodes: Dumb /Generic barcode and smart barcode – their application.

**Unit-3 Networking and Networks**
- Networking: Concept need and advantages. Basic components of network
- Network Topologies – Star, Ring, Bus, and Tree.
- Wireless Networking.
- Types of Networks – LAN, MAN, WAN.
- Local Area Network – Types and Topologies
- Networks: General and Bibliographic.
- General – ERNET, NICNET, INFONET
- Library Networks: OCLC, BLAISE, JANET, INFLIBNET, DELNET: Their objectives, Functions, Services and Activities.

**Unit-4 Internet**
- Internet: Concept, Features, Services.
- Search Engines – Concept. Types–Search Engines and Meta Search Engines. Advantages in using Search Engines
- Internet Searching: Web Browsers – Purpose, Functions, Facilities available with different Browsers.
- Internet Security
- Internet Reference Sources: Identification, accessing.
- Various sources useful for librarians in providing Reference Services.
- Evaluation of Internet Information Sources – Need, Methods / Techniques

**Unit-5 Artificial Intelligence and Web Designing**

- Artificial Intelligence (AI): Concept and Use.
- Expert Systems / Knowledge based Systems and its application in Libraries and Information Centres.
- Web: Concept, Usefulness. Content Creation for Web.
- Web Design – Methods, Steps.

**Practical: (Internal Evaluation: 30 Marks)**
1. Hands on experience with any one Library Management Software (Creation of minimum 50 records by each student)
2. CD-ROM and Online searching
3. Library and Information Centre web page design and creation (Using MS-Front page)

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# SAURASHTRA UNIVERSITY
## FACULTY OF ARTS
## *Syllabus*

Subject: LIBRARY & INFORMATION SCIENCE
Course Name & No.: RESEARCH METHODS AND STATISTICAL TECHNIQUES
Course Unique Code: **1601340102010300**
External Exam Time Duration: 2.5 Hours

| Name of the Program | Semester | Course Group | Credit | Internal Marks | External Marks | Practical/ Viva Marks | Total Marks |
|---|---|---|---|---|---|---|---|
| M.Lib.I.Sc | 1 | Core | 4 | 30 | 70 | 00 | 100 |

***[Structure of Semester-end Examination***: Total 5 Questions with internal options. Q 1 to 3 Descriptive [Essay, Analytical and Definitional type] Q 4 & 5: Short and One to two line answers] Total Marks: **70.** Time **2.5 Hours.]**
***[Structure for Internal Evaluation***: Assignment of 10 marks, Seminar of 10 marks and Test of 10 marks***]***

## Course Objectives:

- To generate awareness about research along with its types and designs.
- To provide the students basic knowledge of the Research Methods.
- To help them understand data analysis and interpretation
- To develop familiarity with various statistical techniques.
- To understand basics of research reporting

## Course Contents:

**Unit-1 Research**
- Concept, Meaning, Need and Process of Research
- Types of Research – Fundamental and Applied including inter disciplinary and multidisciplinary approach, LIS Research in India.

**Unit-2 Research Design**
- Conceptualisation and Operationalisation
- Types of Research Design
- Identification and Formulation of Problem
- Hypothesis; Nominal and Operational Definition
- Designing Research Proposal
- Ethical aspects of Research
- Literature Search – Print, Non-print and Electronic sources

**Unit-3 Research Methods**
- Scientific, Historical and Descriptive Methods
- Survey Method and Case Study Method
- Experimental Method and Delphi Method

**Unit-4 Research Techniques and Tools**
- Questionnaire, Interview and Observation
- Scales and Check lists
- Library Records and Reports
- Sampling Techniques

**Unit-5 Data Analysis and Interpretation**

- Descriptive Statistics-Measures of Central Tendency; Mean, Mode, Median
- Tabulation and Generalisation
- Measures of dispersion, variance and covariance, correlation, regression
- Standard Deviation
- Graphical presentation of data-bar, pie-line graphs, histograms etc.
- Inferential Statistics

**Unit-6 Research Reporting**
- Structure, Style, Contents
- Guidelines for Research Reporting

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# SAURASHTRA UNIVERSITY
## FACULTY OF ARTS
### *Syllabus*

