

Course Structure (Certificate in Library and Information Science)

Course Code	Course Name	Credit Distribution				Marks (Scaled)
		L	T	P	Total	
Note: Course						
CLIS-111	Foundation of Library & Information Management	3	0	0	3	100
CLIS-112	Organization of Knowledge- Classification & Cataloguing: Theory	3	0	0	3	100
CLIS-113	Information Sources and Services	2	0	0	2	100
CLIS-114	ICT Applications in Library: Theory	3	0	0	3	100
CLIS-115P	Organization of Knowledge- Classification & Cataloguing: Practice	0	0	4	4	100
	Total	11	0	4	15	500

CLIS

Paper Code: CLIS-111

Paper Name: Foundation of Library and Information Management

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
3	0	0	03	20	20	60	100

Objectives: *To acquaint the students with the basic concept and philosophy of Librarianship.*

Outcome: *After completion of the course, students will be able to develop their interest in the subject, understand the basic concept and philosophies of the subject and identify the professional associations and their role in the field.*

Unit 1: Libraries – Concepts, Types, its Role, and Development

- Types of Libraries: Features and Functions, Five Laws of Library Science
- Growth and Development of Libraries in UK, USA, and India
- Library Extension Services
- Library Movement and Library Legislation.

Unit 2: Professional Associations and Organizations

- LIS Educations, Skills and Competencies
- Professional Associations: IFLA, SLA, ILA, IASLIC
- Information and Documentation Organizations: UNESCO, CSIR- DESIDOC

Unit 3: Library and Information Management

- Management concept and principles
- Physical Resources Management and Library Operations
- Human and Financial Resource Management

Unit 4: Information and Communication

- Data, Information and Knowledge: Conceptual Difference
- Information Transfer Cycle, Information as Resource
- Communication: Channels, Media, Models and Barriers
- Knowledge society and knowledge economy

SUGGESTED BOOKS

Ranganathan, S. R. (1988). *The Five Laws of Library Science*. New Delhi: Sarada Ranganathan Endowment for Library Science.

Kumar, P.S.G. (1999). *Fundamental of Information Science*. New Delhi: S. Chand and Co.

Kumar, P.S.G. (2003). *Foundations of Library and Information Science*. New Delhi: B. R. Publishing.

Prasher, R. G. (2004). *Information and Its Communications*. New Delhi: Medallions

Press.Rai, A. N. (2000). *Communication in Digital Age*. New Delhi: Author Press.

Rubin, Richard. (2010). *Foundations of Library and Information Science*. New York: Neal-Schuman Publishers.

Sharma, C. R. & Singh, U. N. (2003). *Information Technology*. New Delhi: Shree Publishers and Distributers.

Chabhra, T N et. al. (2000). *Management and Organisation*. New Delhi: Vikas.

Drucker Peter F. (2002). *Management Challenges for the 21st century*. Oxford; Butterworth Heineman.

Kotler, Philip (2003). *Marketing Management*. 11thed. New Delhi: Pearson.

Narayana, G J. (1991). *Library and Information management*. New Delhi: Prentice Hall of India.

Paper Code: CLIS-112

Paper Name: Organization of Knowledge – Classification & Cataloguing: Theory

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
3	0	0	03	20	20	60	100

Objectives: *To apprise the students with the organization of knowledge with different basic concepts and philosophies of library classification in theory and practice.*

Outcome: *After completion of the course, students will understand the basic concept and philosophies of library classification, functions of different classification schemes available; and recent trends and developments in the subject and will be able to classify library resources by using DDC scheme.*

Unit 1: Knowledge/Library Organization/Classification

- Universe of Knowledge/Subjects: Structure and Attributes
- Modes of Formation of Subjects
- Library Classification Schemes: DDC, UDC and CC
- Planes, Canons, Fundamental Categories, Postulates, Facet Analysis and Sequence, Phase Relation, Notation, Devices, Mnemonics

Unit 2: Knowledge/Library Organization/Cataloguing

- Catalogue: Definition, Objectives, Functions and Types
- Introduction to Catalogue Codes: CCC, AACR-IIR
- Kinds of Entries and their Elements of Description
- Elements of Bibliographic Description of Non-Book Material (AACR-IIR)

Unit 3: Standards of Bibliographic Description and Record Formats

- RDA, FRAD, FRBR
- Standards for Bibliographic Information Interchange and Communication- ISO 2709, Z39.50
- Subject Heading Lists: SLSH & LCSH.
- ISBN & ISSN,
- Bibliographic Records Format- MARC 21, UNIMARC, CCF

SUGGESTED BOOKS

Dewey Decimal Classification. (2011). 23rd edition. Ohio: OCLC.

Dhiman, A. K. & Yashoda Rani. (2005). Learn Library Classification. New Delhi: Ess Ess.

