



Netaji Subhas Open University

PROGRAMME GUIDE

for

Post Graduate Degree in Library and Information Science (MLIS)

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PREFACE

In the curriculum structure introduced by the University for Bachelor Degree Programme/ Post Graduate Degree Programme in various disciplines is equally available to all learners. Instead of being guided any presumption about ability level, it would perhaps stand to reason if receptivity of a learner is judged in the course of the learning process. That would be entirely in keeping with the objectives of open education which does not deliver in artificial differentiation.

Keeping this in view, Self Learning Materials of the programme in different disciplines are being prepared on the basis of a well laid out syllabus. The course structure combines the best elements in model syllabi of UGC in respective subject. It has been so designed as to be upgradable with addition of new information as well as of fresh thinking and analysis. The University has also taken initiatives to prepare the Programme Guide for the benefit of the learners. The Programme Guide will help the learners in completing the course successfully by well designed plan of entire learning process. It also provides different sources of e-Resources.

The more a learner would seriously follow the Programme Guide the easier it will be for her/him to reach out to longer horizons of a subject. If anything remains still difficult to follow, the learners are advised to attend the counselling sessions arranged at designated Learner Support Centres (LSCs) of the University.

Needless to add, a great part of these efforts is still experimental – in fact, pioneering in certain areas. Naturally, there is every possibility of some lapse or deficiency here and there. With the new initiatives of the University, I hope that the Programme Guide would be beneficial to the learners and as well as to the Academic Counsellors. I also welcome suggestions and feedback from the users for its further improvement.

Professor Subha Sankar Sarkar
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Post Graduate Degree in Library and Information Science

1. EXPECTATION FROM THE LEARNERS

Library and Information Science (LIS) is a service oriented profession. As long as there will be aspiration for knowledge and exploration, there will be demand for Library and Information Services. The objectives of such services are to satisfy the information needs in a pinpointed, exhaustive and expeditious way of those who need them to fulfil their specified information requirement. Though the advancement of Information and Communication Technology enhances the service greatly, yet it may comprise of quite complicated processes for which human-touch in providing the service is very crucial. Therefore, the learners of future LIS professionals need to go through an augmented teaching-learning process befitting the profession.

Netaji Subhas Open University as a leading Higher Education Institute offering its academic programmes through Open and Distance Learning mode, delivers programme on Master of Library and Information Science (MLIS). This is a one-year programme incorporating theoretical and practical approaches of the Library and information services.

The learners of MLIS programme of NSOU are all distributed throughout the remote corners in the State of West Bengal. Equipped well with all possible types of support services provided by the university both in physical and digital forms, they are supposed to pursue their study on their own as per the norms of flexibility of the ODL system. They are expected to raise self-motivation towards comprehending the philosophical, theoretical aspects of the Library and Information Science discipline, as well as obtaining the skill for methodical practices for providing Library and Information Services. They are also expected to apply their intuitive knowledge and enthusiasm in coping up with the emerging tools and technologies in their professional domain so that they gain the confidence to serve the diverse groups of information seekers.

2. PROGRAMME INFORMATION

Master of Library and Information Science (MLIS) offered by NSOU is a one-year academic programme. The Board of Study for MLIS Programme is the authority for conducting this programme.

For a learner, once admitted the registration remains valid for a period of maximum 3 (three) years. The eligibility criteria required for taking admission in the programme is Bachelor of Library and Information Science (BLIS) degree from a recognized University or Other Graduate (10+2+3) with at least 300marks of study in Library Science/Library and Information Science/Information Science.

The MLIS programme comprises of nine courses of each 100 marks. The courses include seven compulsory theory papers, one elective paper (for which there are three options of papers), and one paper on dissertation project.

Having achieved practical skill at the BLIS and MLIS level, the learners of MLIS programme are provided with the scope for applying their practical competence while conducting their dissertation work. They may conduct the study in the area of their interest within the purview of the coverage of the discipline. They are provided with the study-guidance from subject experts at their home place.

The learners are offered Self-Learning Materials (SLMs), A/V lectures, Access to the university library for OPAC and reading-room and photocopying facilities. They are also offered well-conducted Personal contact Programmes (PCPs), Special Lecture Programmes, Workshops, Seminars, etc. Such programmes are conducted in a distributed manner, in the University Regional Centres and different Learners Support Centres, so that resources person may reach to them at their doorsteps. Such programmes are delivered by the Faculty Members of Department of Library and Information Science and in some cases guest resource Persons are to be engaged as Academic Counsellors. Moreover, the learners may approach and access any-time online access to the concerned faculty members of the university. Workshop and orientation programmes for Academic Counsellors or other guest resource persons are also organised in regular interval for acquainting them with the teaching-learning activities in ODL system.

