



SHRI J.J.T UNIVERSITY

JHUNJHUNU

SYLLABUS

DIPLOMA IN LIBRARY AND INFORMATION SCIENCE

(SEMESTER SCHEME)

SESSION 2020 - 2022

SYLLABUS

DLIS: SEMESTER I								
SESSION 2020-21								
COURSE	COURSE	TYPE	TITLE OF COURSE	CREDIT	L-T-P/ WEEK	INTERNAL	UNIVERSITY	TOTAL
NO.	CODE					MARKS	EXAM MARKS	MARKS
1	DLIS-101	CORE	FOUNDATION OF LIBRARY AND INFORMATION SCIENCE	4	03-01-00	30	70	100
2	DLIS-102	CORE	LIBRARY ADMINISTRATION AND MANAGEMENT	4	03-01-00	30	70	100
3	DLIS-103	CORE	LIBRARY CLASSIFICATION (THEORY)	4	03-01-00	30	70	100
4	DLIS-104	CORE	LIBRARY CLASSIFICATION (PRACTICE)	4	00-00-08	30	70	100
5	DLIS-105	CORE	BASIC COMPUTER SKILLS (PRACTICE)	4	00-00-08	30	70	100

DLIS: SEMESTER II								
SESSION 2020-21								
COURSE	COURSE CODE	TYPE	TITLE OF COURSE	CREDIT	L-T-P/ WEEK	INTERNAL	UNIVERSITY	TOTAL
NO.						MARKS	EXAM MARKS	MARKS
6	DLIS-201	CORE	PUBLIC LIBRARY AND ACADEMIC LIBRARY	4	03-01-00	30	70	100
7	DLIS-202	CORE	INFORMATION SOURCES AND SERVICES	4	03-01-00	30	70	100
8	DLIS-203	CORE	LIBRARY CATALOGUING (THEORY)	4	03-01-00	30	70	100
9	DLIS-204	CORE	LIBRARY CATALOGUING (PRACTICE)	4	00-00-08	30	70	100
10	DLIS-205	CORE	LIBRARY AUTOMATION (PRACTICE)	4	00-00-08	30	70	100

DETAILS OF COURSE CONTENTS

DIPLOMA OF LIBRARY AND INFORMATION SCIENCE SEMESTER I

**TITLE OF COURSE: FOUNDATION OF LIBRARY AND INFORMATION
SCIENCE
COURSE CODE: DLIS - 101**

Course Content:

1. Concept of Library: Definition, Need, Purpose, Functions.
2. Five Laws of Library Science.
3. Place of Library in Dissemination of Information: Changing role of library in socioeconomic development, education and recreation.
4. Library Cooperation: Definition, types, levels. Resources sharing and networking. Library Extension Services.
5. Types of Libraries: Public, Academic, Special and National. (Definition, purpose and functions of each type of library.)
6. Library Without Wall: Brief introduction to digital and virtual libraries.
7. Library Associations in India, U.K and USA: RTLA, ILA, IASLIC, CILIP, SLA.
8. Library Profession: Librarianship as a profession, Professional ethics.
9. Promoters of Library and Information Services :RRRLF, UNESCO, IFLA

Recommended Reading

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 Practitioners. London: Clive Bingley, 19773.
Harrison (KC): First step in librarianship: a Student's guide. Ed 5.London:
3. 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.

TITLE OF COURSE: LIBRARY ADMINISTRATION AND MANAGEMENT
COURSE CODE: DLIS - 102

Course Content:

1. Library Administration: Function and principles, Library Authority and Library committee.
2. Personal Administration in Libraries: Definition, Aims, importance, Functions, Job analysis, Job Evaluation.
3. Library Staffing: Importance, Nature and function of staffing, Staff management, recruitment.
4. Library Finance: Principles, Financial Resources, Methods.
5. Budget: Introduction, Budgetary Classification, Practical Procedure, Budget allocation.
6. Accounting: Factors and Purpose.
7. Acquisition Section: Book Selection, Book ordering, Accessioning and processing.
8. Circulation Section: Charging & Discharging system, Library rules, Maintenance work.
9. Periodical Section: Types of Periodicals, Selection Tools, Ordering Procedure, Record System. Display of Periodicals.

