

Syllabus

Faculty of Social Sciences

**Library and Information Science
C.Lib. I.Sc.**

**Certificate Course in Library and Information Science
(Half Yearly Certificate Course)
2012-2013**

Gondwana University, Gadchiroli.



गोंडवाना विद्यापीठ, गडचिरोली.

समाज विज्ञान विद्याशाखा

ग्रंथालय व माहिती 'गास्त्र प्रमाणपत्र अभ्यासक्रम

(६ महिन्याकरिता) २०१२-२०१३



Gondwana University Gadchiroli

Direction No. 143 of 2012

Direction governing the examinations leading to the Certificate course in Library and information Science (six month duration Course) in the faculty of Social Sciences

Whereas, The Maharashtra Universities Act. No.XXXV of 1994 (hereinafter referred as the Act) has come into force with effect from 22nd July, 1994 and has amended from time to time.

And

Whereas the board of studies in Library and Information Science in its meeting held on 18.04.2012 at Gondwana University, Gadchiroli resolved to introduce the Certificate Course in Library and Information Science six month duration course degree course recommended for continuation.

And

Whereas the board of studies in Library and Information Science has prepared the syllabi for the Certificate course in Library and Information Science examination and recommended for its implication from the academic session 2012-2013 progressively.

And

Whereas the Dean of the Faculty of Social Sciences concurred with the recommendations of the Board of Studies in Library and Information Science on 09.05.2012 and requested the Vice-Chancellor to take appropriate action for implementation of the same from the academic session 2012-13.

And

Whereas the Vice-Chancellor of Gondwana University, Gadchiroli approved the recommendations of the Board of Studies in Library and Information Science and concurred by the Dean, Faculty of Social Science, for information Certificate Course in Library and Information Science six month duration on behalf of the Academic Council and Management council under section 14(7) of the act and syllabi for the same under section 38(a) of the Act on 2012.

And

Whereas the process prescribed for making ordinance is time consuming,

Now, therefore, I Dr. V.S.Ainchwar, Vice-Chancellor Gondwana University Gadchiroli in exercise of the powers vested in me under section 14(8) of the Act do here by issue the following directions:


01. This direction shall be called "direction governing the examinations leading to the Certificate Course in Library and information science sixth month duration course" in the faculty of social sciences
02. The duration of library and information science will be sixth month duration course and not less than 6 months and there will be university examination at the end of academic session.

03. Subject to the compliance with the provisions of the direction and of any other ordinance in force from time to time and applicant for admission to:

C.Lib.I.Sc Examination shall:

- i) Have passed the higher secondary school certificate examination of the Maharashtra State Board of Secondary Education of any division or an examination recognized as equivalent there to with English as one of the subjects of passing and in such subjects and with standards of attainments as may be prescribed: and.
 - ii) Have since passing the Higher secondary school certificate examination prosecuted a regular course of study for a period not less than 6 months in any recognized institute.
04. The examination leading to the Certificate Course in library and information science shall be held twice a year at such places and on such dates as may fixed by the university.
 05. The examination fee shall be as prescribed by the university from time to time.
 06. The scope of subjects shall be as indicated in the syllabus.
 07. The number of papers/ practical and the maximum marks assigned to each paper / practical and the minimum marks and examinee must obtain in order to pass the examinations shall be as indicated in appendix A.
 08. An examinee that either does not pass or fail to present him at the examination shall be eligible to appear at any subsequent examination without prosecuting a regular course study.
 09. An examinee failing the examination but obtaining not less than 40% of the marks in theory ~~in~~ the subject shall be exempted from appearing at subsequent examination in that subject. *paper of*
 - i) Examinees securing 50% or more marks in Practical part of the examination shall be exempted from appearing in that part at a subsequent examination.
 - ii) An examinee passing the examination as a whole in the minimum, prescribed period and obtaining the prescribed number of places in the first or second division shall be arranged in order of merit.
 10. The examinees who are successful in Certificate course in Library and Information science examination and have obtain 60% or more marks in the aggregate of the C.Lib.I Sc examination shall be placed in the first division, those obtaining less than 60% but not less than 50% shall be placed in the second division.
 11. Provisions to the award of grace marks for passing and examination, securing higher division/class and for securing distinction in the subject(s) shall apply to the examination.
 12. Notwithstanding anything contrary in this Direction, no persons shall be admitted to this examination, if he has already passed the same from this university or of any other statutory university.
 13. Examinee's successful at the final examination shall on payment of the prescribed fees, be entitled for the award of the Certificate in the prescribed from signed by the Registrar.
 14. This direction shall come into force from the academic session 2012-13 and shall remain in force till the relevant ordinance comes into being in accordance with the provisions of the Act.

