

1. Certificate of Library and Information Science (C.L.I.S.) SYLLABUS

Course Title:	Certificate of Library and Information Science
Abbreviation:	C.L.I.S.
Type of Course:	One Year Course
Pattern:	Yearly
Award of Degree:	Certificate will be awarded for those who successfully complete all the components and declared pass in the programme after one Year.

Programme Objectives:

1. The learners shall gain an in-depth knowledge in the area of Library Information Sciences, concepts & approaches.
2. The learners shall acquire necessary competencies by practicing various, methods and approaches in Library and Information Sciences.
3. To improve their competitive position through practical methods and up-date the changes in the subject areas.

Eligibility

Candidates must have passed 10+2 or equivalent intermediate from any recognized Board.

Duration of the Programme

The duration of the CLIS programme shall be one year.

Procedure for Admission:

- a. **Admission Policy:** The admission procedure shall be the same as followed in the university
- b. **ELIGIBILITY FOR ADMISSION: GENERAL::** Candidates who have passed the 10+2 or Intermediate examination from any Board/Institution considered as equivalent are eligible for admission.
- c. **Fee Structure:** The fee includes tuition fee and examination fee.
- d. **Credits:** Credit allotted to each paper is given in the table.

A candidate, who disqualify in any theory paper (s) and pass in all Practical papers, shall need to re-appear for all the theory papers again (except Practical Papers) in next 2 consecutive years. The marks for the practical papers will be carried forward for the next attempts. A candidate fails in any practical paper needs to reappear in all the papers in next two consecutive years as due papers.

The internal assessment awards of a candidate who fails in any examination shall be carried forward to the next examination concerned provided that the candidate who has not obtained pass marks in the internal assessment for any paper(s) shall not be allowed to take examination in the said paper(s), unless he/she repeats the course in paper(s) concerned and obtains minimum pass marks in the internal assessment.

The University will hold sessional examinations and marks obtained in each paper will be added in the term-end examination. The list of successful candidates shall be prepared on the basis of aggregate marks obtained in sessional plus term-end examinations.

The question paper will be set by external/ internal examiners. The medium of instructions and examinations shall be English/ Hindi.

Successful candidates securing at least 60% marks in aggregate shall be placed in First Division and those securing at least 50% marks in aggregate in Second Division. All the rest will be declared to have passed the examination.

A candidate for the examination shall be required to offer theory and practical paper mentioned below. The maximum marks in each paper shall be as noted against each paper and the duration of each theory paper and practical paper shall be 3 hours

SCHEME OF EXAMINATION

Internal Assessment: 20 Marks

Term –end Examination 80 Marks.

For a pass, a candidate shall be required to secure a minimum of 45% marks in each paper and 45% marks in aggregate of all the papers.

DISTRIBUTION OF MARKS

CODE	Name of Subject	Credits	Theory		Internal		Marks	
			Max	Min	Max	Min	Max	Min
CLIS-01	Library Classification and Cataloguing	5	80	36	20	9	100	45
CLIS-02	Library Routines and Reference Work	5	80	36	20	9	100	45
CLIS-03	School and Public Library	5	80	36	20	9	100	45
CLIS-04	Information Services & Computer Applications	5	80	36	20	9	100	45
Practical								
CLIS-PR	CLIS-PR Library Classification (Practical)	5	80	36	20	9	100	45
CLIS-PR	CLIS-PR Library Cataloguing (Practical)	5	80	36	20	9	100	45
Total							600	270

CLIS-01 LIBRARY CLASSIFICATION AND CATALOGUING

Internal Assessment: 20 Marks

Term- end Examination 80 Marks.

Max. Marks-100

Min. Marks – 45

UNIT - I:

Elements of Library Classification, Concepts, Terminology Need, Purpose and Functions Species of Classification Schemes. Fundamental Concepts and Historical Developments. Library Catalogue: Definition, Objectives, Purposes and Functions History and Development of Library Catalogue Codes Physical Forms of Catalogues Types of Catalogues.

UNIT - II:

Theory and Development, Historical Development General Theory: Normative Principles Modes of Formation of Subjects. Types of Catalogue Entries: Kinds of Entries Data Elements in Different Types of Entries Filing of Entries in Classified and Alphabetical Catalogues.

UNIT – III:

Approaches to Library Classification, Postulational Approach and Systems Approach Fundamental Categories, Facet Analysis and Facet Sequence Phase Relation and Common Isolates Devices in Library Classification. Choice and Rendering of Headings. Personal Authors: Western and Indic Names Corporate Authors Pseudonymous, Anonymous Works and Uniform Titles Non- Print Resources.

UNIT – IV:

Notation and Construction of Classification Number. Notation: Need, Purpose, Types and Qualities Call Number: Class Number, Book Number and Collection Number Construction of Class Numbers. Subject Cataloguing Subject Cataloguing: Concept, Purpose and Problems Chain Indexing Subject Headings Lists: LCSH, SLSH.

UNIT – V:

Species of Classification Schemes. Enumerative Classification (EC); Almost enumerative Classification (AEC); Almost Faceted Classification (AFC); Rigidly Faceted Classification (RFC); Freely Faceted Classification (FFC). Salient Features of Dewey Decimal Classification (DC); Colon Classification (CC). Trends in Library Cataloguing. Centralized and Cooperative Cataloguing Bibliographic Standards: ISBD, MARC, CCF, etc. ISBN and ISSN.

CLIS -02 LIBRARY ROUTINES AND REFERENCE WORK

Internal Assessment: 20 Marks

Term- end Examination 80 Marks.

Max. Marks-100

Min. Marks – 45

Unit-I

Library: An Introduction Book Selection: Need, Book Card, Book Selection Process. Library Acquisition: Book Supplier, Book ordering Process, Accessing. Accession work: purpose, its Pillar.

Unit-II

Library Display : Process, Classification & Cataloguing. Library Circulation Work: Charging & Discharging. Library Periodical Section: Work, Scheme-Three Card System, KARDEX

Unit III

Library Maintenance Section: Need & Scheme of Stock Verification Library Display: Need, Purpose & Schemes.

Unit-IV Library Finance/Budget: Process and Register. Library Rules: Need purpose and Rules Library Statics: Need Purpose & Types .

Unit-V

Reference Service: Mean, Definition & Need, Types Library Initiation: Need, Purpose & Schemes. Quality of Reference Librarian.

CLIS -03 SCHOOL AND PUBLIC LIBRARY

Internal Assessment: 20 Marks

Term- end Examination 80 Marks.

