

GURU KASHI UNIVERSITY



Diploma of Library and Information Science

Session:2022-23

Department of Library and Information Science

Semester-1							
S r.	Course Code	Course Title	Type of Course T/P	L	T	P	No. of Credits
1	DLB101	Library Management	T	5	0	0	5
2	DLB102	Library Classification and Cataloguing (Theory)	T	4	0	0	4
3	DLB103	Library Classification and Cataloguing (Practice)	T	4	0	0	4
4	DLB104	Professional Communication	T	4	1	0	5
5	DLB105	Collection Development	T	4	0	0	4
Total				21	1	0	22

Programme Structure

Semester-II							
Sr.	Course Code	Course Title	Type of Course T/P	L	T	P	No. of Credits
1	DLB201	Reference Service and Information Sources	T	4	1	0	5
2	DLB202	Computer Applications: Basic	T	5	0	0	5
3	DLB203	Computer Applications in Library (Practical)	P	3	0	3	5
4	DLB204	Training/Internship & Report (1Month)	P	0	0	0	5
Total				12	1	3	20

Semester-1**Course Title: Library Management****Course Code: DLB101**

L	T	P	Cr.
5	0	0	5

Objectives: The aim of this paper is to give students an idea of the principles of management and to acquaint them with the management techniques, functions, activities and routines of various sections and departments in a library.

Course Contents**Unit 1**

Library Management: definition & functions; Different Types of libraries organization, purpose and functions of libraries. Law of Library science.

Unit 1I**Principles and Functions of Management**

Management: Concept, scope, principles and functions. Schools of Management Thoughts.

Management Information System (MIS): Concept, scope and characteristics.

Unit III

Management of Library Operation: Different sections of the library and their functions;

Acquisition, Technical, periodical, Reference, Circulation and Maintenance.

Library Rules (emphasis shall be on practical knowledge of these topics).

Unit IV**Human Resource Management**

Human Resource Management: Policy and Staffing. Library staff: duties & responsibilities;

Suggested Readings:

1. Ranganathan, SR Library manual , Bombay : Asia , 1961
2. Rangnathan, SR Five Laws of Library Science, 2nd Ed. , Reprint, Bangalore : Sanada
Ranganathan Endwoment for Library Sciences, 1986
3. Krishan Kumar Library Manual., New Delhi : Vikas

4. Hakam Singh Library Science Di Jan Pachhan, Chandigarh : Punjab University, Text Book Board, 1974
5. Sewa Singh Library Ate Samaj , Patiala , Punjabi University, 1996

Course Title: Library Classification and Cataloguing
Theory Course code: DLB102

L	T	P	cr.
4	0	0	4

Objective: The objective of this course is to expose the students to various schemes of library classification and catalogue codes.

Course Contents

Unit I

Library Classification: Definition need and purpose of library classification, fundamental categories and fact analysis, notation, call number, book number and collection number.

Unit II

Schemes of classification:

Dewey decimal classification (DDC): its specific features;
 Colon Classification (CC): its specific features, comparison between DDC & CC.

Unit III

Library Catalogue: Definition need and purpose of library catalogue, physical forms of catalogue.

Types of catalogue, kinds of entries and their functions. Parts of entries, subject headings and chain Procedure. Filling of entries

Unit IV

Canons of cataloguing

Subject headings: sear's list of subject headings

Suggested Readings:

1. Krishna Kumar Theory of Classification. Latest Ed. New Delhi : Vikas.
2. Girja Kumar & Krishan Kumar Theory of Cataloguing – New Delhi : Vikas.
3. Sears Lit of subject Headings.
4. Jasmer Singh & Sharma, NK Liibrary Vergikaran, 2nd Ed., Patiala : Punjabi University, 2000.

Note: Latest editions of the above books are recommended

**Course Title: Library Classification and Cataloguing
(Practice)**

Course code: DLB103

L	T	P	cr.
4	0	0	4

Objective: The objective of this course is to provide knowledge to students with practical aspect of schemes of library classification, catalogue codes, Classification methods & cataloguing of documents.