Dhyani, Pushpa. (2006). Classifying with Dewey Decimal Classification. New Delhi :Ess Ess.

Ranganathan, S. R. (2006). Philosophy of Library Classification. Bangalore: Ess Ess.

Singh, Sonal. (1998). Universe of Knowledge: Structure & Development. Jaipur: Raj Publishing.

Sood, S. P. (1998). Universe of Knowledge and Universe of Subjects. Jaipur: G. Star Printers.

Taylor, A. G. (2007). Introduction to Cataloguing and Classification (10thed.). New Delhi: Atlantic.

Paper Code: CLIS-113

Paper Name: ICT Applications in Library: Theory

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
3	0	0	03	20	20	60	100

Objectives: *To familiarize the students with the basics structure of Information and Communication Technology concept and hands on practice*

Outcome: *After completion of the course, students will be able to understand the development of computers, Communication technology Tools, DBMS concepts and Practices*

Unit 1: Library Automation

- Purpose, Planning and Implementation
- Library Automation Software: Types and Features
- Library Management Software: SOUL and Koha
- Automation of Housekeeping Operations: Acquisition, Cataloguing, Circulation, Serials Control

Unit 2: Automated Services

- Electronic Reference Services
- Bibliographic and Database Search Services
- CAS/SDI in Automated Environment
- Electronic Document Delivery Service
- Library 2.0

Unit 3: Library Networks, Consortia and Security

- Objectives, scope, and characteristics
- Major Library Networks: INFLIBNET, DELNET, OCLC
- Library Consortia: e-ShodhShindhu, NKRC, CeRA
- Library Security Technology: Barcode, RFID, CCTV, Biometrics, Smartcard

SUGGESTED BOOKS

Arora, Ashok & Bansal, Shefali. (2000). Computer Fundamentals. New Delhi: Excel Books.

Sinha, Pradeep Kumar & Sinha, Priti. (2007). Computer Fundamentals. New Delhi: BPB Publication.

Stallings, William. (2007). Computer Networking with Internet Protocols and Technology. Delhi: Pearson Education.

Paper Name: CLIS-114

Paper Name: Information Sources and Services

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
2	0	0	02	20	20	60	100

Objective: *To make the students aware different types of information sources with their specific features and characteristics.*

Outcome: *After completion of the course, students will be able to use different type of information sources.*

Unit 1: Information Sources

- Types of Information Sources – Primary, Secondary and Tertiary
- Documentary and Non-Documentary Sources
- Reference Sources: Categories, Characteristics and Usefulness
- Evaluation of Reference Sources: Print and Electronic
- Electronic Sources: E-Resources, Social Media, Subject Gateways, OPAC/Web OPAC

Unit 2: Information Services

- Information Services: Definition, Scope, Need and Functions
- Types of Information Services: Reference Service, Referral Service, Bibliographic Service, Translation Service, Indexing & Abstracting Service, Reprographic Service
- CAS, SDI, EDD
- Library 2.0 and its Impact on Library Services

SUGGESTED BOOKS

Choudhury, G. G. (2001). Information Sources and Searching on the World Wide Web. London: FacetPublishing.

Ghenney, F. N. (1980). Fundamentals of Reference Sources. New York: McGraw Hill.

Guha, B. (1999). Documentation and Information Services (2nded.). Calcutta: World Press.

Krishan Kumar. (1984). Reference Service. New Delhi: Vikash Publication.

Lancaster, F. W. (1998). Indexing and Abstracting in Theory and Practice. Illinois: University of Illinois.Panley,

E. P. C. (1979). Technical Paper Writing Today. Boston: Houghton.

Ranganathan, S. R. (1991). Reference Service. Bangalore: Sarada Ranganathan Endowment.

Seetharama, S. (1997). Information Consolidation and Repackaging Framework, Methodology, Planning. NewDelhi: Ess Ess Publications.

Paper Code: CLIS-115P

Paper Name: Organization of Knowledge- Classification & Cataloguing Practice

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
0	0	4	04	20	20	60	100

Objective- To give the students hands on training on various kinds of jobs performed in the library.

Outcome- After completion of the course, the students will be in a position to aware of different types of library functions and activities.