Recommended Reading :-

1. Mittal (RL): Library Administration: Theory and practice. Latest Ed.
2. Ranganathan (SR): Library administration. Latest Ed

TITLE OF COURSE: LIBRARY CLASSIFICATION (THEORY)

COURSE CODE: DLIS -103

Course Content:

- 1.** Library Classification – Need and Purpose
- 2.** Notation – Need, Types and Functions
- 3.** Mnemonics
- 4.** Fundamental Catalogues
- 5.** Common Isolates
- 6.** Call number
- 7.** Dewey Decimal Classification
- 8.** Colony Classification

Recommended Reading:-

1. Alberg. Interuit, Major developments in Classification in Advances in Librarianship, New York, Academic Press. 1997, Vol.7.
2. Batty. CD – An Introduction to the 20th Edition of Dewey Decimal Classification, London: Clive Bingley, 1991.
3. BRAOU. Library Classification (Theory) BLISC-3, Hyderabad, BRAOU, 1993.
4. Comaromi, John P and Satija, MP Exercise in the 20th Edition of the Dewey Decimal Classification, New Delhi, Sterling, 1990.
5. Gopinath, MA The Colon Classification in Classification in the 1970s London. Clive Bingley, 19782.

TITLE OF COURSE: LIBRARY CLASSIFICATION (PRACTICE)

COURSE CODE: DLIS - 104

Course Content:

- 1.** Colon classification – Introduction, structure and organization .
- 2.** Colon classification _ Basic and compound subjects.
- 3.** Colon classification _ Use of isolate, phase relation and devices.
- 4.** DDC - Introduction, structure and organization.
- 5.** DDC - Classification of Documents

Recommended Reading:

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),
5. 1963.One each for each candidate.
6. Dewey decimal classification. 3V. Ed.19. 1979. One set to each
7. Candidate. Language Dictionary- 2 copies.

TITLE OF COURSE: BASIC COMPUTER SKILLS (PRACTICE)

COURSE CODE: DLIS - 105

Course Content:

1. Familiarity with DOS, Implementing various internal and external commands in DOS.
2. 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.
3. MS-Office (or any other Office Suite), meaning and features , its components.
4. 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
5. Ms-Excel-Working with worksheet, formulas & functions ,Inserting charts, Printing in Excel
6. MS Power Point-Views , Designing, viewing, presenting & Printing of Slides.
7. Internet: Navigating with Internet Explorer; surfing the net, using search engines;
8. using email facility.

Recommended Reading:

1. ITL Education Solutions Limited, "Introduction to Information
2. Technology",
3. Pearson Education, New Delhi
4. SAMS Teach Yourself Microsoft Office 2003 by Greg Perry
5. Peter Norton, "Introduction to Computers", Tata McGraw Hill Company,
New Delhi.
6. Alexis Leon, Mathews Leon, "Fundamentals of Information Technology",
Leon
7. Tec world.

DETAILS OF COURSE CONTENTS
DIPLOMA OF LIBRARY AND INFORMATION SCIENCE
SEMESTER II

TITLE OF COURSE: PUBLIC AND ACADEMIC LIBRARY

COURSE CODE: DLIS - 201

Course Content:

1. School library – Definition, Objective, Purpose, work, Administration.
2. School library - Organization of Reading material and service and collection
3. School library – Building, furniture and instruments.
4. Condition of school library special in Rajasthan
5. Government library: Definition, Need, Purpose, Functions.
6. Government library: Organization and administration.
7. Public relation and advertisement in govt. libraries.
8. Problem and solution of government library in India.

Recommended Reading

1. IFLA School Libraries Section Standing Committee, IFLA School Library Guidelines, IFLA, 2015, <http://www.ifla.org/files/assets/school-libraries-resource-centers/publications/ifla-school-library-guidelines.pdf> (Accessed on 18 Feb. 2017).
2. Mohanraj, V.M., The School library: An educational tool, New Delhi, EssEss Publications, 2011.
3. Peacock, Mary, Primary School Library and its Services, Paris, UNESCO, 1961
4. Rajashekharan, K. and Nair, R. Raman, Academic libraries development, New Delhi, EssEss Publications, 1991.
5. Krishan Kumar, Library Organization, New Delhi, Vikas Publishing, 1997
6. Mc Colvin L.R., Public library extension, Paris, Unesco, 1950
7. Wheeler, Joseph L. and Glodhor, Herbert, Practical administration of public library, New York, Harper & Row, 1962

