

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: 3 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
TERM 1					
DCAP101	BASIC COMPUTER SKILLS	4	20	60	20
DLIS011	FOUNDATION OF LIBRARY AND INFORMATION SCIENCE	4	20	80	0
DLIS012	KNOWLEDGE ORGANIZATION: CLASSIFICATION AND CATALOGUING THEORY	4	20	80	0
DLIS013	KNOWLEDGE ORGANIZATION: CLASSIFICATION PRACTICE	4	20	0	80
TERM 2					
DLIS014	LIBRARY ADMINISTRATION AND MANAGEMENT	4	20	80	0
DLIS015	KNOWLEDGE ORGANIZATION: CATALOGUING PRACTICE	4	20	80	0
DLIS016	INFORMATION SOURCES AND SERVICES	4	20	80	0
DLIS017	LIBRARY AUTOMATION	4	20	80	0

Course Code:	D	C	A	P	1	0	1	Course Title:	BASIC COMPUTER SKILLS
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COURSE CONTENTS:

WEIGHTAGE		
CA	ETE (Pr.)	ETE (Th.)
20	20	60

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

Course Code	D	L	I	S	0	1	1	Course Title	FOUNDATION OF LIBRARY AND INFORMATION SCIENCE
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Weightage		
CA	ETE (Th.)	ETP
20	80	0

COURSE CONTENTS:

Sr. No.	TOPICS
1.	Concept of Library Science, Laws of Library Science, Place of Library in Dissemination of Information,
2.	Library Cooperation, Resource Sharing and Networking, Public Libraries.
3.	Academic Libraries, Special Libraries, National Libraries.
4.	Digital and Virtual Libraries, Library Associations: India, UK and USA, Library Legislation.
5.	Acts Related to Library Legislation, Library Profession, Promoters of Library and Information Services.

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 professionallibrarianship for students and Practitioners. London: Clive Bingley, 1977
3. Harrison (KC): First step in librarianship: a Student's guide. Ed 5.London: AndreDeutsch, 1980.
4. 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.

Course Code	D	L	I	S	0	1	2	Course Title	KNOWLEDGE ORGANIZATION: CLASSIFICATION AND CATALOGUING THEORY
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Weightage		
CA	ETE (Th.)	ETP
20	80	0

COURSE CONTENTS:

Sr. No.	TOPICS
1.	Concept Of Library Classification, Theory of Subjects, Notational System.
2.	Colon Classification (CC) Dewey Decimal Classification (DDC) and Universal Decimal Classification (UDC)
3.	Concept of Call Number, Library Classification Canons and Principles, Library Cataloguing.
4.	Physical Forms and Types of Library Catalogues, Subject Heading List, Chain Procedure.
5.	Library Catalogue Codes, Filing Entries Rules: CCC and AACR2, Canons and Principles for Library Catalogue.

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 Tariang): Information needs, information seeking behaviors, and users. Delhi: Ess, 2002.

Course Code	D	L	I	S	0	1	3	Course Title	KNOWLEDGE ORGANIZATION: CLASSIFICATION PRACTICE
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Weightage		
CA	ETE (Th.)	ETP
20	0	80

COURSE CONTENTS:

Sr. No.	TOPICS
1.	5 simple Titles of Main Classes, Fundamental Categories and Common isolates according to Colon Classification.
2.	5 simple Titles of Main Classes, Fundamental Categories and Common isolates according to Colon Classification.
3.	5 Titles according to DDC with Tables add on device.
4.	5 Titles according to DDC with Tables add on device.
5.	Overall practice of DDC and CC.

READINGS: SELF LEARNING MATERIAL (SLM)

ADDITIONAL READINGS:

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

Course Code	D	L	I	S	0	1	4	Course Title	LIBRARY ADMINISTRATION AND MANAGEMENT
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Weightage		
CA	ETE (Th.)	ETP
20	80	0

COURSE CONTENTS:

Sr. No.	TOPICS
1.	Library Administration and Management, Library Authority and Communities.
2.	Personnel Administration in Library, Job Analysis and Evaluation, Library Staffing.
3.	Library Finance, Budgeting, Library Accounting
4.	Acquisition Section, Circulation Section, Library Rules and Maintenance Work.
5.	Periodical Section, Records and Reports, 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

Course Code	D	L	I	S	0	1	5	Course Title	KNOWLEDGE ORGANIZATION: CATALOGUING PRACTICE
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Weightage		
CA	ETE (Th.)	ETP
20	80	0

COURSE CONTENTS:

Sr. No.	TOPICS
1.	AACR2: Main entry and added entry of Single and two authors.
2.	AACR2: Main entry and added entry of three and more than three authors included Multi-volumes and Pseudonym.
3.	CCC: Main entry and added entry of Single and two authors.
4.	CCC: Main entry and added entry of three and more than three authors included Multi-volumes and Pseudonym.
5.	Overall practice of both AACR2 and CCC.

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.

Course Code	D	L	I	S	0	1	6	Course Title	INFORMATION SOURCES AND SERVICES
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Weightage		
CA	ETE (Th.)	ETP
20	80	0

COURSE CONTENTS:

Sr. No.	TOPICS
1.	Documentary Sources of Information, Reference Services
2.	Reference Librarian, Information Services and Products, Alerting and Bibliographic Services.
3.	Document Delivery Services and Online Services, Translation and Reprographic Services, Encyclopaedia.
4.	Dictionaries, Directories, Geographical Sources.
5.	Bibliographical Sources, Indexing Services and Abstracting (I&A) Periodicals.

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.

Course Code	D	L	I	S	0	1	7	Course Title	LIBRARY AUTOMATION
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Weightage		
CA	ETE (Th.)	ETP
20	80	0

COURSE CONTENTS:

Sr. No.	TOPICS
1.	Library Automation: An Overview, Functions and Requirements of Library Automation.
2.	Basic Knowledge of Library Software, Problems, Evaluation and Trends in Library Automation Software, Management of Library Automation.
3.	Library Automation in Acquisition, Online Public Access Catalogue (OPAC), Library Automation in Technical Processing
4.	Library Automation in Circulation Section, Library Automation in Periodicals Section, Library Reports.
5.	Library Automation Services, Computerization in Information Services, Current Awareness 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.