Gadchiroli
Dated:


(Dr. V.S.Ainchwar)
Vice-Chancellor

Faculty of Social Sciences
Library and Information Science
Certificate Course in Library and Information Science
(Half Yearly Certificate Course)
2012-2013

Eligibility

Examination leading to the certificate course in Library and Information Science

ग्रंथालय व माहिती शास्त्र प्रमाणपत्र अभ्यासक्रम

01. Examination leading to the certificate course in Library and Information science shall be held twice a year by the University and the course for the examination shall be of four and half months duration.
02. Every applicant for admission to the Certificate course in Library and Information science shall have passed the higher secondary school certificate examination of the Maharashtra state board of secondary education or an examination recognized as equivalent there to with English as one the subject of passing and in such subjects and with standard of attainment as may be prescribed the : and

Have since passing the higher secondary school certificate examination prosecuted regular course of study for a period of not less than four and half months in recognized college or institution.
03. The examination of certificate course shall consist of two parts, namely part I theory and part II practical.

Pattern of Question Paper on the unit system

The pattern of question paper as per unit system will be broadly based on the following pattern:

The syllabus has been divided into units equal to the no. of question to be answered in the paper. On each unit there will be two questions a long answer type with an internal choice and the students will have to solve any one.

Five questions will be carried equal 12 marks and sixth questions will be carried 15 marks. The type of sixth questions is short answered type and will be comprises of all units.

The student will have to solve 3 short answers out of 5 in sixth questions and each

short question carried five marks.

Faculty of Social Sciences
Library and Information Science
Certificate Course in Library and Information Science
(Half Yearly Certificate Course)
2012-2013

Objectives of the Course:

- To offer basic knowledge and understanding of Library and Informal Science.
- To get familiarize with work flow of the School, Junior College and Public Libraries and Information Centers.
- To make the students understand the Computer basics and their application

The examination shall consist of two parts, namely:

Part I - Theory

Part II - Practice

Appendix A

Part I: Theory

Paper	Title of Paper	Maximum Marks	Minimum Marks
I	Foundation and Management of Libraries	75	23
II	Classification and Subjects Indexing	75	23
III	Cataloguing and Bibliography	75	23
IV	Information Services and Sources	75	23
V	Computer Applications in Libraries.	75	23
Total...		375	125

115

Part II: Practice

Paper	Title of Paper	Maximum Marks	Minimum Marks
VI	Practical Test in Classification based on DDC Latest Ed.	100	150
VII	Practical Test in cataloguing based on AACR 2	100	
VIII	Viva –Voce Information sources services	50	
	Term of Work Consisting of	50	
	i- A Class work in classification	15	
	ii- Class Work in cataloguing	15	
	iii- Class work in Information work and services	10	
	iv- Report on Library visits	10	
Total...		300	150
Grand Total Part I and II		675	275

SYLLABUS

Certificate Course in Library and Information Science

The written examination will consist of five papers each of three hours duration. The marks for each paper will be in accordance with Marks given in Appendix A.