Max. Marks-100

Min. Marks – 45

UNIT – I:

Public Library: origin and Growth. Public Library and Society. Agencies in the Promotion and Development of Public Library System. Library Policy and Legislation

UNIT – II:

Resource Mobilization and Financial resources. Physical and Documentary Resources. Human Resource Development

UNIT – III:

Organizational structure of Public Library System. Public Library Standards. Governance and Performance Evaluation of Public Libraries.

UNIT – IV:

Types of Library Services. Application of Information Technology in Public Libraries

UNIT – V:

Resource Sharing and Networking. Public Library scenario in the United Kingdom and United States of America.

CLIS -04 INFORMATION SERVICES AND COMPUTER APPLICATION

Internal Assessment: 20 Marks

Term- end Examination 80 Marks.

Max. Marks-100

Min. Marks – 45

Unit I:

System Software: WINDOWS (latest) Operating System

System software: different drives, directories Desktop, My Computer, Control Panel, Windows Explorer
Accessories applets: Calculator and Paint.

Unit II:

Application Software: MS Word, MS PowerPoint, MS Excel (latest edition)

MS Word: Standard toolbars, creating, editing and formatting a document, mail merge, printing. MS

Power Point: Creation and presentation of slides, animation, formatting, slide Show, customizing.

MS Excel: File creation, editing, inserting characters, formatting & basic formula.

UNIT- III:

Reference and Information Services

Users and their Information Needs Theory and Functions of Reference and Information Service Enquiry
Techniques Role of Reference Librarian and Information Officer in Electronic Environment.

Library Management Software

Basics of WINSIS/SOUL/LIBSYS

Installation by the students Modules handling , inserting, and updating.

UNIT- IV:

Types of Information Services Documentation Services: Abstracting and Indexing Services Alerting
Services, CAS, SDI, Reprographic Service, Translation Service, Document Delivery and Referral
Service.

Online and Offline Searching Offline search: files and folders Online search: Basic and advance E-mail:
Opening a desired e-mail account, sending email, uploading & downloading, forwarding, storing with
folder.

UNIT V:

Fundamentals of Information & Communication Technology, Software:
Computer: Concept, need, Generations. Classification of computer Hardware: Internal Structure of Computer including CPU, Storage Devices, Input and Output devices, etc.
Information Literacy Programmes; Concept, Objectives, Initiation of Users Users and their Information needs: Categories of users, Ascertaining users Information needs Information Literacy Products.

Recommended Books:

BHATT (R K). History and development of libraries in India. 1995. Metal Publications, New Delhi.
CHAPMAN (E A) and LYNDEN (F C). Advances in librarianship. 2000. Academic Press, San Diego.
CHOWDHURY (G G), BURTON (P F) and McMENEMY (D). Librarianship: the complete introduction. 2008. Neal-Schuman Publishers, New York.
FEATHER (J). The information society: a study of continuity and change. Ed. 5. 2008. Facet Publishing, London.
KHANNA (J K). Library and society. 1955. Research Publication, Kurukshetra.
KRISHAN KUMAR. Library organisation. 1993. Vikas, New Delhi.
MARTIN (W J). The information society. 1988. Aslib, London.
PRASHER (R G). Information and its communication. 1991. Medallion Press, New Delhi.
RANGANATHAN (S R). Five laws of library science. Ed. 2. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
SINGH (S P). Special libraries in the electronic environment. 2005. Bookwell, New Delhi.
VENKTAPPAIAH (V) and MADHUSUDHAN (M). Public library legislation in the new millennium. 2006. Bookwell, New Delhi.

CLIS- PRACTICAL-I LIBRARY CLASSIFICATION

Internal Assessment: 20 Marks

Term- end Examination 80 Marks.

Max. Marks-100

Min. Marks – 45

UNIT - I: Elements of Library Classification; Concepts, Terminology Need, Purpose and Functions Species of Classification Schemes.

UNIT - II: Theory and Development; Historical Development General Theory: Normative Principles Modes of Formation of Subjects.

UNIT – III: Approaches to Library Classification; Postulational Approach and Systems Approach Fundamental Categories, Facet Analysis and Facet SequencePhase Relation and Common Isolates Devices in Library Classification.

UNIT – IV: Notation and Construction of Classification Number. Notation: Need, Purpose, Types and Qualities Call Number: Class Number, Book Number and Collection Number Construction of Class Numbers.

UNIT – V: Species of Classification Schemes. Enumerative Classification (EC); Almost enumerative Classification (AEC); Almost Faceted Classification (AFC); Rigidly Faceted Classification(RFC); Freely Faceted Classification (FFC). Salient Features of Dewey Decimal Classification (DC); Colon Classification(CC).

CLIS - PRACTICAL-II LIBRARY CATALOGUING

Internal Assessment: 20 Marks

Term- end Examination 80 Marks.

Max. Marks-100

Min. Marks – 45

UNIT – I: Fundamental Concepts and Historical Developments; Library Catalogue: Definition, Objectives, Purposes and Functions History and Development of Library Catalogue Codes Physical Forms of Catalogues Types of Catalogues.

UNIT – II: Types of Catalogue Entries; Kinds of Entries Data Elements in Different Types of Entries Filing of Entries in Classified and Alphabetical Catalogues.

UNIT – III: Choice and Rendering of Headings Personal Authors: Western and Indic Names Corporate Authors Pseudonymous, Anonymous Works and Uniform Titles Non- Print Resources.

UNIT – IV: Subject Cataloguing Subject Cataloguing: Concept, Purpose and Problems Chain Indexing Subject Headings Lists: LCSH, SLISH.

UNIT –V: Trends in Library Cataloguing Centralized and Cooperative Cataloguing Bibliographic Standards: ISBD, MARC, CCF, etc. ISBN and ISSN.

2. Diploma in Library and Information Science (D.LISc.) SYLLABUS

Course Title: Certificate of Library and Information Science
Abbreviation: D.L.I.S.
Type of Course: One Year Course
Pattern: Yearly
Award of Degree: Diploma in Library & Information Science will be awarded for those who successfully complete all the components and declared pass in the programme after one Year.

Programme Objectives:

1. The learners shall gain an in-depth knowledge in the area of Library Information Sciences, concepts & approaches.
2. The learners shall acquire necessary competencies by practicing various, methods and approaches in Library and information sciences.
3. To improve their competitive position through practical methods and up-date the changes in the subject areas.

Eligibility

Candidates must have passed 10+2 or equivalent intermediate from any recognized Board/ Institution.