Subject: LIBRARY & INFORMATION SCIENCE
Course Name & No.: INFORMATION SOURCES, SERVICES AND SYSTEMS IN HUMANITIES & SOCIAL SCIENCES
Course Unique Code: **1601340202010101**
External Exam Time Duration: 2.5 Hours

| Name of the Program | Semester | Course Group | Credit | Internal Marks | External Marks | Practical/ Viva Marks | Total Marks |
|---|---|---|---|---|---|---|---|
| M.Lib.I.Sc | 1 | Elective-1 | 4 | 30 | 70 | 00 | 100 |

*[Structure of Semester-end Examination*: Total 5 Questions with internal options. Q 1 to 3 Descriptive [Essay, Analytical and Definitional type] Q 4 & 5: Short and One to two line answers] Total Marks: *70.* Time *2.5 Hours.]*
*[Structure for Internal Evaluation*: A report on Information Sources of any one selected Discipline]

## Course Objectives:
- To understand the structure and development of the specific subject / discipline in Humanities & Social Sciences.

- To prepare specialised professional manpower in the specific subject / discipline in Humanities & Social Sciences

## Course Contents:

**Unit-1 Study of the specialized subject / discipline**
- Structure and development of the subject/ discipline
- Definition, Terminology,
- Branches and Landmarks in the subject / discipline

**Unit-2 Information Systems**
- Planning, Design and Evaluation of Information Systems

**Unit-3 Database Design**
- Database Design, Creation and Development in the area pertaining to information components of the subject, study of data structure
- Selection of DBMS and Retrieval aspects
- Content creation and development

**Unit-4 Information systems and networks in the subject / discipline**
- Study of information sources services
- Internet – based sources & services

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# SAURASHTRA UNIVERSITY
## FACULTY OF ARTS
## *Syllabus*

Subject:                            LIBRARY & INFORMATION SCIENCE
Course Name & No.:        INFORMATION SOURCES, SERVICES AND SYSTEMS IN
                                        SCIENCES & TECHNOLOGY
Course Unique Code:        **1601340202010101**
External Exam Time Duration:  2.5 Hours

| Name of the Program | Semester | Course Group | Credit | Internal Marks | External Marks | Practical/ Viva Marks | Total Marks |
|---|---|---|---|---|---|---|---|
| M.Lib.I.Sc | 1 | Elective-1 | 4 | 30 | 70 | 00 | 100 |

*[Structure of Semester-end Examination*: Total 5 Questions with internal options. Q 1 to 3 Descriptive [Essay, Analytical and Definitional type] Q 4 & 5: Short and One to two line answers] Total Marks: *70.* Time *2.5 Hours.]*
*[Structure for Internal Evaluation*: A report on Information Sources of any one selected Discipline]*

## Course Objectives:
- To understand the structure and development of the specific subject / discipline in Science & Technology.

- To prepare specialised professional manpower in the specific subject / discipline in Science & Technology.

## Course Contents:

**Unit-1  Study of the specialized subject / discipline**
- Structure and development of the subject/ discipline
- Definition, Terminology,
- Branches and Landmarks in the subject / discipline

**Unit-2  Information Systems**
- Planning, Design and Evaluation of Information Systems

**Unit-3 Database Design**
- Database Design, Creation and Development in the area pertaining to information components of the subject, study of data structure
- Selection of DBMS and Retrieval aspects
- Content creation and development

**Unit-4  Information systems and networks in the subject / discipline**
- Study of information sources services
- Internet – based sources & services

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# SAURASHTRA UNIVERSITY
## FACULTY OF ARTS
### *Syllabus*

Subject:       LIBRARY & INFORMATION SCIENCE
Course Name & No.:   INFORMATION SYSTEMS AND PRODUCTS
Course Unique Code:   1601340502010100
External Exam Time Duration: 2.5 Hours

| Name of the Program | Semester | Course Group | Credit | Internal Marks | External Marks | Practical/ Viva Marks | Total Marks |
|---|---|---|---|---|---|---|---|
| M.Lib.I.Sc | 1 | ICT | 4 | 30 | 70 | 00 | 100 |

*[Structure of Semester-end Examination*: Total 5 Questions with internal options. Q 1 to 3 Descriptive [Essay, Analytical and Definitional type] Q 4 & 5: Short and One to two line answers] Total Marks: *70.* Time *2.5 Hours.]*
*[Structure for Internal Evaluation*: Assignment of 10 marks, Seminar of 10 marks and Test of 10 marks*]*

## Course Objectives:

- To acquaint the students with the activities and services of different Information Systems
- To familiarize the students with information systems at national, regional and global level
- To introduce various information products and services
- To develop familiarity with information providers
- To help them understand and appreciate the concept of library consortia.