Part I

Theory (Written Examination)

Paper I

Foundation and Management of Libraries

Unit I: Fundamentals of Librarianship and Society

Types Libraries - Academic Libraries, Public Libraries and Special Libraries
Functions of a Library
Five Laws of Library Science

Unit II: Library Organization

Organizational Structure of a Library
Sections of a modern Library Building and Equipment
Library Rules and Library Committee

Unit III: Work flow in Libraries

Selecting of reading material Policies and procedures
Acquisition, Technical processing of reading material
Circulation & Maintenance
Preservation and Stock verification

Unit IV: Management

Functions and principles of Scientific Management
Personnel Management Budgeting Budget preparation
Types of Reports and their preparations

Unit V: Legislation and Extension

Library Movement and Library Associations
Library legislation with Special reference to Maharashtra Public Libraries Act (1967), Publicity and Extension activities in Libraries.

Books Recommended for Study

1. Mittal, ILL. Library Administration: Theory and Practice, New Delhi: Metropolitan Book Company, 1996.

2. Pswar, B.S. and Vyas, S.D. Library Management, New Delhi: B.R Publishing Corporation, 1986.
3. Faruqui Khalid, F (ed) Planning Budget in Libraries, New Delhi: Anmol Publications, 1997.
4. Krishna Murthy, R. Library Administration & Resources, New Delhi: Common Wealth Publishers, 1997.
5. Lahiri, R Management of Libraries Concepts and Practices, New Delhi: Ess Ess Pub, 1996.
6. Ranganathan, S.R. Library Administration Madras: Asia Publishing House, 1959.
7. Ranganathan, S.R. *Five Laws of Library Science*, Madras Library Association, Madras: 1967
7. Khanna, J.K. Fundamentals of Library Organization, New Delhi: Ess Ess Publication, 1984.
8. Mukherjee, S.K, and Sengupta, B, Library Organization and Library Administration, 2nd ed. Calcutta: The World Press Private Ltd., 1977.
9. Mittal, RL. Library Administration: Theory and Practice, New Delhi: Metropolitan, 1996.
10. Krishan Kumar. Library Administration.
11. Krishan Kumar. Library Manual
12. Evans, E. Management Techniques for Libraries. New York, Academic Press Inc. 1984
- Narayanan, G.J. Library Management and Information on Management New York Delhi, PrinticeHall of India, 1991.
13. **Khan**, M-A. The Principles and Practice of Library Science, New Delhi: Sarup & Rons. 1996
15. Jain, M.K. Library Manual: A Practical Approach to Management, New Delhi: Shipra Publication, 1996
16. Sehgal, RX. Guide to Library and Information Science, New Delhi: Ess Ess Publications, 1999
17. Koontz, H and Weithric, H. Essentials of Management. 5th ed. New Delhi, Tata McGraw-Hill Publishing Co. Ltd., 1998
18. Jain, P.B. and Others. Sulabh Granthalaya Shastra. Vishwa Publishers and Distributors, Nagpur, 2001. (in Marathi).
19. भागवत, ग्रंथालय व्यवस्थापन, यूनीव्हर्सल प्रकाशन, पुणे

Paper II

Classification and Subject Indexing

Unit I: Purpose of Classification

Purpose and Functions of Classification.
Principles of Classification
Book Classification
Rules for classifying books

Unit II Study of Different Schemes of Classification

Dewey decimal classification
Colon Classification
Universal Decimal Classification (out line only)

Unit III: Notation and Canons

Types and Role of Notation
Canons of Classifications
Enumerative and Analytic Synthetic Classification Scheme