Duration of the Programme

The duration of D.LISc. programme shall be one year.

Procedure for Admission:

- **Admission Policy:** The admission procedure shall be the same as followed in the university
- **ELIGIBILITY FOR ADMISSION: GENERAL::** Candidates who have passed the 10+2 or Intermediate examination from any Board/Institution considered as equivalent are eligible for admission.
- **Fee Structure:** The fee includes tuition fee and examination fee.
- **Credits:** Credit allotted to each paper is given in the table.

A candidate, who disqualify in any theory paper (s) and pass in all Practical papers shall need to re-appear for all the theory papers again (except Practical Papers) in next 2 consecutive years. The marks for the practical papers will be carried forward for the next attempts. A candidate fails in any practical paper needs to reappear in all the papers in next two consecutive years as due papers.

The internal assessment awards of a candidate who fails in any examination shall be carried forward to the next examination concerned provided that the candidate who has not obtained pass marks in the internal assessment for any paper(s) shall not be allowed to take examination in the said paper(s), unless he/she repeats the course in paper(s) concerned and obtains minimum pass marks in the internal assessment.

The University will hold sessional examinations and marks obtained in each paper will be added in the term-end examination. The list of successful candidates shall be prepared on the basis of

aggregate marks obtained in sessional plus term-end examinations.

The question paper will be set by external/ internal examiners. The medium of instructions and examinations shall be English/ Hindi.

Successful candidates securing at least 60% marks in aggregate shall be placed in First Division and those securing at least 50% marks in aggregate in Second Division. All the rest will be declared to have passed the examination.

A candidate for the examination shall be required to offer theory and practical paper mentioned below. The maximum marks in each paper shall be as noted against each paper and the duration of each theory paper and practical paper shall be 3 hours

SCHEME OF EXAMINATION

Internal Assessment: 20 Marks

Term –end Examination 80 Marks.

For a pass, a candidate shall be required to secure a minimum of 45% marks in each paper and 45% marks in aggregate of all the papers.

DISTRIBUTION OF MARKS

CODE	Name of Subject	Credits	Theory		Internal		Marks	
			Max	Min	Max	Min	Max	Min
DLIS-01	Library Classification and Cataloguing	4	80	36	20	09	100	45
DLIS-02	Library Routines and Reference Work	4	80	36	20	09	100	45
DLIS-03	School and Public Library	4	80	36	20	09	100	45
DLIS-04	Information Services & Computer Applications	4	80	36	20	09	100	45
Practical								
DLIS-PR	CLIS-PR Library Classification (Practical)	4	80	36	20	09	100	45
DLIS-PR	CLIS-PR Library Cataloguing (Practical)	4	80	36	20	09	100	45
DLIS-PR	Fundamental of Computer Application	2	30	13	20	9	50	23
Total							650	293

DLIS-01 LIBRARY CLASSIFICATION AND CATALOGUING

Internal Assessment: 20 Marks

Term –end Examination 80 Marks.

Max. Marks-100

Min. Marks – 45

UNIT - I: Elements of Library Classification

Concepts, Terminology Need, Purpose and Functions Species of Classification Schemes.

Fundamental Concepts and Historical Developments

Library Catalogue: Definition, Objectives, Purposes and Functions History and Development of Library Catalogue Codes Physical Forms of Catalogues Types of Catalogues.

UNIT - II: Theory and Development

Historical Development General Theory: Normative Principles Modes of Formation of Subjects.

Types of Catalogue Entries

Kinds of Entries Data Elements in Different Types of Entries Filing of Entries in Classified and Alphabetical Catalogues.

UNIT – III: Approaches to Library Classification

Postulational Approach and Systems Approach Fundamental Categories, Facet Analysis and Facet Sequence Phase Relation and Common Isolates Devices in Library Classification.

Choice and Rendering of Headings

Personal Authors: Western and Indic Names Corporate Authors Pseudonymous, Anonymous Works and Uniform Titles Non- Print Resources.

UNIT – IV: Notation and Construction of Classification Number

Notation: Need, Purpose, Types and Qualities Call Number: Class Number, Book Number and Collection Number Construction of Class Numbers.

Subject Cataloguing

Subject Cataloguing: Concept, Purpose and Problems Chain Indexing Subject Headings Lists : LCSH, SLSH.

UNIT – V: Species of Classification Schemes

Enumerative Classification (EC); Almost enumerative Classification (AEC); Almost Faceted Classification (AFC); Rigidly Faceted Classification (RFC); Freely Faceted Classification (FFC). Salient Features of Dewey Decimal Classification (DC); Colon Classification (CC).

Trends in Library Cataloguing

Centralized and Cooperative Cataloguing Bibliographic Standards: ISBD, MARC, CCF, etc. ISBN and ISSN.

DLIS -02 LIBRARY ROUTINES AND REFERENCE WORK

Internal Assessment: 20 Marks

Term –end Examination 80 Marks.

Max. Marks-100

Min. Marks – 45

Unit-I

Library: An Introduction

Book Selection: Need, Book Card, Book Selection Process.

Library Acquisition: Book Supplier, Book ordering Process, Accessing

Accession work: purpose, its Pillar.

Unit-II

Library Display: Process, Classification & Cataloguing.

Library Circulation Work: Charging & Discharging.

Library Periodical Section: Work, Scheme-Three Card System, KARDEX

Unit III

Library Maintenance Section: Need & Scheme of Stock Verification

Library Display: Need, Purpose & Schemes.

Unit-IV

Library Finance/Budget: Process and Register

Library Rules: Need purpose and Rules
Library Statics: Need Purpose & Types .

UnitV

Reference Service: Mean, Definition & Need, Types
Library Intiation: Need, Purpose & Schemes
Quality of Reference Librarian.

DLIS -03 SCHOOL AND PUBLIC LIBRARY

Internal Assessment: 20 Marks

Term –end Examination 80 Marks.

Max. Marks-100

Min. Marks – 45

UNIT – I

Public Library: origin and Growth
Public Library and Society
Agencies in the Promotion and Development of Public Library System
Library Policy and Legislation

UNIT – II

Resource Mobilization and Financial resources
Physical and Documentary Resources
Human Resource Development

UNIT – III

Organizational structure of Public Library System
Public Library Standards
Governance and Performance Evaluation of Public Libraries

UNIT – IV

Types of Library Services
Application of Information Technology in Public Libraries

UNIT – V

Resource Sharing and Networking
Public Library scenario in the United Kingdom and United States of America

DLIS -04 INFORMATION SERVICES AND COMPUTER APPLICATION

Internal Assessment: 20 Marks

Term –end Examination 80 Marks.

