

# **Diploma in Library and Information Sciences**

## **PROGRAMME GUIDE**

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## INTRODUCTION

Library and information science (LIS) is a universal academic, intellectual and industrial field with a large international approach. As per human perspective, LIS includes library and information professionals, the information industry people, students, academics and researchers. The field has a strong background of teaching, education and research development, standards, networks and distribution throughout the globe. Library and Information Science is a profession that is full of people passionate about making a optimistic change in the society. DLIS impart elementary knowledge, understand about different aspects of Library Science, concept of library and librarianship and understand the basic principles and laws of library science.

## ACADEMIC OBJECTIVES

1. The students will be prepared to take up the challenges of the information society in future.
2. To impart elementary knowledge to students about different aspects of Library Science, thus preparing them for jobs of Semi- professional nature in all types of libraries.

**PROGRAMME CODE: 4K2H-S**

## **DURATION OF THE PROGRAMME**

**Minimum Duration: 1 year**

**Maximum Duration: 2 years**

## **MEDIUM OF INSTRUCTION/EXAMINATION**

Study Material may be made available in English medium. However, a student has the option of writing the Exam in English/ Hindi/Punjabi language except for **DCAP101 “BASIC COMPUTER SKILLS”**, **DLIS013 “KNOWLEDGE ORGANISATION: CLASSIFICATION PRACTICE”** and **DLIS015 “KNOWLEDGE ORGANISATION: CATALOGUING PRACTICE”** courses which are to be attempted only in English Language.

# PROGRAM SCHEME

COURSE CODE	COURSE TITLE	CREDITS	CA	ETE	ETP
<b>TERM 1</b>					
DCAP101	BASIC COMPUTER SKILLS	4	30	40	30
DLIS011	FOUNDATION OF LIBRARY AND INFORMATION SCIENCE	4	30	70	0
DLIS012	KNOWLEDGE ORGANIZATION: CLASSIFICATION AND CATALOGUING THEORY	4	30	70	0
DLIS013	KNOWLEDGE ORGANIZATION: CLASSIFICATION PRACTICE	4	30	0	70
<b>TERM 2</b>					
DLIS014	LIBRARY ADMINISTRATION AND MANAGEMENT	4	30	70	0
DLIS015	KNOWLEDGE ORGANIZATION: CATALOGUING PRACTICE	4	30	70	0
DLIS016	INFORMATION SOURCES AND SERVICES	4	30	70	0
DLIS017	LIBRARY AUTOMATION	4	30	70	0

Course Code:	<b>D</b>	<b>C</b>	<b>A</b>	<b>P</b>	<b>1</b>	<b>0</b>	<b>1</b>	Course Title:	<b>BASIC COMPUTER SKILLS</b>
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**COURSE CONTENTS:**

<b>WEIGHTAGE</b>		
<b>CA</b>	<b>ETE (Pr.)</b>	<b>ETE (Th.)</b>
<b>30</b>	<b>30</b>	<b>40</b>

<b>Sr. No.</b>	<b>TOPICS</b>
<b>1.</b>	<b>Computer Fundamentals:</b> Characteristics & Generation of Computers, Block diagram of Computer <b>Data Representation:</b> Binary Number System, Octal , Hexadecimal and their Conversion.
<b>2.</b>	<b>Memory:</b> Types, Units of memory , RAM , ROM , Secondary storage devices–HDD , Flash Drives , Optical Disks: DVD <b>I/O Devices–</b> Keyboard, Mouse, LCDs, Scanner, Plotter, Printer & Latest I/O devices in market
<b>3.</b>	<b>MS Windows:</b> Desktop, My Computer, Files and folders using windows explorer; Control Panel, Searching Files and folders.
<b>4.</b>	<b>MSWord:</b> Introduction, Environment, Help, Creating & Editing Word Document. Saving Document, Working with Text: Selecting, Formatting, Aligning & Indenting.
<b>5.</b>	<b>MSWord:</b> Finding Replacing Text, Bullets & Numbering, Header & Footer, Working with Tables, Properties Using spell checker, Grammar, Auto Correct Feature, Synonyms and Thesaurus.
<b>6.</b>	<b>MSWord:</b> Graphics: Inserting Pictures, Clipart, Drawing Objects, Using Word Art. Setting page size and margins; Printing documents. Mail Merge Practical.
<b>7.</b>	<b>MS-Excel:</b> Environment, Creating, Opening, & Saving Workbook. Range of Cells. Formatting Cells, Functions: Mathematical, Logical, Date Time, AutoSum
<b>8.</b>	<b>MS Excel:</b> Formulas. Graphs: Charts. Types & Chart Tool Bar. Printing: Page Layout, Header and Footer Tab.
<b>9.</b>	<b>MS Power Point:</b> Environment, Creating and Editing presentation, Auto content wizard, using built-in templates <b>MS PowerPoint:</b> Types of Views: Normal, Outline, Slide, Slide Sorter, Slide Show, Creating customized templates; for matting presentations Graphics: AutoShapes, adding multimedia contents, printing slides
<b>10.</b>	<b>Internet:</b> Basic Internet terms: Web Page, Website, Homepage, Browser, URL, Hypertext, ISP, Web Server Applications: WWW, e-mail, Instant Messaging, Internet Telephony, Video conferencing, Web Browser & its environment