Unit IV: Indexing

Subject Heading Lists – Sears
Subject Indexing - Concepts

Unit V: Information Retrieval

Chain Indexing
Mechanized Subject Indexing

Books Recommended for Study

1. Dhyani, P. Library Classification, Theory and Principles New Delhi: Vishva Prakashan, 1998.
2. Krishan Kumar, Theory of Classification, 5th ed. New Delhi: Viaks Publication, 1996.
3. Kumar, P.S.G. Practical Guide to DDC 20: Nagpur, Dartasons, 1990
4. Satijia, M.P. and Goswami, J.P. Exercises in the 21st edition of DDC, New Delhi: Sterling Pub. Pvt. Ltd, 1998. Bavakutty, M. Conon's of Library Classification, Raivandrum: Kerala Library Associations, 1981.
5. Satijia, MP. Manual of Practical Colon Classification New Delhi: Sterling Publishers, 1997.
6. Marcella, R A New Manual of Classification, Delhi: Jaico Publications, 1997.
7. Husain, S. Library Classification; Facets and Analysis, New Delhi. Tal McGraw Hill, 1993.
8. Khedkar, A Dewey Decimal Classification (Practical): In Introduction Vishwa publishers and Distributors, Nagpur. 1998. (Marathi).
9. Kumar, P.S.G. Knowledge Organization, Information Processing and Retrieval. New Delhi. B.R. Publishing House, 2003.
10. Ranganalhan, S.R. Classification and Communication, Bangalore:
11. Sarada Ranganathan Endowment for Library Science, 1989.
12. Hingve, K.S. Granthalaya Vergikaran, Pune: Suvichar Prakashan, 1974
13. Khanna, J.K. Handbook of Library Classification System, New Delhi: Beacon Books, 1997
14. Coates, E.J. Subject Catalogue Heading and Structure, London: Library Association, 1961.
15. Campbell, M. Cataloguing of Non Book Material, USA: University Microfilms, 1965.
16. Shera, J.H Classified Catalogue Basic Principles to Practice, Chicago: A.L.A.. 1956.
17. Girija Kumar and Krishan Kumar. Bibliography, New Delhi: Vikas Pub, 1990.
18. हिंगवे. क. श. ग्रंथालय वर्गीकरण, सेवचार प्रकाशन पुणे,
19. महाजन "ग.ग. कोलन वर्गीकरण तात्वीक, पुणे विद्यार्थी गृह प्रकाशन, पुणे.
20. सातारकर, सु. प्र. ग्रंथ वर्गीकरण तात्वीक, मराठवाडा विभाग ग्रंथालय संघ, औरंगाबाद

Paper III

Cataloguing and Bibliography

- Unit I Library Catalogue**
Library Catalogue: Purpose and functions, Inner and outer forms of Library Catalogue, Reading a Book Technically
- Unit II Catalogue entries**
Kinds of entries in a Catalogue
Method of arrangement of Catalogue entries
Filing of Cataloguing Cards
- Unit III Bibliography**
Definition, Concept and growth of Bibliography, Difference between Catalogue and Bibliography, Kinds of Bibliographies: Systematic Bibliography
- Unit IV Codes and Standards**
Anglo American Cataloguing Rules
Classified Catalogue Code
- Unit V Organization of Catalogues and Bibliographies**
Guidance in the use of Library Catalogue
Organizing cataloguing Department
Centralized, Cooperative, and Union catalogues
Modern Trends in Cataloguing

Boors Recommended for Study

1. American Library Association Anglo American Cataloguing Rules 1967, North American Text, Chicago: A.L.A, 1967.
2. Ranganathan, S.R, Classified Catalogue Code, 5th ed. Bombay. Asia publication House, 1964.
3. Kumar, P.S.G. and Mohammad. Riaz. Cataloguing: Theory and Practice, New Delhi: S. Chand & Co., 1999.
4. Girija Kumar and Krishan Kumar. Cataloguing, New Delhi: Vikas Publications, 1986
5. Tripathi, S.M. Modern Cataloguing theory and practice, Agra: ShivalaJ Agrawal, 1969.
6. Horner, I, Cataloguing, London: Association of Assistant Librarian, 1970.
7. Mahajan, S.G. Granthalayan Talikikaran Prathyakshika. Vol. I, Pune. Maharashtra Vidyapith Granth Nivedhi Mandal, 1974.
8. Tripathi, S.M. & Showkeen, N.S. Prasuchirkaran Siddantatha Multalva. Agra: Y.KL Publishers, 97.
9. Sengupta, B.K. Cataloguing : Its Theory and Practice, 3rd ed, Calcutta: World Press, 1974.
10. Chakraborty, A.K Bibliography: theory and practice, Calcutta: World Press. 1987.
11. Pande, S.K. Sharma Pusthakalaya Siddantha. Delhi: Satsahifya Prakashan.
12. Coates, E.J. Subject Catalogue Heading and Structure, London: Library Association, 1961.
13. Campbell, M. Cataloguing of Non Book Material, USA: University Microfilms, 1965.
14. Shera, J. H, Classified Catalogue Basic Principles to Practice, Chicago: A.L. A., 1956.
15. Girija Kumar and Krishan Kumar. Bibliography, New Delhi: Vikas Publications, 1990.