Max. Marks-100

Min. Marks – 45

Unit I: System Software: WINDOWS (latest) Operating System

System software: different drives, directories Desktop, My Computer, Control Panel, Windows Explorer
Accessories applets: Calculator and Paint.

Unit II: Application Software: MS Word, MS PowerPoint, MS Excel (latest edition)

MS Word: Standard toolbars, creating, editing and formatting a document, mail merge, printing. MS
Power Point: Creation and presentation of slides, animation, formatting, slide Show, customizing.
MS Excel: File creation, editing, inserting characters, formatting & basic formula.

UNIT- III: Reference and Information Services

Users and their Information Needs Theory and Functions of Reference and Information Service Enquiry
Techniques Role of Reference Librarian and Information Officer in Electronic Environment.

Library Management Software

Basics of WINSIS/SOUL/LIBSYS

Installation by the students Modules handling , inserting, and updating.

UNIT- IV: Types of Information Services

Documentation Services: Abstracting and Indexing Services Alerting Services, CAS, SDI, Reprographic Service, Translation Service, Document Delivery and Referral Service.

Online and Offline Searching

Offline search: files and folders Online search: Basic and advance E-mail: Opening a desired e-mail account, sending email, uploading & downloading, forwarding, storing with folder.

UNIT V: Fundamentals of Information & Communication Technology, Software:

Computer: Concept, need, Generations. Classification of computer Hardware: Internal Structure of Computer including CPU, Storage Devices, Input and Output devices, etc.

Information Literacy Programmes

Concept, Objectives, Initiation of Users Users and their Information needs: Categories of users, Ascertaining users Information needs Information Literacy Products.

DLIS -PRACTICAL-I LIBRARY CLASSIFICATION

Internal Assessment: 20 Marks

Term –end Examination 80 Marks.

Max. Marks-100

Min. Marks – 45

UNIT - I: Elements of Library Classification

Concepts, Terminology Need, Purpose and Functions Species of Classification Schemes.

UNIT - II: Theory and Development

Historical Development General Theory: Normative Principles Modes of Formation of Subjects.

UNIT – III: Approaches to Library Classification

Postulational Approach and Systems Approach Fundamental Categories,

UNIT – IV: Notation and Construction of Classification Number

Notation: Need, Purpose, Types and Qualities

Call Number: Class Number, Book Number and Collection Number Construction of Class Numbers.

UNIT – V: Species of Classification Schemes

Enumerative Classification (EC);

Almost enumerative Classification (AEC)

DLIS -PRACTICAL-II LIBRARY CATALOGUING

Internal Assessment: 20 Marks

Term –end Examination 80 Marks.

Max. Marks-100

Min. Marks – 45

UNIT – I: Fundamental Concepts and Historical Developments

Library Catalogue: Definition, Objectives, Purposes and Functions History and Development of Library Catalogue Codes Physical Forms of Catalogues Types of Catalogues.

UNIT – II: Types of Catalogue Entries

Kinds of Entries Data Elements in Different Types of Entries Filing of Entries in Classified and Alphabetical Catalogues.

UNIT – III: Choice and Rendering of Headings

Personal Authors: Western and Indic Names Corporate AuthorsPseudonymous, Anonymous Works and Uniform Titles Non- Print Resources.

UNIT – IV: Subject Cataloguing

Subject Cataloguing: Concept, Purpose and Problems Chain Indexing Subject Headings Lists : LCSH, SLSH.

UNIT –V: Trends in Library Cataloguing

Centralized and Cooperative Cataloguing Bibliographic Standards: ISBD, MARC, CCF, etc. ISBN and ISSN.

DLIS -PRACTICAL-III COMPUTER FUNDAMENTAL

Internal Assessment: 20 Marks

Term –end Examination 80 Marks.

Max. Marks-100

Min. Marks – 45

Unit I

Introduction to Computer: Definition, Characteristics, Classification of Computers, Analog Computers, Digital Computers, Hybrid Computers, Classifications of computer on the basis of size and speed, different type of computers, generation of computers. Computer keyboard, pointing devices, mouse, track ball, touch pad, joystick.

Unit II-

Hard copy devices: Printer, impact printers, daisy wheel, dot matrix printer, line printer, chain printers, comb printers, non-impact printers.

Unit III

Introduction to memory, classifications, random-access memory, volatile memory, non-volatile memory, flash memory,

Unit IV-

Computer application software logic gates and Boolean algebra. Computer Viruses: Introduction, history, types of computer viruses, classification of viruses ways catch a computer virus, symptoms of a computer virus.

Unit V-

Introduction of internet, history, IP, TCP and UDP, application protocol, world wide web, how the web works, web standards, website, overview,

Recommended Books:

1. **BHATT (R K)**. History and development of libraries in India. 1995. Metal Publications, New Delhi.
2. **CHAPMAN (E A)** and **LYNDEN (F C)**. Advances in librarianship. 2000. Academic Press, San Diego.
3. **CHOWDHURY (G G)**, **BURTON (P F)** and **McMENEMY (D)**. Librarianship: the complete introduction. 2008. Neal-Schuman Publishers, New York.
4. **FEATHER (J)**. The information society: a study of continuity and change. Ed. 5. 2008. Facet Publishing, London.
5. **KHANNA (J K)**. Library and society. 1955. Research Publication, Kurukshetra.
6. **KRISHAN KUMAR**. Library organisation. 1993. Vikas, New Delhi.
7. **MARTIN (W J)**. The information society. 1988. Aslib, London.
8. **PRASHER (R G)**. Information and its communication. 1991. Medallion Press, New Delhi.
9. **RANGANATHAN (S R)**. Five laws of library science. Ed. 2. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
10. **SINGH (S P)**. Special libraries in the electronic environment. 2005. Bookwell, New Delhi.
11. **VENKTAPPAIAH (V)** and **MADHUSUDHAN (M)**. Public library legislation in the new millennium. 2006. Bookwell, New Delhi.
12. Computer Fundamentals By P.K. Sinha
13. O' Level Module 1 by V.K. Jain
14. O' Level Mode Simple By Satish Jain
15. Essential of IT (Hindi Medium) – Pragya Publication.