TITLE OF COURSE: INFORMATION SOURCES AND SERVICES

COURSE CODE: DLIS - 202

Course Content:

- 1.** Information – Scope, Purpose and Characteristics
- 2.** Information Sources and their Types
- 3.** Primary Sources – Journals, Proceedings / Conference Papers, Patens
- 4.** Secondary Sources
 - (a) Encyclopedias
 - (b) Dictionaries
 - (c) Handbooks
 - (d) Year Books / Almanacs
 - (e) Geographical Sources
 - (f) Biographical Sources
 - (g) Bibliographies
- 5.** Tertiary Sources
 - (a) Union Catalogues / Lists
 - (b) Bibliographical Courses
 - (c) Guide to Reference Sources
- 6.** Information Services – Need, Purpose and Types
- 7.** Reference Service, Document Delivery Service (DDS)
- 8.** Users : Their Information Needs

Recommended Reading

1. Baruah, A, Library Database Management, Delhi, Kalpaz Publications.
2. Basandra, SK Computers Today, Delhi, Goigtia, 1996.
3. Desai, bipin C., Introduction to Database Systems, New Delhi, Galgotia, 1996.
4. IGNOU, Computer Basics and Applications (BLISc-7), Delhi, IGNOU, 1989.
5. Iyer, VK, Netwrking – The Future of Libraries, Delhi, Rajat Publishers, 1999.
6. Kaul, HK, Library Networks: An Indian Experience, Delhi, Vigro publications, 1992.
7. Kocar, RS and KN Sundershan, Library Automation – Issues and System, New Delhi, APH Publishing, 1997.
8. Kumar, PSG, A Student's Manual of Library and Information Science: Delhi: BR Publishing Corporation, 2002, 2 vols.

TITLE OF COURSE: LIBRARY CATALOGUING (THEORY)

COURSE CODE: DLIS - 203

Course Content:

1. Library Cataloguing: Meaning, need and purpose. Physical forms and types of library catalogues.
2. Subject Cataloguing: Types of Subject catalogues, Methods of deriving Subject Heading. Chain procedure.
3. Library Catalogues Codes- CCC and AACR- II; Rules For Filling Eateries- CCC and AACR II
4. Library Cataloguing: Canons and Principles; ISBDs

Recommended Reading

1. Krishan Kumar: Theory of cataloguing.
2. Ranganathan, (SR): Classified catalogue code. 5th Ed.
3. Ranganathan, (SR): Colon Classification. 6th Revised Edition.
4. Ranganathan, (SR): Prolegomena to library classification

**TITLE OF COURSE: LIBRARY CATALOGUING
(PRACTICE)**

COURSE CODE: DLIS - 204

Course Content:

Cataloguing of document according to AACR –II &CCC

1. Main entry, title entry,
2. Author and joint author entry, subject entry,
3. Tracing, subject heading (by Sayers list of subject)
4. Single author, two author, three and more than three authors works.
5. Pseudonymous Works.

Recommended Reading

1. Anglo American Cataloging Rules II (Ed2,1978),
2. Classified catalogue code with additional; rules for dictionary catalogue code
3. Ed.5. Reprinted 1991. For subject headings use Sears List of Subject
4. Headings,Ed.12
5. S.R. Ranganathan: Cataloguing Practice (CCC); ShardaRanganathan Endowment
6. Publications, New-Delhi, Ed.2000.
7. C.Lal: Practical Cataloguing; ESS ESS Publications, Delhi, Ed.2002.

TITLE OF COURSE: LIBRARY AUTOMATION (PRACTICE)

COURSE CODE: DLIS – 205

Course Content:

- 1.** 1. Library Automation – Definition, Need, Function and requirement of library Automation.
- 2.** Basic Knowledge of Library software. (KOHA)
- 3.** Library Automation in acquisition.
- 4.** Library Automation in Technical Processing.
- 5.** Library Automation in Circulation Section.
- 6.** Library Automation in Periodical Section.

Recommended Reading

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