## Course Contents:

**Unit-1 Information system**
- Basic concepts, Components, Types, Characteristics of an Information System
- Kinds of Information System: Libraries, Documentation Centres, Information Centres, Data Banks. Information Analysis Centres. Referral Centres, Clearing Houses, Archives, Reprographic and translation Centres – their functions and services.

**Unit-2 National information System**
- Planning and Design
- Concept, Functions and objectives of NATIS, National Information Policy (NIP)
- Planning Design of National Information System (NATIS)
- National Information Systems: NISCAIR, DESIDOC, NASSDOC, NCSI, ENVIS: Structure, functions and services.

**Unit-3 Regional and Global Information Systems**

- RIS: ASTINFO, APINESS and SAARC (SDC).
- GIS: UNESCO-IFAP, INIS, AGRIS, INSPEC, MEDLARS, SPINES, ICSU.

**Unit-4 Information Products and Services**

- Concept, Definition, Types of Information Products;
- Techniques in preparation of abstracting journals, newsletter, bulletins, trend reports and state-of-the-art reports
- Information Products Vs Services
- Information Services – Bibliographic, Document Delivery, Alert (CAS & SDI)
- Marketing of Information Products and Services

**Unit-5 Information Providers**
- IPs: DIALOG, STN, Data Star, UMI, Silver Platter, BLDSC, ISI.
- Library Consortia- concept, purpose. Consortia in India – Infonet, INDEST

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# SAURASHTRA UNIVERSITY
## FACULTY OF ARTS
## *Syllabus*

Subject:                        LIBRARY & INFORMATION SCIENCE
Course Name & No.:              INFORMATION PROCESSING & RETRIEVAL
Course Unique Code:             **1601340102020400**
External Exam Time Duration:  2.5 Hours

| Name of the Program | Semester | Course Group | Credit | Internal Marks | External Marks | Practical/ Viva Marks | Total Marks |
|---|---|---|---|---|---|---|---|
| M.Lib.I.Sc | 2 | Core | 4 | 30 | 70 | 00 | 100 |

**[Structure of Semester-end Examination**: Total 5 Questions with internal options. Q 1 to 3 Descriptive [Essay, Analytical and Definitional type] Q 4 & 5: Short and One to two line answers] Total Marks: **70.** Time **2.5 Hours.]**

**[Structure for Internal Evaluation**: Practical test based on Indexing techniques, Subject Heading List, and Thesaurus 10 marks each, Total 30 marks**]**

## Course Objectives:

- To learn the advanced information processing techniques.
- To develop the capability in retrieving the information by applying different search techniques.
- To introduce the information repackaging and consolidation techniques.
- To develop familiarity with various bibliographic description standards

## Course Contents:

**Unit-1 Information Storage and Retrieval Systems**

- Concept, components, IR tools
- Information Analysis, repackaging and consolidation: Concept, purpose
- Content Creation / Content Development
- Content Analysis: Meaning, Purpose. Application in LICs

**Unit-2 Indexing**

- Concept and processes
- Indexing Languages, types, characteristics
- Vocabulary control – Tools of vocabulary control.
- Thesaurus – Structure and functions. Design / Construction of Thesaurus
- Subject Headings – LCSH and SLSH – Structure and Functions

**Unit-3 Indexing Techniques**

- Pre and post-coordinate indexing
- Chain Indexing, PRECIS. Uniterm, Keyword and Citation Indexing
- Trends in Automatic Indexing
- Automated abstracting and translation

**Unit-4 Bibliographic Description**

- Standards for bibliographic Description: ISBDs, MARC, CCF and MARC 21.
- METADATA: Concept, Use, purpose, functions and overview of protocols and features of different formats- Templates, Dublin Core etc,Use of Metadata
- Data Mining, Data Warehousing
- DIGITAL OBJECT IDENTIFIER (DOI): Concept, Origin, application, principles for issuance of DOI. Application of DOI, DOI Foundation, procedure for registration.

**Unit-5 Information Retrieval**

- Retrieval methods – manual and automated
- Search processes and strategies: Preparation of query, steps in search strategy.
- Strategies: Boolean Logic, Building Block search, Citation Pearl Growing, Successive Facet strategies, Pairwise Facet strategies, Word Proximity, Truncation.
- Search tools – search engines, meta-search engines, Subject directories, specialized data bases
- Criteria for evaluation of IR Systems

**Practice:**
1. Hands on practice with Indexing techniques
2. Hands on experience of using List of Subject Headings and Thesaurus.