3. Bachelor of Library and Information Science

Course Title: Bachelor of Library and Information Science
Abbreviation: B.L.I.S.
Type of Course: One Year Course
Pattern: Yearly
Award of Degree: Bachelor of Library & information Science will be awarded for those who successfully complete all the components and declared pass in the programme after one Year.

Programme Objectives:

1. The learners shall gain an in-depth knowledge in the area of Library Information Sciences, concepts & approaches.
2. The learners shall acquire necessary competencies by practicing various, methods and approaches in Library and information sciences.
3. To improve their competitive position through practical methods and up-date the changes in the subject areas.

Eligibility

Candidates must have passed Graduation or equivalent from any recognized University.

Duration of the Programme

The duration of B.LISc. programme shall be one year.

Procedure for Admission:

Admission Policy:

The admission procedure shall be the same as followed in the university

ELIGIBILITY FOR ADMISSION: GENERAL:: Candidates who have passed the 10+2 or Intermediate examination from any Board/Institution considered as equivalent are eligible for admission.

Fee Structure:

The fee includes tuition fee and examination fee.

Credits:

Credit allotted to each paper is given in the table.

A candidate, who disqualify in any theory paper (s) and pass in all Practical papers shall need to re-appear for all the theory papers again (except Practical Papers) in next 2 consecutive years. The marks for the practical papers will be carried forward for the next attempts. A candidate fails in any practical paper needs to reappear in all the papers in next two consecutive years as due papers.

The internal assessment awards of a candidate who fails in any examination shall be carried forward to the next examination concerned provided that the candidate who has not obtained pass marks in the internal assessment for any paper(s) shall not be allowed to take examination in the said paper(s), unless he/she repeats the course in paper(s) concerned and obtains minimum pass marks in the internal assessment.

The University will hold sessional examinations and marks obtained in each paper will be added in the term-end examination. The list of successful candidates shall be prepared on the basis of aggregate marks obtained in sessional plus term-end examinations.

The question paper will be set by external/ internal examiners. The medium of instructions and examinations shall be English/ Hindi.

Successful candidates securing at least 60% marks in aggregate shall be placed in First Division and those securing at least 50% marks in aggregate in Second Division. All the rest will be declared to have passed the examination.

A candidate for the examination shall be required to offer theory and practical paper mentioned below. The maximum marks in each paper shall be as noted against each paper and the duration of each theory paper and practical paper shall be 3 hours

SCHEME OF EXAMINATION

Internal Assessment: 20 Marks

Term-end Examination 80 Marks.

For a pass, a candidate shall be required to secure a minimum of 45% marks in each paper and 45% marks in aggregate of all the papers.

DISTRIBUTION OF MARKS

CODE	Name of Subject	Credits	Theory		Internal		Marks	
			Max	Min	Max	Min	Max	Min
BLIS-01	Library and Society	5	80	36	20	09	100	45
BLIS-02	Library Management	5	80	36	20	09	100	45
BLIS-03	Library Classification	5	80	36	20	09	100	45
BLIS-04	Library Cataloguing	5	80	36	20	09	100	45
BLIS-05	Information Sources, Products & Services	5	80	36	20	09	100	45
BLIS-06	Fundamental of Computer Application	5	80	36	20	09	100	45
Practical								
BLIS-03 PR	CLIS-PR Library Classification (Practical)	4	80	36	20	09	100	45
BLIS-04 PR	CLIS-PR Library Cataloguing (Practical)	4	80	36	20	09	100	45
BLIS-06 PR	Fundamental of Computer Application	2	30	13	20	9	50	23
Total							850	383

BLIS-1 LIBRARY AND SOCIETY

Internal Assessment: 20 Marks

Term –end Examination 80 Marks.

Max. Marks-100

Min. Marks – 45

UNIT – I: Role of Libraries

Library as a Social Institution Development of Libraries in India Role of Library and Information Centres in Modern Society Five Laws of Library Science

UNIT – II: Types of Libraries, Professional Associations and Organizations

National Library of India: Concept, Functions and Services Public Libraries, Academic Libraries and Special Libraries Professional Associations: ILA, IASLIC, CILIP, ALA, Aslib, SLA National and International Organizations: RRRLF, UNESCO and IFLA

Digital Libraries

UNIT – III: Library Legislation

Library Legislation: Need, Purpose, Objectives and Model Library Act Library Legislation in India: Structure and Salient Features Press and Registration Act. Delivery of Books (Public Libraries) Act.

UNIT – IV: Information and Communication

Information: Characteristics, Nature, Value and Use of Information Conceptual difference between Data, Information and Knowledge Communication channels, models and barriers National Knowledge Commission and Information Policy Information Intermediaries

UNIT – V: Library and Information Profession

Professional Skills and Competencies Professional Ethics Role of Library and Information Professionals in Digital Era.

BLIS-2 LIBRARY MANAGEMENT

Internal Assessment: 20 Marks

Term –end Examination 80 Marks.

Max. Marks-100

Min. Marks – 45

UNIT – I: Principles of Library Management

Management Vs Administration General Principles and their Application Library Organisation Structure and Library Governance Library Planning: Need, Objectives and Procedures Basics of Total Quality Management

UNIT – II: Financial and Human Resource Management Library Finance and Sources of Finance Library Budget, Budgeting and Accounting

Human Resource Management: Selection, Recruitment, Training, Development, Performance Appraisal.

UNIT – III: Library Building and Resources Management

Library Building Collection Development. Acquisition of Periodicals and Serials Technical Processing of Documents.

UNIT – IV: Services and Maintenance of the Library

Circulation Work Maintenance Shelving and Stock Verification Preservation Library Services Reference and Information Service.

UNIT – V: Library Records and Statistics

Staff Manual Library Statistics Annual Report.

BLIS-3 LIBRARY CLASSIFICATION

Internal Assessment: 20 Marks

Term –end Examination 80 Marks.

Max. Marks-100

Min. Marks – 45

Theory

Max. Marks-100

Min. Marks – 45

Practical

Max. Marks-100

Min. Marks – 45

UNIT - I: Elements of Library Classification

Concepts, Terminology Need, Purpose and Functions Species of Classification Schemes.

UNIT - II: Theory and Development

Historical Development General Theory: Normative Principles Modes of Formation of Subjects.

UNIT – III: Approaches to Library Classification

Postulational Approach and Systems Approach Fundamental Categories, Facet Analysis and Facet Sequence Phase Relation and Common Isolates Devices in Library Classification.

UNIT – IV: Notation and Construction of Classification Number

Notation: Need, Purpose, Types and Qualities

Call Number: Class Number, Book Number and Collection Number Construction of Class Numbers.

