DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

Vision:

Providing student-centered learning environment by exploring and implementing innovative technologies and services to deliver information and scholarly resources conveniently to strengthen the quality of teaching and research through library services.

Mission:

- To increase the usage of library by adapting user friendly approach with latest technology to transform the library users to excel in the digital era
- To support the coordination among teaching faculty, administrative staff and students to exchange wider interactive information

Certificate Programme in Library and Information Science
(One Year Programme)
(For Students Admitted from 2022-23)

PREAMBLE

The Board of Studies of Library and Information Science revamped the curriculum with the following changes

- Syllabus has been modified in Course I Foundation of Library Information Science and Services
- Syllabus has been modified in Course II Information Processing Practice and Retrieval (Cataloguing & Classification)
- Added one textbook in Course I Foundations of Library and Information Science

Programme Structure

S.No	Subject Code	Name of the Course	Hours	External Marks	Credits
1	FCLI1	Foundation of Library Information Science and Services	30	100	5
2	FCLI2P	Information Processing Practice and Retrieval (Cataloguing & Classification)	50	100	5
		TOTAL	**80**	**200**	**10**

Course 1: Foundation of Library Information Science and Services
(For Students Admitted from 2022-23)

Subject Code: FCLI1   **Hours / week: 30**
                                                           Credit: 5

Course Objectives:

1. To enable students acquire knowledge regarding importance of Libraries in the context of social, economic, political, scientific and technological environment.
2. To enable the students acquire knowledge regarding various Information sources and services and to enable the students understand handling traditional and digital information services

Unit I   **(6 hours)**
Library and Society: Role of Libraries in modern society - S.R.Ranganathan Five Laws of Library Science - Types and Functions of Libraries - Academic, Public, Special and Library Co-operation - Resource Sharing - Library Extension Services.

Unit II   **(6 hours)**
Library Cataloguing: Objectives of Library Cataloguing - Need, Purpose and Functions - Various Sections in a Library- Routine work in Selection, Ordering, Accessioning of Books and Periodicals, Technical, Circulation and Maintenance - Reference Section and Preservation of Documents - Forms and Registers, Stock Verification, Annual Report, Library Buildings, Furniture, Equipment - Library Committee - Professional Ethics of Librarianship.

Unit III   **(6 hours)**
Information Sources: Concept and Definition, Importance and Types: Documentary and Non-Documentary Sources - Primary, Secondary and Tertiary. Reference Sources - Categories - Dictionaries, Encyclopedias, Directories, Yearbooks, Handbooks and Manuals – User Education - Information for rural people information guidance centres.

Unit IV   **(6 hours)**
Reference Services: Concepts, Definition Need and Purpose - Types of Reference Services - Ready Reference and Long Range Reference Services - Initiation to Freshman- Qualities and Qualifications of Reference Librarian. Information Services - Current Awareness Service (CAS), Selective Dissemination of Information (SDI) - Documentation Services - Indexing, Abstracting services.

Unit V   **(6 hours)**
Library Automation: Need for Library Automation - Learning Management System (LMS) example Moodle - Library without Wall - Brief introduction to Digital and Virtual Libraries.

Course Outcomes:

After successful completion of this course, students will be able to
CO 1: Acquire knowledge on library administration
CO 2: Understand the historical development and role of libraries
CO 3: Identify the various types of libraries and resource sharing

CO 4: Understand the different sources of information
CO 5: Understand the different types of information services

Text Books:
1. Richard E.Rubin, Racheal G.Rubin, *Foundations of Library and Information Science,* Facet Publishing, Fifth Edition, 2020.
2. Sachin Chauhan, *Administration of Libraries*, New Delhi, Mohit Publications, 2004.
3. Sarora, *New Dimension in Web-Based Library and Information Services*, New Delhi; Pearl Books, First Edition, 2013.

Reference Books:
1. Umesh, *Changing Role of Modern Libraries*, Raj Publishing House, Jaipur, First Edition, 2006.
2. Ashwini Kumar**,** *Library Management*, SBS Publishers, New Delhi 2006.
3. Dr.Harshad Nirmal, *Digital Library Automation*, Vista Publishers, India, 2013.
4. A.Kaliammal, *Role of ICTs in Library and Information Science*, New Delhi, Authors Press, 2005.
5. Arumina, *Library Science Prospects in 21st Century*, Kilaso Books, New Delhi, 2004.
6. Khalid K. Faruqi, *Library Information Systems and E-Journal Archiving*, New Delhi; Authors Press, First Edition, 2005.
7. Preeti Batra, *Subject Classification and Indexing in Libraries*, New Delhi, Mohit Publication, 2004.

Journals:
1. International Journal of Information Library and Society
2. International Journal of Information Studies and Library

E-Resources:
1. https://ebooks.lpude.in/library_and_info_sciences/DLIS/Year_1/DLIS001_FOUNDATION_OF_LIBRARY_AND_INFORMATION_SCIENCE.pdf

Course II Information Processing Practice & Retrieval
(Cataloguing & Classification)
(For Students Admitted from 2022-23)

Subject Code: FCLI2P   **Hours / week: 50**
                                                            Credit: 5

Course Objectives:

1. To be familiarized with the CC 6th Rev. Edition and DDC 19th Edition
2. To understand the cataloguing and bibliographic description formats

Unit I   **(10 hours)**
Classified Catalogue Code (CCC): Types of Entries - Main Entry - Books involving Single author - Joint Author - Collaborator Author - Corporate Author (Not less than 50 books to be catalogued using each catalogue code)

Unit II   **(10 hours)**

Anglo American Cataloguing Rules - II (AACRII): Single Personal Author - Shared Authorship - Unknown Authorship – Series with Editors - Periodicals publications.

Unit III **(10 hours)**
Colon Classification (CC): Introduction - Fundamental Factors - Class Number - Book Number - Call Number - Common Isolates - Space (Geographical Device) and Time (Chronological Device) - Subject Devices - Systems and Specials - Facets and Intra Array Relations – General Examples - Classification of simple books according to colon classification (Not less than 50 exercises to be done by each scheme of colon classification).

Unit IV **(10 hours)**
Dewey decimal classification (DDC): Introduction to DDC - Schedules and tables - Relative index - Use of the DDC - Classification of simple books according to Dewey decimal classification (Not less than 50 exercises to be done by each scheme of classification).

Unit V **(10 hours)**
Library Automation: An introduction of Automation of Library - Procedural Model of Library Automation - Computerized Acquisition and Cataloguing Subsystems - Computerized Serials Control - Computerized Circulation and Maintenance Systems - OPAC.

Course Outcomes:

After successful completion of this course, students will be able to
CO 1: Recall the library classification scheme.
CO 2: Identify the structure and layout of the classification scheme.
CO 3: Explain the cataloguing and bibliographic description formats.
CO 4: Identify the role of library classification in knowledge organization.
CO 5: Understanding for the changes of cataloguing rule.

Reference Books:
1. S.R.Ranganathan,*Colon Classification*, Ess Ess Publication, Sixth Edition, 2008
2. Melvil Dewey, Joan S Mitchell, *Decimal Classification and Relative Index*, USA; OCLC Online Computer Library Centre, 23rd Edition, 2011.
3. Preeti Batra, *Subject Classification and Indexing in Libraries*, New Delhi; Mohit Publication, 2004.

E-Resources:
1. https://ebooks.lpude.in/library_and_info_sciences/DLIS/Year_1/DLIS002_KNOWLEDGE_ORGANIZATION_CLASSIFICATION_AND_CATALOGUING_THEORY.pdf