## **LABORATORY WORK:**

1. Hardware familiarizing with various I/O Peripheral devices, storage devices.
2. Familiarity with DOS, Implementing various internal and external commands in DOS.
3. **MS Windows:** Familiarizing with windows operating system; using built-in accessories; managing files and folders using windows explorer; working with control panel; installing hardware and software.
4. MS-Office (or any other Office Suite), meaning and features, its components.
5. MS-Word (or any other word processor): Creating Document Files, Saving, Closing Files, Page Settings and Formatting Text. Spell Checking, Thesaurus, Creating Tables, Adding rows, columns. Printing Documents, Setting Print Settings, creating labels and mail merge, taking Printouts
6. Ms-Excel –Working with worksheet, formulas & functions, Inserting charts, Printing in Excel
7. MS Power Point- Views, Designing, viewing, presenting & Printing of Slides.
8. Internet: Navigating with Internet Explorer; surfing the net, using search engines; using email facility.

## **READINGS: SELF LEARNING MATERIAL.**

### **ADDITIONAL READINGS:**

1. IITL Education Solutions Limited, "Introduction to Information Technology", Pearson Education, New Delhi
2. SAMS Teach Yourself Microsoft Office 2003 by Greg Perry
3. Peter Norton, "Introduction to Computers", Tata McGraw Hill Company, New Delhi.
4. Alexis Leon, Mathews Leon, "Fundamentals of Information Technology", Leon Tech world.

<b>Course Code</b>	<b>D</b>	<b>L</b>	<b>I</b>	<b>S</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>Course Title</b>	<b>FOUNDATION OF LIBRARY AND INFORMATION SCIENCE</b>
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<b>Weightage</b>		
<b>CA</b>	<b>ETE (Th.)</b>	<b>ETP</b>
<b>30</b>	<b>70</b>	<b>0</b>

**Course Content:**

<b>Sr. No.</b>	<b>Content</b>
<b>1</b>	<b>Concept of Library:</b> Definition, Need, Purpose, Functions. Five Laws of Library Science.
<b>2</b>	<b>Place of Library in Dissemination of Information:</b> Changing role of library in socio-economic development, education and recreation.
<b>3</b>	<b>Library Cooperation:</b> Definition, types, levels. Resources sharing and networking. Library Extension Services.
<b>4</b>	<b>Types of Libraries:</b> Public, Academic, Special and National. (Definition, purpose and functions of each type of library.)
<b>5</b>	<b>Library Without Wall:</b> Brief introduction to digital and virtual libraries.
<b>6</b>	<b>Library Associations in India, U.K and USA:</b> ILA, IASLIC, CILIP, SLA.
<b>7</b>	<b>Library Legislation:</b> Need, purpose and factors. A brief account of its present position in India.
<b>8</b>	<b>Copyright Act:</b> Copyright Act, Press and Registration Act and Delivery of books (public libraries Act).
<b>9</b>	<b>Library Profession:</b> Librarianship as a profession, Professional ethics.
<b>10</b>	<b>Promoters of Library and Information Services:</b> RRRLF, UNESCO, IFLA

## **READINGS: SELF LEARNING MATERIAL (SLM)**

### **ADDITIONAL READINGS:**

1. Ranganathan (SR): Five laws of Library Science, Ed 2, 1957.
2. Lock (RN): Manual of library Economy: A conspectus of professional librarianship for students and Practitioners. London: Clive Bingley, 1977
3. Harrison (KC): First step in librarianship: a Student's guide. Ed 5. London: Andre Deutsch, 1980.
4. Mittal (RL): Public library law: an international survey, Delhi: Metropolitan, 1971
5. India Advisory Committee for libraries: Report, 1971
6. Gates (JK) Introduction to librarianship. Latest Ed.
7. Ranganathan (SR) and Neelameghan (A): Public library system.
8. Gardner (Frank M): Public library legislation: a comparative study, 1971
9. Kelly (Thomas): History of public libraries in Great Britain, 1845-1975. 1977.
10. Jefferson (G): Library cooperation. Latest Ed.
11. Venkatpaiah (V): Indian library legislation, 2 Vol. Delhi: Daya, 1990.
12. Butler, P. Introduction to library science.
13. Narayana, (GJ): Library and information management.