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# SAURASHTRA UNIVERSITY
## FACULTY OF ARTS
### *Syllabus*

Subject: LIBRARY & INFORMATION SCIENCE
Course Name & No.: INFORMATION TECHNOLOGY: APPLICATIONS
Course Unique Code: **1601340102020500**
External Exam Time Duration: 2.5 Hours

| Name of the Program | Semester | Course Group | Credit | Internal Marks | External Marks | Practical/ Viva Marks | Total Marks |
|---|---|---|---|---|---|---|---|
| M.Lib.I.Sc | 2 | Core | 4 | 30 | 70 | 00 | 100 |

*[Structure of Semester-end Examination*: Total 5 Questions with internal options. Q 1 to 3 Descriptive [Essay, Analytical and Definitional type] Q 4 & 5: Short and One to two line answers] Total Marks: *70.* Time *2.5 Hours.]*

*[Structure for Internal Evaluation*: Assignment of 10 marks, Seminar of 10 marks and Test of 10 marks*]*

## Course Objectives:

- To generate awareness about ICT and its applications in libraries.
- To provide the students basic knowledge electronic information.
- To help them understand basics of digital libraries
- To introduce communication tools and techniques
- To understand the Internet and concerns about data security

## Course Contents:

**Unit-1 Information Technology**
- Concept, definition and components of IT:
- Computer and Communication technologies
- Overview of computer technology: Hardware and Software
- Client -- Server Technology: Concept, Use and types of Servers

**Unit-2 Communication Technology**

- Telecommunications – Signals: Analog and Digital. Modem – types, use.
- Switching Systems: Concept, Purpose, Types -- Circuit, Message and PSS
- Gateways, Ethernet, Hub/Switches, Ports-USB, serial, Parallel
- Communication Media – Twisted Pair, Coaxial, Optic Fibres, Satellite Communication,

- VSAT, Microwave.
- Wireless Communication: Concept – Networking, WAP / Wireless Internet, WLL, Cellular Communication.
- ISDN- Important concepts

## Unit-3 Electronic Information

- Electronic / Digital Information
- Digitization – Concept, Procedures and Problems
- Input devices – OCR, Scanners, Cameras
- Software and hardware used for digitization.
- Data Compression. Image Formats (JPEG, GIF / BMP).
- Audio Formats (MPEG, MP3, WAV).  Image Editing.
- e-documents: Concept of e-books and e-journals. Trends in Production and availability of e-documents. Impact on Libraries and Information Centres and Users
- Data Communication Concepts – Parallel and Serial; Synchronous & Asynchronous; Simplex, Half Duplex and Full Duplex

## Unit-4 Communication Tools and Techniques

- Communication Tools and Techniques: An overview:
- Telex, fax, E-mail, Tele Text, Videotex, Tele Conferencing, Video Conferencing, Voice Mail. Hyper Text and Hyper Media, Bulletin Board Service
- Markup Languages – HTML, XML, DHTML, and SGML – Features.
- Protocols: Definition, Concept. Types – General - TCP / IP, OSI. Other Protocols: SMTP, Telnet, FTP, HTTP, Z39.50.

## Unit-5 Internet Communication

- Internet Communication: Internet as a communication tool. Facilities for communication. Features and Developments
- Internet Connectivity – Dial up, leased, ISDN, Digital Subscriber Lines (DSL). Bandwidth, Multiplexing.
- Data Security: Concept, need, purpose. Virus – Definition, effect. Security Methods, Firewall, Anti-virus software. SPAM

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# SAURASHTRA UNIVERSITY
## FACULTY OF ARTS
## *Syllabus*

Subject: LIBRARY & INFORMATION SCIENCE
Course Name & No.: MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES
Course Unique Code: **1601340102020600**
External Exam Time Duration: 2.5 Hours

| Name of the Program | Semester | Course Group | Credit | Internal Marks | External Marks | Practical/ Viva Marks | Total Marks |
|---|---|---|---|---|---|---|---|
| M.Lib.I.Sc | 2 | Core | 4 | 30 | 70 | 00 | 100 |

*[Structure of Semester-end Examination*: Total 5 Questions with internal options. Q 1 to 3 Descriptive [Essay, Analytical and Definitional type] Q 4 & 5: Short and One to two line answers] Total Marks: *70.* Time *2.5 Hours.]*
*[Structure for Internal Evaluation*: Assignment of 10 marks, Seminar of 10 marks and Test of 10 marks*]*

## Course Objectives:

- To introduce modern management techniques and its applicability to libraries
- To provide basics of effective management of libraries and information centres.