Library Classification (Practice)

- Assigning Class Numbers representing Simple, Compound, Complex Subjects according toDDC (Latest available edition)

Library Cataloguing (Practice)

- Preparation of entries of documents according to AACR (IIR)

Viva Voce-

Note: In practical Paper total marks will consist as under:

C1 = 20 marks; C2 = 20; C3 [Semester Exam (50 marks) + Viva voce (10 marks)] = 60 marks

पुस्तकालय और सूचना विज्ञान पर हिंदी में कुछ विचारोत्तेजक पुस्तकें

- त्रिपाठी, एस. एम्., ग्रंथालय समाज एवं ग्रंथालय विज्ञान के पांच सूत्र तथा प्रौढ शिक्षा में ग्रंथालयों की भूमिका, आगरा, वाई के. पब्लिशर्स. १९९९।
- पाण्डेय, एस. के. शर्मा, पुस्तकालय और समाज, नई दिल्ली ग्रन्थ अकादमी, १९९५ |
- दि पब्लिक लाइब्रेरी इन अमेरिकन लाइफ, इमेस्टिन रोज, कोलंबिया यूनिवर्सिटी प्रेस, न्यूयॉर्क १९९५ |
- श्रीवास्तव, श्यामनाथ और वर्मा, सुभाषचंद्र (१९७८) पुस्तकालय संगठन एवं संचालन : सिद्धांत व व्यवहार, राजस्थान हिंदी ग्रन्थ अकादमी, जयपुर |
- शर्मा, बी. के. सी. लाल और के. कुमार (१९९९) ग्रंथालय एवं सूचना विज्ञान, वाई. के. पब्लिशर्स, आगरा |
- रंगनाथन, एस. आर. (१९९४) द्विबिंदु वर्गीकरण, पुस्तकालय विज्ञान के लिए शारदा रंगनाथन न्यास, बेंगलूर |
- रंगनाथन, एस. आर., (१९६२) एलेमेंट्स ऑफ लाइब्रेरी क्लासिफिकेशन, एशिया पब्लिशिंग हाउस, मुंबई, संस्करण ३ |
- शर्मा, अरविन्द कुमार (२०१०) एन एन्सिक्लोपेडिक डिक्शनरी ऑफ लाइब्रेरी एंड इनफार्मेशन साइंस टैक्निकल टर्म्स, नई दिल्ली २ खंड |
- शर्मा, अरविन्द कुमार (२०१०) ग्रंथालय एवं सूचना विज्ञान शब्दकोष (अंग्रेजी-हिंदी), एस. एस., नई दिल्ली |
- त्रिपाठी, एस. एम्., आधुनिक ग्रंथालय वर्गीकरण सिद्धान्तिक विवेचन, श्रीराम मेहरा एंड कंपनी, आगरा |
- गौतम, जे. एन. एवं सिंह, निरंजन (१९९६), डेवी डेसीमल वर्गीकरण पद्धति (२०वां संस्करण) मूल्यांकन एवं समालोचनात्मक विवेचन, ग्रंथालय विज्ञान, खंड २७, अंक १-२ पृ ११-२३ |
- गौतम, जे. एन. एवं सिंह, निरंजन (१९६६), डेवी डेसीमल वर्गीकरण पद्धति : क्रियात्मक विश्लेषण, (संस्करण १९ एवं २०), वाई, के पब्लिशर्स, आगरा |
- सूद, एस. पी., क्रियात्मक सूचीकरण: ए.ए.सी.आर.-२, जयपुर, राज पब्लिशिंग हाउस, २००२ |
- गौतम, जे. एन., प्रैक्टिकल मैनुअल ऑफ ए.ए.सी.आर.-२, एसोसिएट पब्लिशिंग, आगरा |
- त्रिपाठी, एस.एम्. एवं गौतम, जे.एन. : सूचना एवं सन्दर्भ के प्रमुख स्रोत – आगरा, वाई.के. पब्लिशर्स, २००१ |
- युद्धशी, पृथ्वीराज: सन्दर्भ सेवा एवं सन्दर्भ स्रोत, नई दिल्ली, यूनिवर्सिटी पब्लिकेशन, २००९ |
- लाल, सी. एवं कुमार, एम्. : प्रलेखन एवं सूचना विज्ञान, वॉल्यूम १, नई देल्ली, एस.एस. पब्लिकेशन, २००१ |
- सूद, एस.पी. एवं जोतवानी, डी. : सूचना स्रोत, प्रलेखन एवं सूचना विज्ञान/ सं. सूद, एस. पी.- जयपुर, राज पब्लिशिंग हाउस, १९९८ |
- सिंह, शंकर, (२००३), सूचनाप्रौद्योगिकी और पुस्तकालय, एस. एस. पब्लिकेशनस हाउस, जयपुर |
- मिश्र, महेंद्र कुमार, (२०१०) कंप्यूटर परिचय एवं सूचना प्रौद्योगिकी, राज पब्लिशिंग हाउस, जयपुर |
- शर्मा, रविन्द्र, (२००५) कंप्यूटर के मूल सिद्धांत, राज पब्लिशिंग हाउस, जयपुर |
- सिंह, शंकर (२००२). सूचना प्रौद्योगिकी के नए आयाम, नई दिल्ली : साइबर टेक पब्लिकेशनस |
- जिंदल, सुरेश कुमार, सं (२०१३). सूचना प्रबंधन, दिल्ली: डेसीडॉक |