3. RECOMMENDED APPROACH

At present, the MLIS learners of the university study their SLMs, listen to online lectures, attend the PCP and SLPs to make their confusion clear and thus continue their study. During all these learning processes, they have to complete their home assignments which are 100 marks question papers for each course of the study. These assignment papers are evaluated by subject experts and returned back to the learners. These help them to assess their study progress, and also carry 20% marks to the term end evaluation. At the end of the academic year the learners have to appear term end examination. The score at term end examination carry 80% of marks. For all eight among nine papers, the learners have to follow this cycle. For Paper nine, which

covers the dissertation work, the learners have to appear a workshop conducted by the concerned department to present his/her proposed study of dissertation, and finally for evaluation of this paper, the learners have to go through a two-steps evaluation process, first to appear the viva voce board (20% of the total score) and Second, evaluation of the dissertation Report (80% of the total score).

The MLIS programme is no doubt designed in a systematic way with the help of physical and digital learning supports. There are certain constraints in part of the learners, for which they may deserve flexibility in their place and pace of learning. The course is designed in a way keeping in view such issues. Having been within the designed structure, and keeping in mind the present days' call for ever-changing tools and technologies, the following approaches may be recommended:

- To regularly update the syllabus;
- To compulsorily incorporate Educational Visits/ Excursions in the syllabus of MLIS to provide them exposure to real-life activities at Library and Information Service Centres;
- To provide the learners more access to blended instructional system in technology-enabled synchronous platforms;
- To provide access to Knowledge Resources at Regional Centres and Learner Support Centres, as the university Library is located in centralised position and the learners are distributed in far-flung areas;
- To establishing Library Technical Processing Laboratory at regional Centres so that more practice components may be incorporated in the syllabus
- To incorporate Hands on Practices for the learners in the programme

4. PROGRAMME OBJECTIVES

Master of Library and Information Science (MLIS) programme is a one-year postgraduate professional programme to deliver accredited teaching-learning process to the intended learners to cope them up with the changing trend of information ecosystem by upbuilding their skill and competence to serve as information professionals and also to boost up their confidence in innovative and research skills.

MLIS Programme of NSOU has been designed and developed at par with the proper guideline provided by the concerned authority to fulfil its mission and objectives. The intended objectives to run such a skill-based professional academic programme may be delineated into two stages, the general or overall objectives and the specified objectives, as stated below:

The objectives in general are

- To learn the role of Library and Information Centres in enhancing the quality of education and culture of a country;
- To know the evolution and the current trend of library and information science profession;
- To know the transformation of the Resources, Services and Products of information and knowledge and the opportunities and challenges of library and information science profession;
- To develop required skills and strategies to cope up with the changing landscape, challenges and opportunities in transformed libraries in 21st century;
- To acquire the skill in managing financial, manpower and other resources in library in library and information centres;
- To know the trends and issues of research in library and information science

- To know the issues in marketing library products and services.

The specific service-oriented objectives are,

- to develop the skill of Collection Development and Management of Knowledge Resources available in different forms and media;
- to develop the skill of applications of web 2.0 and web 3.0 in providing enhanced library services;
- to develop the skill of in promoting intelligent search services and discovery services to e-resources;
- to develop the skill of enhancing remote access to e-resources from anywhere, anytime;
- to develop the skill of managing research data and content in higher educational institutions;
- to develop the skill of developing knowledge management strategies of an institution through its digital library system;
- to develop the skill of application of artificial intelligence and machine learning in library operations and services;
- to understand the structure and dynamics of research activity in different domain of knowledge to provide enhanced information services to the research activities in those areas.
- The Programme objectives have been attuned with the objectives set while designing and developing its course components. Therefore the course objectives need to be delineated, as in the next section.