## Course Contents:

### *Unit-1 Management*
- Management: Concepts, definition, nature and purpose
- Management: Schools of thought
- Management: Styles and approaches
- Functions of management and their relevance to libraries and information centres
- Planning: Concepts, need and purpose , principles of planning, planning process- steps and factors, Types of Plans, Management by Objective

### Unit-2  The Library System
- Systems approach; Library system & its sub systems.
- System analysis & design.
- Project Management PERT/CPM.
- Reengineering. And SWOT
- DFD.

Unit-3  **Decision Making, Organising and Quality Management**
- Decision making: Concept, problems, process, aids, Management Information Systems (MIS)
- Organising: Concept, Models of organisational structure.
- Delegation of authority- Authority, Responsibility and Accountability.
- Organisational Communication: Concept and its role on management
- Quality management: Quality concept, element and application to libraries and information centres. Quality management and standards- ISO-9001 Quality Audit
- Total Quality management: Definition, scope and purpose and application to Libraries and information centres

Unit-4  **Human Resource Management**

- H R Planning, Personnel Policies, Staffing, Standards, Staffing patterns.
- Job Specification, Job Description, Job Analysis & Evaluation.
- Recruitment Procedures, Selection, Training and Development, Inter Personal Relationship
- Work relationships: Supervision, Control, Leadership, Group Dynamics and Performance Evaluation. Managerial Qualities.
- Motivation: Concept and Theories.
- Management of Change: Concept, Need for Change, Impact, Strategies, Organization Culture, Promoting Change

*Unit-5 Financial Management and Collection Management*

- Resource Mobilisation
- Budgeting Methods: PPBS and Zero-based. Budgetary Control.
- Cost Effectiveness and Cost Benefit Analysis.
- Cost Accounting: Concept and Use.
- Outsourcing.
- Collection management: Problems and issues relating to selection, acquisition, maintenance and preservation of books, periodicals and other materials including digital materials.

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# SAURASHTRA UNIVERSITY
## FACULTY OF ARTS
## *Syllabus*

Subject: LIBRARY & INFORMATION SCIENCE
Course Name & No.: ACADEMIC LIBRARY SYSTEM & SERVICES
Course Unique Code: **1601340302020101**
External Exam Time Duration: 2.5 Hours

| Name of the Program | Semester | Course Group | Credit | Internal Marks | External Marks | Practical/ Viva Marks | Total Marks |
|---|---|---|---|---|---|---|---|
| M.Lib.I.Sc | 2 | Elective-1 | 4 | 30 | 70 | 00 | 100 |

*[Structure of Semester-end Examination*: Total 5 Questions with internal options. Q 1 to 3 Descriptive [Essay, Analytical and Definitional type] Q 4 & 5: Short and One to two line answers] Total Marks: *70.* Time *2.5 Hours.]*
*[Structure for Internal Evaluation*: Assignment of 10 marks, Seminar of 10 marks and Test of 10 marks*]*

## Course Objectives:

- To understand the structure and development of the higher education in India
- To understand academic librarianship, its types, collection, HR and finance.
- To prepare specialised professional manpower for academic libraries

## Course Contents:

**Unit-1 University Education**
- University Education in Modern India.
- Higher Education Committees & Commissions.
- UGC and Distance Education.
- Objectives and Characteristics of Higher Education.
- Role of Library in Higher Education.

**Unit-2 Academic Librarianship**
- History & Future of Academic Librarianship.
- University and College Libraries in India.
- Development in pre & post Independence period.
- Role of UGC in development of academic libraries.
- User Education.
- Library Services.
- Library Committee.

**Unit-3 Collection Development**
- Policy, Procedures and Issues relating to selection, acquisition & maintenance of books periodicals and other information sources.
- Collection Evaluation and Stock Verification.

**Unit-4 Personnel Management**
- Nature, Size, Staff Formula, Qualification, Personnel Policies.
- Librarians Status & Responsibilities.

