

DIPLOMA OF LIBRARY AND INFORMATION SCIENCES (DLIS)

PROGRAMME GUIDE

INDEX

• PROGRAMME CODE	3
• PROGRAMME DURATION	3
• MEDIUM OF INSTRUCTION	3
• SCHEME OF THE PROGRAMME	4
• SYLLABUS OF PROGRAMME	5-14

INFORMATION

PROGRAMME CODE: 4K2H

DURATION OF THE PROGRAMME

Minimum Duration 1 Year

Maximum Duration 3 years

MEDIUM OF INSTRUCTION/ EXAMINATION

1. The SLM/Text Books will be available in English only.
2. Student can attempt the examination in English/Hindi/Punjabi Language.
3. **DCAP101** should be attempted in English Language.

(DIPLOMA IN LIBRARY AND INFORMATION SCIENCE)
Scheme

YEAR	COURSE CODE	COURSE TITLE	Cr.	CA	ETE(Th.)	ETE(Pr.)
1	DCAP101	BASIC COMPUTER SKILLS	4	20	60	20
1	DLIS001	FOUNDATION OF LIBRARY AND INFORMATION SCIENCE	4	20	80	0
1	DLIS002	KNOWLEDGE ORGANIZATION: CLASSIFICATION AND CATALOGUING THEORY	4	20	80	0
1	DLIS003	LIBRARY ADMINISTRATION AND MANAGEMENT	4	20	80	0
1	DLIS004	KNOWLEDGE ORGANIZATION: CLASSIFICATION PRACTICE	4	20	0	80
1	DLIS005	KNOWLEDGE ORGANIZATION: CATALOGUING PRACTICE	4	20	0	80
1	DLIS006	INFORMATION SOURCES AND SERVICES	4	20	80	0
1	DLIS007	LIBRARY AUTOMATION	4	20	60	20
TOTAL CREDITS				32		

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

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

COURSE CONTENTS:

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.	MS Word: Introduction, Environment, Help, Creating & Editing Word Document. Saving Document, Working with Text: Selecting, Formatting, Aligning & Indenting.
5.	MS Word: Finding Replacing Text, Bullets & Numbering, Header & Footer, Working with Tables, Properties Using spell checker, Grammar, AutoCorrect Feature, Synonyms and Thesaurus.
6.	MS Word: 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, Auto Sum
8.	MS-Excel: Formulas. Graphs: Charts. Types & Chart Tool Bar. Printing: Page Layout, Header and Footer Tab.
9.	MS PowerPoint: 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; formatting presentations Graphics: AutoShapes, adding multimedia contents, printing slides
10.	Internet: Basic Internet terms: Web Page, Website, Home page, Browser, URL, Hypertext, ISP, Web Server Applications: WWW, e-mail, Instant Messaging, Internet Telephony, Videoconferencing, 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 Print outs
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. ITL Education Solutions Limited, "Introduction to Information Technology", PearsonEducation, 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 Techworld.

Course Code:	D	L	I	S	0	0	1	Course Title:	FOUNDATION OF LIBRARY AND INFORMATION SCIENCE
--------------	----------	----------	----------	----------	----------	----------	----------	---------------	--

WEIGHTAGE	
CA	ETE (Th.)
20	80

COURSE CONTENTS:

S. No.	Topics
1.	Concept of Library: Definition, Need, Purpose, Functions. Five laws of Library Science
2.	Place of library in dissemination of information. Changing role of library in socio-economic development, education and recreation.
3.	Library Cooperation: Definition, types, levels. Resources sharing and networking. Library Extension Services.
4.	Types of libraries: Public, Academic, Special and National. (Definition, purpose and functions of each type of library.) Brief introduction to digital and virtual libraries
5.	Library Associations in India, U.K and USA – ILA, IASLIC, CILIP, SLA
6.	Library Legislation: Need, purpose and factors. A brief account of its present position in India. Copyright Act, Press and Registration Act and Delivery of books (public libraries Act)
7.	Library Profession: Librarianship as a profession, Professional ethics
8.	Promoters of library and information services : RRRLF ,UNESCO ,IFLA

READINGS: SELF LEARNING MATERIAL.

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 Practioners. 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. 19
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	0	2	Course Title:	KNOWLEDGE ORGANIZATION: CLASSIFICATION AND CATALOGUING THEORY
--------------	----------	----------	----------	----------	----------	----------	----------	---------------	--

WEIGHTAGE	
CA	ETE (Th.)
20	80

COURSE CONTENTS:

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

READINGS: SELF LEARNING MATERIAL.

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 Ess,2002.

Course Code:	D	L	I	S	0	0	3	Course Title:	LIBRARY ADMINISTRATION & MANAGEMENT
--------------	----------	----------	----------	----------	----------	----------	----------	---------------	--

WEIGHTAGE	
CA	ETE (Th.)
20	80

COURSE CONTENTS:

S. No.	Topics
1.	Library administration: Function and principles, Library Authority and Library committee.
2.	Personal Administration in libraries: Definition, Aims, importance, Functions, Job analysis, Job Evaluation, Staffing
3.	Library Finance: Principles, Financial Resources, Methods
4.	Budget & Accounting: Introduction, Budgetary Classification, Practical Procedure, Budget allocation, Accounting: Factors and Purpose.
5.	Acquisition Section : Book Selection ,Book ordering, Accessioning and processing.
6.	Circulation Section: Charging & Discharging system, Library rules, Maintenance work.
7.	Periodical Section: Types of Periodicals, Selection Tools, Ordering Procedure, Record System. Display of Periodicals.
8.	Record and Reports: Library record, annual records, Library Statistics.

READINGS: SELF LEARNING MATERIAL.

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	0	4	Course Title:	KNOWLEDGE ORGANIZATION: CLASSIFICATION PRACTICE
--------------	----------	----------	----------	----------	----------	----------	----------	---------------	--

WEIGHTAGE	
CA	ETE(Pr.)
20	80

COURSE CONTENTS:

S. No.	Topics
1.	10 simple Titles of Main Classes, Fundamental Categories and Common isolates according to Colon Classification
2.	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.

ADDITIONAL READINGS:

1. Colon Classification, Ed 6 (Reprinted with amendments) 1963.
2. Dewey Decimal Classification .3V.Ed 19. 1979.
3. Dictionary/ Encyclopedia.
4. Ranganathan (SR): Colon classification. Ed6(Reprinted with amendments), 1963.One each for each candidate.
5. Dewey Decimal classification. 3V. Ed.19. 1979. One set to each candidate.Language Dictionary- 2 copies.

Course Code:	D	L	I	S	0	0	5	Course Title:	KNOWLEDGE ORGANIZATION: CATALOGUING PRACTICE
--------------	----------	----------	----------	----------	----------	----------	----------	---------------	---

WEIGHTAGE	
CA	ETE(Pr.)
20	80

COURSE CONTENTS:

S. No.	Topics
1.	A total of 8 titles according to AACR and CCC are to be given, out of which 4 titles are to be catalogued.
2.	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.

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	0	6	Course Title:	INFORMATION SOURCES AND SERVICES
--------------	----------	----------	----------	----------	----------	----------	----------	---------------	---

WEIGHTAGE	
CA	ETE (Th.)
20	80

COURSE CONTENTS:

S. No.	Topics
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.

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	0	7	Course Title:	LIBRARY AUTOMATION
--------------	----------	----------	----------	----------	----------	----------	----------	---------------	---------------------------

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

COURSE CONTENTS:

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

READINGS: SELF LEARNING MATERIAL.

ADDITIONAL READINGS:

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