5. COURSE/PAPER OBJECTIVES

Title of the Course	Objectives
MLIS-1: Information, Communication Society	The objectives of Course/Paper 1 i.e. Information Communication and Society, are to know <ul style="list-style-type: none"> • the role of information in enhancing societal development; • mode of information generation and information communication among different information users in the society; • relation and transformation between data, information, knowledge and wisdom; • marketing of information services and products.
MLIS-2: Information Sources, Systems and Services	The Paper 2 which is titled as Information Sources, Systems and Services is designed to fulfill the following objectives <ul style="list-style-type: none"> • to give an idea of different media of information resources; • to provide an overview of Information Sources, Systems and Services in the disciplines of Humanities, Social Sciences and Science and Technology And in in different Non-disciplinary Subjects; • to discuss about the concepts of information sources and services and their variations; • to study National and International Information Systems and Services.
MLIS-3: Information	The Paper 3 covers Information Processing and Retrieval. The objectives of this paper /course are <ul style="list-style-type: none"> • to provide an idea of Intellectual Organisation of Information, and the mechanisms and tools used for this purpose;

Processing and Retrieval (Theory)	<ul style="list-style-type: none"> to discuss Bibliographic Description and metadata for different media of information sources; to give an idea of Types and Characteristics Indexing Languages and different types of Subject Indexing techniques; to give an idea of modern trend of information retrieval (IR) and different IR models; to provide an overview of evaluation of different IR systems.
MLIS-4: Information Institutions, Products and Services	<p>The 4th course/ paper of the programme is designed as Information Institutions, Products and Services with the objectives</p> <ul style="list-style-type: none"> to provide necessary background information relating to Evolution and Growth of different types of information institutions; to describe the objectives and functions of different types of information institutions, such as information centres, Data Centres and Referral Centres, Information Analysis and Consolidation Centres, etc; to describe the different information products and services and the tools and techniques involved preparing such services.
MLIS-5: Management of Library and Information Centres	<p>Library and Information Centres (LIC) are social, non-profit service-oriented institutions. Such institutions and their resources, to provide efficient services, required to be managed in systematic way. The primary objective of the Paper 5, viz. Management of Library and Information Centres are to give the learners an idea of how to maintain the administration and management of LICs. To achieve this objective the course is arranged to provide</p> <ul style="list-style-type: none"> general perspective of management, including management principle; overview of System Analysis and Control; discussion on Personnel Management; discussion on issues of financial Management;
MLIS-6: Information Technology Application	<p>Information Technology: Applications, the course 6 of the MLIS programme is designed having the basic objective to provide the fundamental concept of logical basis for using technology-enabled tools and techniques in modern libraries and information centres. The objectives covered to attain the basic objective are</p> <ul style="list-style-type: none"> to provide the concept and procedure of implementing Library Automation; to describe Database Management System; to discuss different Operating software and Application Software for enhancing different aspects of i library and information services; To describe different issues of Networking.
MLIS-7: Research Methodology	<p>The course component on research methodology in post graduate syllabus is an essential part to grow and direct the innovative interest of the learners in search for new knowledge or for exploration of new explanation of existing concept or theory in a particular domain. In MLIS programme it is the 7th paper of the syllabus. The major objectives of this course component are</p> <ul style="list-style-type: none"> to introduce the Concept, Need, Purpose of Research and research methodology; to discuss the research design and its various parts and activities; to discuss the issues in communicating research output and to know the objectives and role of different research promotional agencies.

Elective Paper (any one from the following):	
MLIS-8E1: Preservation and Conservation of Library Materials	<p>Preservation and conservation of Information and Knowledge resources are very crucial to sustain the cultural heritage of a nation. Paper 8E1 of MLIS Programme has been designed to offer lessons on Preservation and Conservation of Library Materials for those who are interested to select this elective paper. The objectives of this course are</p> <ul style="list-style-type: none"> • to delineate the Concept of Preservation and Conservation of Library Materials • to discuss causes of damage of library materials • to illustrate different mechanisms for preservation and conservation of different types of information communication media, ranging from primitive manuscripts to modern digital media.
MLIS-8E2: Academic Library System	<p>The course on Academic Library System (Paper 8E2) may be optionally taken by those learners who are interested to know the objectives, purposes and functionalities of different levels of academic libraries. This course is designed with the objectives</p> <ul style="list-style-type: none"> • to define Nature and Characteristics Academic Library and their role in Academic Support System; • to describe Kinds of Academic Library and their objectives and purposes; • to discuss Organization and Management of Academic Library Services.
MLIS-8E3: Public Library System	<p>The course on Public Library System (Paper 8E3) may be optionally taken by those learners who are interested to know the objectives, purposes and functionalities of different levels of public libraries. This course is designed with the objectives</p> <ul style="list-style-type: none"> • to define Nature and Characteristics Public Library and their role in different community in the society; • to describe Kinds of Public Library and their objectives and purposes; • to discuss Organization and Management of Public Library Services; • to introduce the public library system and the policy and legislation in this regard in India, in the UK and in the USA.
MLIS-9: Dissertation	<p>The objectives of conducting a research study and writing the report in this level of post graduate programme are</p> <ul style="list-style-type: none"> • to provide the learners an opportunity to delve into their innovative research interest; • to uncover their authoritative awareness in the subject domain; • to develop writing skill.