<b>Course Code</b>	<b>D</b>	<b>L</b>	<b>I</b>	<b>S</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>Course Title</b>	<b>KNOWLEDGE ORGANIZATION: CLASSIFICATION AND CATALOGUING THEORY</b>
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<b>Weightage</b>		
<b>CA</b>	<b>ETE (Th.)</b>	<b>ETP</b>
<b>30</b>	<b>70</b>	<b>0</b>

### **COURSE CONTENTS:**

<b>Sr. No.</b>	<b>Topic</b>
<b>1</b>	Concept Of Library Classification: Definition, Need, Purpose.
<b>2</b>	Theory of Subjects: Basic, Compound and complex subjects.
<b>3</b>	Notations: Need ,Purpose and qualities, Five Fundamental categories, Devices
<b>4</b>	Classification Schemes : CC,DDC, UDC
<b>5</b>	Concept of Call Numbers : Class Number,Book Number ,Collection Number.
<b>6</b>	Classification Cannon/Principles of Ranganathan.
<b>7</b>	Library Cataloguing: Meaning, need and purpose. Physical forms and types of library catalogues.
<b>8</b>	Subject Cataloguing: Types of Subject catalogues, Methods of deriving Subject Heading. Chain procedure.
<b>9</b>	Library Catalogues Codes- CCC and AACR- II; Rules For Filling Enteries- CCC and AACR II
<b>10</b>	Library Cataloguing: Canons and Principles; ISBDs

### **READINGS: SELF LEARNING MATERIAL (SLM)**

### **ADDITIONAL READINGS:**

1. Krishan Kumar: Theory of classification.
2. Krishan Kumar: Theory of cataloguing.
3. Ranganathan, (SR): Classified catalogue code. 5th Ed.
4. Ranganathan, (SR): Colon Classification. 6th Revised Edition.
5. Ranganathan, (SR): Prolegomena to library classification.
6. Line, Maurice ( B):Library Surveys, London: Clive Bingley,1982.
7. Lancaster, (F. W): The measurement and evaluation of Library Services
8. Lancaster, (F.W): If you want to evaluate your Library.
9. Prasher, (R.G): Information and its communication.
10. Laloo, (Bikika Tariaing): Information needs, information seeking behaviors, and users. Delhi: Ess, 2002.

<b>Course Code</b>	<b>D</b>	<b>L</b>	<b>I</b>	<b>S</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>Course Title</b>	<b>KNOWLEDGE ORGANIZATION: CLASSIFICATION PRACTICE</b>
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<b>Weightage</b>		
<b>CA</b>	<b>ETE (Th.)</b>	<b>ETP</b>
<b>30</b>	<b>0</b>	<b>70</b>

**COURSE CONTENTS:**

<b>S. No.</b>	<b>Topics</b>
<b>1.</b>	10 simple Titles of Main Classes, Fundamental Categories and Common isolates according to Colon Classification
<b>2.</b>	10 Titles according to DDC. Out of which five titles are to be classified. Simple titles with Tables add on device

**READINGS: SELF LEARNING MATERIAL (SLM)**

**ADDITIONAL READINGS:**

1. Colon Classification, Ed 6 (Reprinted with amendments) 1963.
2. Dewey Decimal Classification 23<sup>rd</sup> .Ed. 2011.
3. Dictionary/ Encyclopedia.

Course Code	D	L	I	S	0	1	4	Course Title	<b>LIBRARY ADMINISTRATION AND MANAGEMENT</b>
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Weightage		
CA	ETE (Th.)	ETP
30	70	0

**COURSE CONTENTS:**

Sr. No.	Description
1.	<b>Library Administration:</b> Function and principles, Library Authority and Library committee.
2.	<b>Personal Administration in Libraries:</b> Definition, Aims, importance, Functions, Job analysis, Job Evaluation.
3.	<b>Library Staffing:</b> Importance, Nature and function of staffing, Staff management, recruitment.
4.	<b>Library Finance:</b> Principles, Financial Resources, Methods.
5.	<b>Budget:</b> Introduction, Budgetary Classification, Practical Procedure, Budget allocation.
6.	<b>Accounting:</b> Factors and Purpose.
7.	<b>Acquisition Section:</b> Book Selection, Book ordering, Accessioning and processing.
8.	<b>Circulation Section:</b> Charging & Discharging system, Library rules, Maintenance work.
9.	<b>Periodical Section:</b> Types of Periodicals, Selection Tools, Ordering Procedure, Record System. Display of Periodicals.
10.	<b>Record and Reports:</b> Library record, annual records, Library Statistics