Course contents

Unit I

Classification of Document: (By Dewey Decimal Classification (DDC) 19th ed.) each title shall carry 04 marks.

Unit II

Cataloguing of document: (By Anglo American Catalogue Rules (AACR-II)) Main entry, title entry, author & joint author entry, subject entry, tracing subject heading (by Sayers list of subject)

There shall be 03 examples, 01 example with all entries and 02 main entries, 01 example will carry 20 marks and other 02 titles will carry 10 marks each.

1. Internal Assessment: 50 marks

Internal assessment by the internal faculty shall be made on the following basis:

- i) Practical Book 20 Marks
- ii) Class Assignment 10 Marks
- iii) Seminars 15 Marks
- iv) Attendance 05 Marks

II. External Assessment: 50 Marks

External examiner appointed by the examination division shall conduct the practical examination in assistance with the internal faculty and shall assess out of 50 marks.

Suggested Readings:

1. DDC 19th ed.
2. AACR II
3. Sharma C.K., AACR-II, S.P. House Delhi
4. Sharma C.K., DDC Practical Handbook, S.P. House, Delhi
5. Gautam J.N., Prayogik AACRII
6. Dhyani, Pushpa, Pustakalaya Vargikaran, H.S. Publication, Delhi

Course Title: Professional Communication**Course code: DLB104**

L	T	P	cr
4	1	0	5

Objective: The objective is to enhance the communication skills, develop efficiency in English and the vocabulary of the student.

Course Contents**Unit 1**

Functional grammar: Patterns & parts of speech; subject; predicate; noun; pronoun; adjective; adverb; verb; verb phrases; conjunction; interjection.

Unit II

Tense: past; present & future;

Vocabulary: synonyms; antonyms; homophones; homonyms; one word substitution & active-passive voice.

Unit III

Communication: meaning & importance of communication; process of communication & its types; language as a tool of communication; barriers to effective communication.

Unit IV

(a) **Writing Communication:** paragraph writing, development of paragraph; comprehension, reading comprehension, improving comprehension skills, writing of applications & letter writing

Suggested Readings:

1. Wren & Martin, High School English Grammar & Composition- S. Chard & Company Delhi.
2. Raman Meenakshi & Sharma, Sangita, Technical Communication- Principles & Practice- O.U.P New Delhi
3. Mohan Krishna & Banerji, Meera, Developing Communication Skills, Macmillan India Ltd. Delhi

Course Title: Collection Development**Course code: DLB105**

L	T	P	cr
4	0	0	4

Objective: The objective of the paper is to give exposure to the students about the concept of Collection Development, Acquisition.

Course Contents

Unit 1

Collection Development: Definition, Purpose and Goals of the Collection
Development Policy

Unit-II

Document Selection System of Libraries

Unit-III

Document Selection and Acquisition, Procurement of Books &Periodicals

Unit: IV

Development of Libraries with special reference to India: an overview

Suggested Readings:

1. Prasher,R.G.,Developing Library Collection, Medallion Press
2. Ranaghathan,S.R.Library Manual,2nd ed. Bangalore,Sarda Rangathan Endowment,1988 p. 179.
3. IGNOU,Collection development. New Delhi,IGNOU,1989
4. Nazir Ahmed V.S.Handbook of Library administration Madras I.I.T,19855.Sul H. Lee,Access, Resource Sharing and Collection Development

Semester-II**Course Title: Reference Services and Sources**

L	T	P	cr.
5	0	0	5

Course code: DLB201

Objective: The objective of the paper is to give exposure to the students about the concept of information science, sources and reference services.

Course Contents**Unit 1**

Reference services: definition and importance, organization of reference department; reference librarian: duties & responsibilities; reference queries.

Unit II

Reference service: kinds of reference services.