6. EXPECTED LEARNING OUTCOME

An academic programme becomes successful and effective when the learning outcome fulfils the objectives of designing such programme. With the said objectives of MLIS programme of NSOU the learning outcome expected are

- to create skilled and competent professionals in the field of library and information science;
- to dedicate their professional career for the development of the subject-domain by catering services in different academic libraries, special libraries, public libraries, research centres, government departments, non-government organisations;

- to develop philosophical value of LIS professionals in providing information service;
- to create a resource pool who will be able to handle and manage the recent developments in the subject domain specially in the ICT environment
- to develop advanced skill in LIS Professionals to Survive in the Changed LIS Environment.

7. EXAMINATION SYSTEM

Continuous evaluation is being conducted in the form of Home Assignments, which are 100 marks question papers for each course of the study. The learners have to solve and submit these papers at their concerned Learner Support Centres. 20% of the score obtained in each paper are to be added to the term end result. At the end of the academic year the learners have to appear term end examination. The score at term end examination carry 80% of marks. Together, each paper carry a score of 100 marks.

8. DETAILED SYLLABUS

8.1. Course structure (Full credit: 900 marks (72 credits))

MLIS-1: Information, Communication Society
 MLIS-2: Information Sources, Systems and Services
 MLIS-3: Information Processing and Retrieval (Theory)
 MLIS-4: Information Institutions, Products and Services
 MLIS-5: Management of Library and Information Centres
 MLIS-6: Information Technology Application
 MLIS-7: Research Methodology
 Elective Paper (any one from the following):
 MLIS-8E1: Preservation and Conservation of Library Materials
 MLIS-8E2: Academic Library System
 MLIS-8E3: Public Library System
 MLIS-9: Dissertation

8.2 Detailed Syllabus

http://www.wbnsou.ac.in/student_zone/courses/school_of_professional_studies/syllabus/Master_Degree_Programmes/MLIS_Syllabus.pdf

9. PRACTICAL/ FIELD WORK/DISSERTATION GUIDELINES

Paper nine of MLIS programme covers the dissertation. To fulfil this paper the learners have to conduct research study as for their Master Degree level. They require conducting an innovative study in their own area of interest within the purview of LIS domain. A Student's Manual for accomplishing the dissertation study and submitting the Study Report is provided to them. After finalising their area, they need to appear a workshop organised by the department of LIS to present his/her proposed study of dissertation, and finally for evaluation of this paper, the learners have to go through a two-steps evaluation process, first to appear the Viva Voce Board (20% of the total score) and Second, to submit the Dissertation Report for evaluation (80% of the total score).

http://www.wbnsou.ac.in/student_zone/courses/school_of_professional_studies/dissertation_guide/20170405_Dissertation_Guidelines_Students_Manual.pdf

10. SOURCES OF E-RESOURCES

Netaji Subhas Open University provides learning contents physically and digitally, such as Self Learning materials, A/V lectures, Tutorial through Social Networking Platform, etc. as much as possible to support its learners in their learning activity. The e-contents provided by the university are available in the university website (wbnsou.ac.in) and may also be accessed through learner friendly Android based mobile application.

In addition to the resources provided by the university a list for further readings and online courses with their external links are provided below. However, the list is not exhaustive, it may immensely help the learners.

Name of the Portal	Web link / Website
National Digital Library of India (NDLI)	https://ndl.iitkgp.ac.in
e-PG Pathshala	http://epgp.inflibnet.ac.in
Shodhganga	https://shodhganga.inflibnet.ac.in
The Consortium for Educational Communication	http://cec.nic.in/cec/
eGyanKosh	http://egyankosh.ac.in
Library and Information Science: A Guide to Online Resources in The Library of Congress >> Researchers >> Virtual Programs & Services	https://www.loc.gov/rr/program/bib/libsci/fulltext.html
NSOU OER Repository	http://nsouoer.krc.net.in/
Directory of Open Access Books	https://doabooks.org/
OCLC: Worldwide, member-driven library cooperative	www.oclc.org
search engine for PDF files	https://www.pdfdrive.com/
Directory of Open Access Books	https://doabooks.org/
Swayam Central	https://swayam.gov.in/
MIT OpenCourseWare	ocw.mit.edu
Online Courses of Harvard University	https://online-learning.harvard.edu/
Coursera	https://www.coursera.org/
Khan Academy	https://www.khanacademy.org/
edX	https://www.edx.org/ edX
Lumen Learning	https://lumenlearning.com/