UNIT – V: Species of Classification Schemes

Enumerative Classification (EC);

Almost enumerative Classification (AEC);

Almost Faceted Classification (AFC); Rigidly Faceted Classification(RFC); Freely Faceted Classification (FFC). Salient Features of Dewey Decimal Classification (DC); Colon Classification(CC).

BLIS-4 LIBRARY CATALOGUING

Internal Assessment: 20 Marks

Term –end Examination 80 Marks.

Max. Marks-100

Min. Marks – 45

Theory

Max. Marks-100

Min. Marks – 45

Practical

Max. Marks-100

Min. Marks – 45

UNIT – I: Fundamental Concepts and Historical Developments

Library Catalogue: Definition, Objectives, Purposes and Functions History and Development of Library Catalogue Codes Physical Forms of Catalogues Types of Catalogues.

UNIT – II: Types of Catalogue Entries

Kinds of Entries Data Elements in Different Types of Entries Filing of Entries in Classified and Alphabetical Catalogues.

UNIT – III: Choice and Rendering of Headings

Personal Authors: Western and Indic Names Corporate Authors Pseudonymous, Anonymous Works and Uniform Titles Non- Print Resources.

UNIT – IV: Subject Cataloguing

Subject Cataloguing: Concept, Purpose and Problems Chain Indexing Subject Headings Lists : LCSH, SLSH.

UNIT –V: Trends in Library Cataloguing

Centralized and Cooperative Cataloguing Bibliographic Standards: ISBD, MARC, CCF, etc. ISBN and ISSN.

BLIS-5 INFORMATION SOURCES, PRODUCTS AND SERVICES

Internal Assessment: 20 Marks

Term –end Examination 80 Marks.

Max. Marks-100

Min. Marks – 45

UNIT- I: Fundamental Concepts

Meaning, Definition, Importance, Nature and Characteristics Printed and Electronic Information Sources Types of Information Sources and Services Criteria for Evaluation of Reference Sources.

UNIT- II: Sources of Information

Primary Information Sources :General introduction (Periodicals, Conferences, Patents, Standards, Theses/ Dissertations, Trade Literature, etc.) Secondary Information Sources: Dictionaries, Encyclopedias, Biographical, Geographical, Bibliographies, Indexing and Abstracting, Newspaper Indexes and Digests, Statistics, Handbooks and Manuals. Tertiary Information Sources: Directories, Year books, Almanacs, Bibliography of Bibliographies, Union Catalogues.

UNIT- III: Reference and Information Services

Users and their Information Needs Theory and Functions of Reference and Information Service Enquiry Techniques Role of Reference Librarian and Information Officer in Electronic Environment.

UNIT- IV: Types of Information Services

Documentation Services: Abstracting and Indexing Services Alerting Services, CAS, SDI, Reprographic Service, Translation Service, Document Delivery and Referral Service.

UNIT- V: Information Literacy Programmes

Concept, Objectives, Initiation of Users Users and their Information needs: Categories of users, Ascertaining users Information needs Information Literacy Products.

BLIS-6 FUNDAMENTAL OF COMPUTER APPLICATION

Internal Assessment: 20 Marks

Term –end Examination 80 Marks.

Max. Marks-100

Min. Marks – 45

Theory

Max. Marks-100

Min. Marks – 45

Practical

Max. Marks-50

Min. Marks – 23

Unit I: System Software: WINDOWS (latest) Operating System

System software: different drives, directories Desktop, My Computer, Control Panel, Windows Explorer Accessories applets: Calculator and Paint.

Unit II: Application Software: MS Word, MS PowerPoint, MS Excel (latest edition)

MS Word: Standard toolbars, creating, editing and formatting a document, mail merge, printing. MS

Power Point: Creation and presentation of slides, animation, formatting, slide Show, customizing.

MS Excel: File creation, editing, inserting characters, formatting & basic formula.

Unit III: Library Management Software

Basics of WINSIS/SOUL/LIBSYS

Installation by the students Modules handling , inserting, and updating.

Unit VI: Online and Offline Searching

Offline search: files and folders Online search: Basic and advance E-mail: Opening a desired e-mail account, sending email, uploading & downloading, forwarding, storing with folder.

Unit V: Fundamentals of Information & Communication Technology, Software:

Computer: Concept, need, Generations. Classification of computer Hardware: Internal Structure of Computer including CPU, Storage Devices, Input and Output devices, etc.

Recommended Books:

BHATT (R K). History and development of libraries in India. 1995. Metal Publications, New Delhi.

CHAPMAN (E A) and **LYNDEN (F C)**. Advances in librarianship. 2000. Academic Press, San Diego.

CHOWDHURY (G G), **BURTON (P F)** and **McMENEMY (D)**. Librarianship: the complete introduction. 2008. Neal-Schuman Publishers, New York.

FEATHER (J). The information society: a study of continuity and change. Ed. 5. 2008. Facet Publishing, London.

KHANNA (J K). Library and society. 1955. Research Publication, Kurukshetra.

KRISHAN KUMAR. Library organisation. 1993. Vikas, New Delhi.

MARTIN (W J). The information society. 1988. Aslib, London.

PRASHER (R G). Information and its communication. 1991. Medallion Press, New Delhi.

RANGANATHAN (S R). Five laws of library science. Ed. 2. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.

SINGH (S P). Special libraries in the electronic environment. 2005. Bookwell, New Delhi.

VENKTAPPAIAH (V) and **MADHUSUDHAN (M)**. Public library legislation in the new millennium. 2006. Bookwell, New Delhi.

KRISHAN KUMAR. Theory of classification. 1993. Vikas, New Delhi. **MANN (Margaret)**. Introduction to cataloguing and the classification of books. Ed. 2. 1943. ALA, Chicago.

RANGANATHAN (S R). Descriptive account of the colon classification. 1990. Sarada Ranganathan Endowment for Library Science, Bangalore.

RANGANATHAN (S R). Prolegomena to library classification. Ed 3. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.

SAYERS (W C B). Manual of classification for librarians. Rev. by Arthur Maltby. Ed. 5. 1975. Andre Deutsch, London.

SAYERS (W C B). Introduction to library classification. Rev. by Arthur Maltby. Ed. 9. 1958. Grafton, London.

WYNAR (Bohdan S). Introduction to cataloguing and classification. Ed 7. 1985. Libraries Unlimited, New York.