**READINGS:** SELF LEARNING MATERIAL (SLM)

**ADDITIONAL READINGS:**

1. Mittal (RL): Library Administration: Theory and practice. Latest Ed.
2. Ranganathan (SR): Library administration. Latest Ed

<b>Course Code</b>	<b>D</b>	<b>L</b>	<b>I</b>	<b>S</b>	<b>0</b>	<b>1</b>	<b>5</b>	<b>Course Title</b>	<b>KNOWLEDGE ORGANIZATION: CATALOGUING PRACTICE</b>
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<b>Weightage</b>		
<b>CA</b>	<b>ETE (Th.)</b>	<b>ETP</b>
<b>30</b>	<b>70</b>	<b>0</b>

**COURSE CONTENTS:**

<b>S. No.</b>	<b>Topics</b>
<b>1.</b>	A total of 8 titles according to AACR and CCC are to be given, out of which 4 titles are to be catalogued.
<b>2.</b>	The syllabus will include single author, two author, three and more than three authors. Prescribed books : Anglo American Cataloging Rules II (Ed2,1978), Classified catalogue code with additional; rules for dictionary catalogue code Ed.5. Reprinted 1991. For subject headings use Sears List of Subject Headings,Ed.12

**READINGS: SELF LEARNING MATERIAL (SLM)**

**ADDITIONAL READINGS:**

1. Anglo American Cataloging Rules II (Ed2,1978).
2. Classified catalogue code with additional; rules for dictionary catalogue code Ed.5. Reprinted 1991. For subject headings use Sears List of Subject Headings,Ed.12.
3. S.R. Ranganathan: Cataloguing Practice (CCC); Sharda Ranganathan Endowment Publications, New-Delhi, Ed.2000.
4. C.Lal: Practical Cataloguing; ESS ESS Publications, Delhi, Ed.2002.

<b>Course Code</b>	<b>D</b>	<b>L</b>	<b>I</b>	<b>S</b>	<b>0</b>	<b>1</b>	<b>6</b>	<b>Course Title</b>	<b>INFORMATION SOURCES AND SERVICES</b>
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<b>Weightage</b>		
<b>CA</b>	<b>ETE (Th.)</b>	<b>ETP</b>
<b>30</b>	<b>70</b>	<b>0</b>

**COURSE CONTENTS:**

<b>S. No.</b>	<b>Topics</b>
1.	Documentary sources of Information; print and non -print : categories: primary, secondary and tertiary.
2.	Reference Services: Need, Types (orientation Ready & Long range reference services) Qualities of Reference Librarian.
3.	Information Services and Products : Alerting Services, Bibliographic Services.
4.	Document Delivery, Online Services, translation Services ,Reprographic Services.
5.	Reference sources and their Evaluation : Encyclopedia, Dictionaries.
6.	Reference sources and their Evaluation : Directories, Geographical Sources.
7.	Bibliographical Sources: Types and Importance, Comparative study of INB and BNB.
8.	Indexing and Abstracting Services, Need and importance.

**READINGS: SELF LEARNING MATERIAL (SLM)**

**ADDITIONAL READINGS:**

1. Krishan Kumar: Reference Service.
2. Girja Kumar & Krishan Kumar: Bibliography
3. Katz, (WA): Introduction to reference work. 7th Ed. New York: McGraw-Hill, 1996. 2vols.
4. Sheehy, (EP): Guide to reference books.

<b>Course Code</b>	<b>D</b>	<b>L</b>	<b>I</b>	<b>S</b>	<b>0</b>	<b>1</b>	<b>7</b>	<b>Course Title</b>	<b>LIBRARY AUTOMATION</b>
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<b>Weightage</b>		
<b>CA</b>	<b>ETE (Th.)</b>	<b>ETP</b>
<b>30</b>	<b>70</b>	<b>0</b>

**COURSE CONTENTS:**

<b>S. No.</b>	<b>Topics</b>
<b>1.</b>	Library Automation – Definition , Need, Function and requirement of library Automation.
<b>2.</b>	Basic Knowledge of Library software.
<b>3.</b>	Library Automation in acquisition.
<b>4.</b>	Library Automation in Technical Processing.
<b>5.</b>	Library Automation in Circulation Section.
<b>6.</b>	Library Automation in Periodical Section.
<b>7.</b>	Library Reports.
<b>8.</b>	Computerization Information Services (CAS).

**READINGS: SELF LEARNING MATERIAL (SLM)**

**ADDITIONAL READINGS:**

1. Ravichandra Rao, (IK): Library automation. New Delhi: Wiley Eastern.
2. Devarajan, (G). Information Technology in Libraries. Delhi: Ess Ess, 1990.