**Unit-5 Financial Management**
- Financial Planning and Control
- Budgets and Budgeting Techniques; Types, Preparation and Analysis
- Resource Generation

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# SAURASHTRA UNIVERSITY
## FACULTY OF ARTS
## *Syllabus*

Subject:                              LIBRARY & INFORMATION SCIENCE
Course Name & No.:        INDUSTRIAL LIBRARY SYSTEM & SERVICES
Course Unique Code:      **1601340302020102**
External Exam Time Duration:  2.5 Hours

| Name of the Program | Semester | Course Group | Credit | Internal Marks | External Marks | Practical/ Viva Marks | Total Marks |
|---|---|---|---|---|---|---|---|
| M.Lib.I.Sc | 2 | Elective-1 | 4 | 30 | 70 | 00 | 100 |

*[Structure of Semester-end Examination*: Total 5 Questions with internal options. Q 1 to 3 Descriptive [Essay, Analytical and Definitional type] Q 4 & 5: Short and One to two line answers] Total Marks: *70.* Time *2.5 Hours.]*
*[Structure for Internal Evaluation*: Assignment of 10 marks, Seminar of 10 marks and Test of 10 marks*]*

## Course Objectives:

- To understand the structure and development Industries in India
- To understand Industrial library system & services
- To prepare specialised professional manpower for Industrial libraries.

## Course Contents:

### Unit-1 Industrial Information
- Definition, scope and use.

- Information Industry and Business

### Unit- 2 Industrial Information Sources
- Identification and Organization

- Utilization and Limitation of Information Sources

### Unit-3   Industrial Information System & Services
- Structure, functions, Services and products of different categories of Industrial Information Systems and Services – Local, National and International

### Unit-4 Information Transfer & Dissemination

- Industry Users & Non-Users
- Information Needs of Users
- User studies
- Information Literacy Programme

**Unit-5 Management of Industrial Information Systems**

- Systems approach- Planning, Objectives
- Organizational Structure
- Functions & problems
- Human Resource Management
- Application of IT on Business & Industrial Information systems

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# SAURASHTRA UNIVERSITY
## FACULTY OF ARTS
## *Syllabus*

Subject:                                LIBRARY & INFORMATION SCIENCE
Course Name & No.:            DISSERTATION
Course Unique Code:          **1601340102020101**

| Name of the Program | Semester | Course Group | Credit | Internal Marks | External Marks | Practical/ Viva Marks | Total Marks |
|---|---|---|---|---|---|---|---|
| M.Lib.I.Sc | 2 | Elective-2 | 4 | 30 | 00 | 70 | 100 |

*[Structure of Semester-end Examination*: Dissertation evaluation and Viva Voce of 70 marks*]*
*[Structure for Internal Evaluation*: Dissertation evaluation of 30 marks by the guide]

## Course Objectives:

- To provide the students basic knowledge of research in the field of LIS
- To help them chose an appropriate research problem for dissertation.
- To help them apply data collection, analysis and interpretation techniques.
- To develop familiarity with application of various statistical techniques.
- To guide the students with basics of research reporting.

## Course Contents:

The dissertation will be based on an approved research problem pertaining to Library and Information Science. Each student will work under the guidance of the teacher of the Department and will submit two copies of the report to the Head of the Department. The evaluation of the dissertation will be conducted by an external examiner jointly with an internal examiner and the Viva Voce will be conducted by an external examiner

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# SAURASHTRA UNIVERSITY
## FACULTY OF ARTS
## *Syllabus*

Subject:                        LIBRARY & INFORMATION SCIENCE
Course Name & No.:              PROJECT WORK
Course Unique Code:             **1601340702020102**

| Name of the Program | Semester | Course Group | Credit | Internal Marks | External Marks | Practical/ Viva Marks | Total Marks |
|---|---|---|---|---|---|---|---|
| M.Lib.I.Sc | 2 | Elective-2 | 4 | 30 | 00 | 70 | 100 |

*[Structure of Semester-end Examination*: Project report evaluation & Viva Voce of 70 marks*]*
*[Structure for Internal Evaluation*: Project report evaluation of 30 marks by the guide]

## Course Objectives:

- To provide the students basic knowledge of research in the field of LIS
- To help them chose an appropriate project.
- To help them apply data collection, analysis and interpretation techniques.
- To guide the students with basics of project reporting.

## Course Contents:

The project work will be based on an approved research problem pertaining to Library and Information Science. Each student will work under the guidance of the teacher of the Department and will submit two copies of the report to the Head of the Department. The evaluation of the Project Report will be conducted by an external examiner jointly with an internal examiner and the Viva Voce will be conducted by an external examiner

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