DEWEY (Melvil). Dewey decimal classification. Ed. 21. 1996. Forest Press, Dublin, USA. **KAULA (P N)**. A treatise on colon classification. 1985. Sterling Publishers, New Delhi. **RANGANATHAN (S R)**. Elements of library classification. 1989. Sarda Ranganathan Endowment for Library Science, Bangalore.

RANGANATHAN (S R). Colon classification. Ed.6. 1960. Sarada Ranganathan Endowment for Library Science, Bangalore.

4. Master of Library and Information Science (M.LISc.) SYLLABUS

Course Title: Master of Library and Information Science
Abbreviation: M.L.I.S.
Type of Course: One Year Course
Pattern: Yearly
Award of Degree: Master of Library & information Science will be awarded for those who successfully complete all the components and declared pass in the programme after one Year.

Programme Objectives: Master of library and information science (MLIS) programme is a one-year post graduate professional programme to train the intended learners to cope up with the information ecosystem and to make them prepared as skilled and competent information professionals in the changing environment of ICT-enabled information society and also to boost up their innovative and research skills in their relevant study area.

MLIS programme of SKDU has been designed and developed at par with the mission of the institute, and all possible types of support services are supposed to provide to the learners' at distance.

Expected programme outcome:

- To create professionals in the field of library and information science.
- To dedicate their professional career for the development of the subject-domain by catering services in different academic libraries, special libraries, public libraries, research centres, government departments, non-government organizations.
- To create a resource pool who will be able to handle and manage the recent developments in the subject domain especially in the ICT environment.
- Credit: Credit of each paper will be 4

SCHEME OF EXAMINATION

Internal Assessment: 20 Marks

Term –end Examination 80 Marks.

For a pass, a candidate shall be required to secure a minimum of 45% marks in each paper and 45% marks in aggregate of all the papers

COURSE STRUCTURE:

S. No.	Name of Subject	credit	Theor y Max	Theory Min	IA Max	IA Min	Max. Marks	Min i Ma rks
1	Information, Communication and Society	4	80	36	20	09	100	45
2	Management of library and Information Centres	4	80	36	20	09	100	45
3	Information Sources, Systems and Services	4	80	36	20	09	100	45
4	Information Processing and Retrieval	4	80	36	20	09	100	45
5	Fundamental of Information Communication Technologies	4	80	36	20	09	100	45
6	Information and Communication Technologies Application	4	80	36	20	09	100	45
7	Research Methodology OR Academic Library System	4	80	36	20	09	100	45

Practical								
1	Information Sources, Systems and Services	2	30	13	20	9	50	23
2	Information Processing and Retrieval	2	30	13	20	9	50	23
3	Fundamenatal of Information Communication Technologies	2	30	13	20	9	50	23
4	Information and Communication Technologies Application	2	30	13	20	9	50	23
Total							900	407

MLIS 1: Information, Communication and Society

Internal Assessment: 20 Marks

Term –end Examination 80 Marks.

Max. Marks-100

Min. Marks – 45

Information Nature Property and Scope

Unit 1: Comparative study of data, information and knowledge

Unit 2: Data: Definition, Types, Nature, Properties and Scope

Unit 3: Information: Definition, Types, Nature, Properties and Scope

Unit 4: Information Science as a discipline

MLIS-2: Management of Library and Information Centres

Internal Assessment: 20 Marks

Term –end Examination 80 Marks.

Max. Marks-100

Min. Marks – 45

Management Perspectives

Unit 1: Principles of Management

Unit 2: Management Functions

Unit 3: Managerial Quality and Leadership

Unit 4: Schools of Management Thought

System Analysis and Control

Unit 5: Library as a System

Unit 6: Project Management, PERT\CPM

Unit 7: Decision Tables

Unit 8: Performance Evaluation, Standards, MIS

Unit 9: Work Flow and Organisation Routines

Personnel Management

Unit 10: Overview of Personnel Management

Unit 11: Manpower Planning

Unit 12: HRD-Quality Improvement Programmes

Unit 13: Performance Appraisal

Unit 14: Total Quality Management

Module-4: Financial Management

Unit 15: Budgeting and Types
Unit 16: Budgetary Control System.

Information Generation and Communication

Unit 1: Evolution of human communication and media
Unit 2: generation of information: models and forms
Unit 3: Information Theory: Shanon and Weaver, Entropy
Unit 4: Communication Process and media.

MLIS-3: Information Sources, Systems and Services

Internal Assessment: 20 Marks

Term –end Examination 80 Marks.

Max. Marks-100

Min. Marks – 45

Theory

Max. Marks-100

Min. Marks – 45

Practical

Max. Marks-50

Min. Marks – 23

Multimedia

Unit 1: Physical Media of Information
Unit 2: Print media, Multimedia (Hypermedia) & Hypertext
Unit 3: Non - print media: Microform, Electronic and Optical media

Information Sources. Systems and Services (Subject-wise organised)

Unit 4: Humanities
Unit 5: Social Sciences
Unit 6: Science and Technology
Unit 7: Non-disciplinary Subjects
Unit 8: International Organisations

Information Sources for Users

Unit 9: Content analysis and its correlation to clientele
Unit 10: Customised Organisation of Information Sources Unit 11: Aids to Information Sources

Information Services

Unit 12: Information Services: concepts, definitions, need and trends
Unit 13: Evaluation of Alerting Services (CAS, SDI), Bibliographic, Referral, Document Delivery and Translation Services
Unit -14: Study of National and International Information Systems and Services

MLIS 4: Information Processing and Retrieval

Internal Assessment: 20 Marks

Term –end Examination 80 Marks.

Max. Marks-100

Min. Marks – 45

Theory

Max. Marks-100

Min. Marks – 45

Practical

Max. Marks-50

Min. Marks – 23

Intellectual Organisation of Information

Unit 1: Intellectual Organisation : an Overview

Unit 2: Classification Systems: General Systems
 Unit 3: Classification Systems: Special Systems
 Unit 4: Thesaurus: Structure and Functions
Bibliographic Description and Subject Indexing
 Unit 5: Bibliographic description: an overview
 Unit 6: Standards for Bibliographic Record Format
 Unit 7: Bibliographic description of non-print media
 Unit 8: Metadata
 Unit 9: Indexing in theory and practice

Indexing Languages and Vocabulary Control

Unit 10: Indexing Languages : Types and Characteristics
 Unit 11: Vocabulary Control, Tools of Vocabulary Control
 Unit 12: Structure and Construction of an IR Thesaurus
 Unit 13: Trends in Automatic Indexing

Information Retrieval

Unit 14: IR Models, Search Strategies, Feedback
 Unit 15: Evaluation of IR Systems
 Unit 16: Information Retrieval Techniques
 Unit 17: Trends in IR Models

MLIS 5-Fundamental of Information Communication Technologies

Internal Assessment: 20 Marks

Term –end Examination 80 Marks.