Paper IV

Information Services and Sources

- Unit I Information Services**
Reference Services

- Long range and Ready reference service Information and Information Services CAS, SDI, Translation Service
- Unit II** **Documentation Services**
Document, Different kinds of Documents Abstract and Abstracting Service and Indexing Services News Paper clipping services
- Unit III** **Information Sources**
Types Reference Sources
Organizations and Institutions as Sources of Information
Internet as a Source of Information
Criteria of Evaluation of Reference Sources
Steps in Evaluation of Reference Source
- Unit IV:** **Evaluation of Reference Sources (Conventional)**
Dictionaries Encyclopedias Bibliographies; Directories, Biographies, Geographical Sources, Annuals and Almanacs, etc.
- Unit V:** **Brief Study of information Centers**
NISCAIR, NASSDOC, IASLIC, ILA, UNESCO etc.
Modem Information dissemination methods; E-mail, fax, Document Delivery and Services etc.

Books Recommended for Study

1. Krishana Kumar. Reference Service. 5th rev. ed. New Delhi: Vikas Publishing House, 1996.
2. Sharma, J.S. and Grover, D.R. Reference Service and Sources of Information. New Delhi: Ess Ess Publications, 1987.
3. Mukherjee, A.K. Reference work and its tools, 3rd ed. Calcutta: World Press, 1975.
4. Katz, W.A. Introduction to Reference work. Vol I and II, 6th ed. New York: McGraw Hill Book Co., 1992.
5. Ranganathan, S.R. Documentation, generic and development. New Delhi: Viaks Pub. House, 1973.
6. Guha, B. Documentation and Information. 2nd ed. Calcutta: World Press, 1983.
7. Bose, H.C. Information Science, Principles and Practice, 2nd ed. Delhi: Sterling, 1993.
8. Vishwanathan, C.G. Elements of Information Science, New Delhi: Today and Tomorrow, 1976.
9. Bhatt, ST. G. Pralekhan Parichaya, Nagpur: Maharashtra Rajya Grantha Niramiti Mandal, 1977.
10. Chaturvedi, D. Sandarbha Seva Ke Vividha Ayam, Mumbai: Himalaya Publishing House, 1993.
11. Tripathi, S.M. Sandarbha aevam suchana seva ken avian ayam (New Dimensions of Reference / Information Services), Agra: Y.K. Publishers, 1993.
12. Sood, S.P. (ed). Pralekhan evam suchana vigyan, Jaipur Raj Publishing House, 1994
13. Ranganathan, S.R. Reference Service, 2nd ed. Bangalore: Sarda Ranganathan Endowment for Library sScience, 1961 (Reprint 1992).
14. Walford, A.J. (ed). Concise Guide to Reference materials, London: Library Association, 1981.
15. Foskett, D.J. Information Service in Libraries, New Delhi: Anmol Publications, 1994.
16. Sengupta, B. and 'Others. Documentation and Information Retrieval. Calcutta: World Press, 1977
17. नरगुंदे रेवती, प्रलेखन आणि माहितीशास्त्र, यूनीव्हर्सल प्रकाशन, पुणे
18. करमरकर प्र, ग्रंथालयीन संदर्भसेवा यूनीव्हर्सल प्रकाशन, पुणे
19. ज्योती अनंत, ग्रंथालयीन संदर्भ सेवा यूनीव्हर्सल प्रकाशन, पुणे
20. फडके, द.ना. ग्रंथालय संगणकीकरण आणि आधुनीकीकरण यूनीव्हर्सल प्रकाशन, पुणे
21. कापडे डी.जे., माहिती सेवा आणि साधने, रजनी प्रकाशन, नागपूर

Paper V

Computer Applications in Libraries

- Unit I:** **Information Technology**

Definition, Need, Scope, Objectives of Information Technology.