Unit III

Reference service to new comers in library, users' awareness, user education programmes & user orientation.

Unit IV

Reference sources: Definition, importance & types, dictionary; encyclopaedia; yearbook: importance and kinds.
Bibliography: importance and kinds, preparation of bibliography and its structure.

Suggested Readings:

1. Sharma, C.K., Suchana Evam Sanchar, JBD, Delhi
2. Sharma, C.K., Reference Service & Sources, Atlantic Publication, Delhi
3. Sharma, C.K., Reference Sciences, S.P., Delhi
4. Sharma, Prahlad, Sandarbh Seva, University Publication, Jaipur
5. Dawra, Manisha, Reference Service & Bibliography, Rajat Publication, New Delhi

Note: Latest editions of the above books are recommended

Course Title: Computer Applications: Basic
Course code: DLB202

L	T	P	cr
5	0	0	5

Objective: The objective of the paper is to make the students aware about the use of information science & technology to develop efficiently.

Course Contents

Unit 1

Information science: definition & importance

Unit II

Library Automation: Planning and Implementation

Automation of in- house Operations: Acquisition, Cataloguing, Circulation, Serials Control .

Unit III

Library open source software KOHA need and importance

Unit IV

Computer language: machine language, high level language, assembly language, internet. Networks in India; INFLIBNET, DELNET

Suggested Readings:

1. Guha, B., Documentation & Information: Services, Techniques & Systems, 2nd revised edition, World Press, Calcutta
2. Khanna, J.K., Documentation & Information Services: System & Techniques Y.K Publishers, Agra
3. Sharma, C.K., Suchana Evam Sanchar, S.P. House, Delhi
4. Sharma, C.K., Information Science, S.P. House, Delhi
5. Sharma, C.K., Information Technology, S.P., Delhi

Note: Latest editions of the above books are recommended

Course Title: computer applications in library (practical)

Course code: DLB203

L	T	P	cr
3	0	3	5

Objective: The objective of the paper is to provide training to the students in use of IT and internet for the efficient use of libraries.

Course contents

Part I

Computer applications in library services Use of the following library software:

- 1) KOHA

PART 2

Bar coding Internet searching

Assessment Criteria

1. Internet Assessment: 50 marks

Internal assessment shall be made on the basis of student's performance in:

- | | | |
|------|----------------------|----------|
| i) | Practical class work | 20 marks |
| ii) | Seminars | 20 marks |
| iii) | Attendance | 10 marks |

2. External Assessment: 50 marks

External expert appointed by the university will conduct the practical examination in the computer lab & assess the student's ability to use IT in a Library.

Course Title: Training and Report

Course code: DLB204

L	T	P	cr.
0	0	0	5

Objective: The objective is to provide exposure to the students on the operations of a well established library

Guidelines:

1. Every student has to undergo a professional training in a library for 4 weeks
2. Student may select the library according to his own choice with the approval of HOD.
Department may also allocate the library to a student.
3. Library selected should be:
 - i) Having a collection of more than 20,000 books
 - ii) Subscribing at least 10 journals and 5 news papers
 - iii) Computerized and have modern equipments like computersystems,

software's, bar coding system and scanner etc.

4. Student will attend the library at least 4 hours daily & sign on attendance register.

5. Any student found absent or indulging in indiscipline in the library will be punished and fine of Rs. 500/- each day will be imposed.

6. Each student will submit a project report of his training period.

Evaluation criteria

1. External Assessment: 50marks

External expert appointed by the university shall conduct the viva-voce examination of the student on the project report submitted. Internal examiner appointed by the department shall assist the external examiner in the conduct of viva-voce examination.

2. Internal Assessment: 50 marks

Internal assessment by the faculty allotted by the department shall assess on the following basis:

- | | |
|---|------------|
| i) Report on library visit. | : 20 marks |
| ii) Seminar on project report | : 20 marks |
| iii) Attendance & discipline during the library visit | : 10 marks |