Max. Marks-100

Min. Marks – 45

Theory

Max. Marks-100

Min. Marks – 45

Practical

Max. Marks-50

Min. Marks – 23

Unit-1 Library As A Social Institution

- 1.1 It's role in Information, Recreation and in Community Information
- 1.2 Changing role of Library and Information Centers in Society
- 1.3 Information Industry-Generators, Providers and Intermediaries

Unit-2 Normative Principles Of Library Information Science, Library Legislations And Acts

- 2.1 Five Laws of Library Science and Application of Five Laws in Library and Information Activities
- 2.2 Library Legislation-Concept, Need, Purpose and the Salient Traits
- 2.3 A brief sketch of Library Legislation so far made in different States in India
- 2.4 Press and Registration Act, Delivery of Books (Public Libraries) Act 1954, Indian Copyright Act, 1957, Right to Information Act,2005

Unit-3 Library Development

- 3.1 Development of Libraries with Special reference to India since 1900
- 3.2 Role of UNESCO in development of Public Libraries
- 3.3 National Information Policies in India, National Knowledge Commission
- 3.4 Library Resource Sharing
- 3.5 Library Systems: Public Library, Academic Library and Special Library- Their distinguishing features and functions.

Unit-4 Library And Information Profession And Extension Activities

- 4.1 Professional Ethics-The Concept and need
- 4.2 Philosophy and Ethics of Librarianship
- 4.3 Publicity and Extension Activities

4.4 Outreach Programmes

Unit-5 Library Associations And National Libraries

5.1 Library Associations: Need, Objectives and Functions

5.2 Library Associations: ILA, IASLIC, IFLA

5.3 National Library: Its concept and role

5.4 National Library of India and Library of Congress (USA)

MLIS 6: Information and Communication Technologies Application Theory

Internal Assessment: 20 Marks

Term –end Examination 80 Marks.

Max. Marks-100

Min. Marks – 45

Theory

Max. Marks-100

Min. Marks – 45

Practical

Max. Marks-50

Min. Marks – 23

Library Automation

Unit 1: Planning and implementation of Library Automation;

Unit 2: Computer-based Acquisition Control;

Unit 3: Computer-based Cataloguing, Gist & Unicode Standard, ASCII, ISCII;

Unit 4: Computer-based Serials Control;

Unit 5: Retro-Conversion, Bar-coding.

Database Management System

Unit 6: Database Models;

Unit 7: Software System, Libsys, TLMS, VTLS, CDS/ISIS, Oracle/Postgras, SQL/MSSQL;

Unit 8: OPAC Systems;

Unit 9: Database Structure, Organisation and Search.

Operating Systems and Programming

Unit 10: Single User Operating System- MS Windows;

Unit 11: Multi-User Operating System- LINUX, UNIX, Windows NT;

Unit 12: Programming Languages: Algorithms;

Unit 13: Flowcharting;

Unit 14: Search and Sorting Algorithm and Structure.

Networking

Unit 15: Resource Sharing through Networks;

Unit 16: Network and their classification;

Unit 17: Network Architecture and Services;

Unit 18: Bibliographic information Networks.

MLIS 7A: Research Methodology

Internal Assessment: 20 Marks

Term –end Examination 80 Marks.

Max. Marks-100

Min. Marks – 45

Introduction to Research Methodology

Unit 1: Concept, Need, Purpose of Research

Unit 2: Types of Research methods (Scope: Fundamental, Applied, Quantitative and Qualitative)

Unit 3: Steps of Research

Unit 4: Ethical and Social aspects of research (Scope: general theoretical overview)

Module- 2: Research Methods and Design

Unit 5: Research Methods: Quantitative

Unit 6: Research Methods: Qualitative

Unit 7: Problems, Hypothesis/ Research Question, Variables Unit 8: Literature Review: techniques

Data Collection, Analysis and Interpretation

Unit 9: Data Collection: tools and techniques (Scope: Tools and Techniques: Sampling Questionnaire, Interview, Schedules, Observation, Scaling, Role of NSSO, Census, etc.)

Unit 10: Presentation of Data: techniques (Scope: Tabular and graphical, frequency distribution, etc.)

Unit 11: Data analysis and Interpretation: an overview (Scope: basic theory, objectives, Goals, etc., Statistical packages- MS Excel, SPSS, R, etc.)

Unit 12: Application of statistical techniques (Scope: measures of central tendency, measures of dispersion, correlation and regression, testing hypotheses)

Research communication and promotion

Unit 13: Report writing: format and structure; Study of Style manuals, Citation standards, Plagiarism detection

Unit 14: Research communication: process and channels (Scope: Research in progress, etc.)

Unit 15: Research promotion agencies: their roles (Scope: Government Agencies- UGC, UGC-DEB, TIFR, DST, DSIR, ICSSR, ICHR, TISS, ISI, NISCAIR, and others).

Unit 16: Trend in LIS Research

OR

MLIS 7B: Academic Library System

Internal Assessment: 20 Marks

Term –end Examination 80 Marks.

Max. Marks-100

Min. Marks – 45

Academic Library

Unit 1: Nature and Characteristics

Unit 2: Role of Library in Academic Support System

Unit 3: Librarian and Teacher, Coordinated academic Team

Unit 4: Library as Learning Support

Unit 5: Library and Higher Education

Kinds of Academic Library

Unit 6: Academic Institutions and their Libraries

Unit 7: Users' Groups and their Needs

Unit 8: Library Services and Users' Support within and beyond the Library

Unit 9: Role of Library in different kinds of Academic Institutions

Unit 10: Integration of Classroom teaching and Library Support

Organization and Management of Library Services

Unit 11: Departmentalization and Coordination of Library Services

Unit 12: Library Committee and their Functions, Library Authority

Unit 13: Curriculum Development and Collection Development

Unit 14: Reference Services, Information Services and Referral Services

Unit 15: Users' Services

Collection Development

Unit 16: Collection Development: Policies and Procedures

Unit 17: Problems of Collection Development

Unit 18: Library Collection—Books, Serials, etc. Unit 19: Cooperative Collection Management

Unit 20: Infra-structural Facilities, Library Planning, Library Building, Equipment, etc.