- Unit II: Computers and Development**
Historical Development
Components of a Computer (Block Diagram)
Classification of Computers
- Unit III: Computer Hardware**
Hardware - Digital, Analogous
Main Memory - RAM ROM
Auxiliary Memory - Magnetic Tapes, Magnetic Discs, CD-ROM
Input and Output Devices
- Unit IV: Software**
Definition of software
System Software and application software
Operating system
MS DOS
Windows
UNIX, **Application Software** MS- Word, MS-Excl & MS-Power point
- Unit V: Computer Applications**
Library Software, CDS-ISIS, SOUL
Automated Housekeeping Functions : Acquisition, Cataloguing, Circulation and Serials Control
e-mail and Internet Facilities

Books Recommended for Study

1. Kumar, P.S.G. Computerization of Indian Libraries, New Delhi. BR. Publishing, 1987
2. Norton, P. DOS guide, New Delhi: Prentice Hall of India, 1996
3. Raman Nair, R. Basics of CDS/ISIS for DOS, New Delhi. Ess Ess Publications, 1999
4. Norton P. and Mueller, J. Complete Guide to Windows 95, 2nd ed. New Delhi: Tech Media, 1999
5. Tseng, G. and Others. The Library and information professional guide to the Internet, London: Library Association Publishing, 1996
6. Goal M.K. Let's Learn - Internet, New Delhi: Sterling Publishers, 1999.
७. फडके, द.ना. ग्रंथालय संगणकीकरण आणि आधुनीकीकरण यूनीव्हर्सल प्रकाशन, पुणे

Part II

Practices

Paper VI

- Unit VI: Syllabus for Practice in Classification according to DDC**

1. Simple Subject
2. Common isolates
3. Compound Subject
4. Complex Subject

Unit VII: Syllabus for Practice in Cataloguing

1. Personal Author
2. Pseudonymous author
3. Joint author, Multiple Author
4. Editor
5. Corporate author Govt., Institutions, Conferences

Unit VIII: VIVA-VOCE

Information Sources and Services Practical's

- Study of various Reference Sources with special reference to India,
- Evaluation of selected Standard Reference Books, frequently used in reference work.
- Find out Information from standard Reference sources.
- Familiarity with structure of selected abstracting and Indexing services.
- Developing skills in literature search by using abstracting and Indexing services.

List of Information Sources for Evolution and Information Queries

Encyclopedias

- 1 New Encyclopedia Britannica
- 2 Encyclopedia Americana
- 3 International Encyclopedia of Social Sciences
- 4 McGraw Hill Encyclopedia of Science and Technology
- 5 Van Nostrand's Scientific Encyclopedia
- 6 Encyclopedia of Library and Information Science

Dictionaries

- 07 Webster's Third New International Dictionary' of English Language
- 08 The Oxford English Dictionary
- 09 Language Dictionaries
- 10 Bi-lingual and Polyglot Dictionaries
- 11 Dictionaries of Synonyms and Antonyms.

Year Books and Almanacs

- 12 Statesman's Year Book
- 13 Europe World Year Book
- 14 India: A Reference Annual
- 15 Manorama Year Book
- 16 World Almanac and Book of Facts

Directories

- 17 World of Learning
- 18 Universities Handbook
- 19 Director)' of Scientific Research Institutions in India & Directory of Library of Libraries in India
- 20 Kothari's Industrial Directory of India.

Biographical Sources

- 21 International Who's Who
- 22 India Who's Who
- 23 Dictionary of National Biography, Ed by S.P. Sen
- 24 Who's' Who of Indian Writers