Syllabus

Faculty of Social Sciences
Library and Information Science
C.Lib. I.Sc.

Certificate Course in Library and Information Science
(Half Yearly Certificate Course)
2012-2013

Gondwana University, Gadchiroli.

गोंडवाना विद्यापीठ, गडचिरोली.

समाज विज्ञान विद्याशाखा
ग्रंथालय व माहिती प्रशासनपत्र अभ्यासक्रम
(६ महिन्याकारिता) २०१२-२०१३
Gondwana University Gadchiroli

Direction No. 143 of 2012

Direction governing the examinations leading to the Certificate course in Library and Information Science (six month duration Course) in the faculty of Social Sciences

Whereas, The Maharashtra Universities Act. No.XXXV of 1994 (hereinafter referred as the Act) has come into force with effect from 22nd July, 1994 and has amended from time to time.

And

Whereas the board of studies in Library and Information Science in its meeting held on 18.04.2012 at Gondwana University, Gadchiroli resolved to introduce the Certificate Course in Library and Information Science six month duration course degree course recommended for continuation.

And

Whereas the board of studies in Library and Information Science has prepared the syllabi for the Certificate course in Library and Information Science examination and recommended for its implication from the academic session 2012-2013 progressively.

And

Whereas the Dean of the Faculty of Social Sciences concurred with the recommendations of the Board of Studies in Library and Information Science on 09.05.2012 and requested the Vice-Chancellor to take appropriate action for implementation of the same from the academic session 2012-13.

And

Whereas the Vice-Chancellor of Gondwana University, Gadchiroli approved the recommendations of the Board of Studies in Library and Information Science and concurred by the Dean, Faculty of Social Science, for information Certificate Course in Library and Information Science six month duration on behalf of the Academic Council and Management council under section 14(7) of the act and syllabi for the same under section 38(a) of the Act on 2012.

And

Whereas the process prescribed for making ordinance is time consuming,

Now, therefore, I Dr. V.S.Ainchwar, Vice-Chancellor Gondwana University Gadchiroli in exercise of the powers vested in me under section 14(8) of the Act do here by issue the following directions:

01. This direction shall be called "direction governing the examinations leading to the Certificate Course in Library and information science six month duration course" in the faculty of social sciences

02. The duration of library and information science will be sixth month duration course and not less than six month and there will be university examination at the end of academic session.
03. Subject to the compliance with the provisions of the direction and of any other ordinance in force from time to time and applicant for admission to:

C.Lib.I.Sc Examination shall:

i) Have passed the higher secondary school certificate examination of the Maharashtra State Board of Secondary Education of any division or an examination recognized as equivalent there to with English as one of the subjects of passing and in such subjects and with standards of attainments as may be prescribed: and.

ii) Have since passing the Higher secondary school certificate examination prosecuted a regular course of study for a period not less than 6 months in any recognized institute.

04. The examination leading to the Certificate Course in library and information science shall be held twice a year at such places and on such dates as may fixed by the university.

05. The examination fee shall be as prescribed by the university from time to time.

06. The scope of subjects shall be as indicated in the syllabus.

07. The number of papers/ practical and the maximum marks assigned to each paper / practical and the minimum marks and examinee must obtain in order to pass the examinations shall be as indicated in appendix A.

08. An examinee that either does not pass or fail to present him at the examination shall be eligible to appear at any subsequent examination without prosecuting a regular course study.

09. An examinee failing the examination but obtaining not less than 40% of the marks in theory paper of the subject shall be exempted from appearing at subsequent examination in that subject.

   i) Examinees securing 50% or more marks in Practical part of the examination shall be exempted from appearing in that part at a subsequent examination.

   ii) An examinee passing the examination as a whole in the minimum, prescribed period and obtaining the prescribed number of places in the first or second division shall be arranged in order of merit.

10. The examinees who are successful in Certificate course in Library and Information science examination and have obtain 60% or more marks in the aggregate of the C.Lib.I.Sc examination shall be placed in the first division, those obtaining less than 60% but not less than 50% shall be placed in the second division.

11. Provisions to the award of grace marks for passing and examination, securing higher division/class and for securing distinction in the subject(s) shall apply to the examination.

12. Notwithstanding anything contrary in this Direction, no persons shall be admitted to this examination, if he has already passed the same from this university or of any other statutory university.

13. Examinee’s successful at the final examination shall on payment of the prescribed fees, be entitled for the award of the Certificate in the prescribed from signed by the Registrar.

14. This direction shall come into force from the academic session 2012-13 and shall remain in force till the relevant ordinance comes into being in accordance with the provisions of the Act.

Gadchiroli
Dated:

(Dr. V.S.Ainchwar)
Vice-Chancellor
Faculty of Social Sciences
Library and Information Science
Certificate Course in Library and Information Science
(Half Yearly Certificate Course)
2012-2013

Eligibility

Examination leading to the certificate course in Library and Information Science

01. Examination leading to the certificate course in Library and Information science shall be held twice a year by the University and the course for the examination shall be of four and half months duration.

02. Every applicant for admission to the Certificate course in Library and Information science shall have passed the higher secondary school certificate examination of the Maharashtra state board of secondary education or an examination recognized as equivalent there to with English as one the subject of passing and in such subjects and with standard of attainment as may be prescribed the:

Have since passing the higher secondary school certificate examination prosecuted regular course of study for a period of not less than four and half months in recognized college or institution.

03. The examination of certificate course shall consist of two parts, namely part I theory and part II practical.

Pattern of Question Paper on the unit system

The pattern of question paper as per unit system will be broadly based on the following pattern:

The syllabus has been divided into units equal to the no. of question to be answered in the paper. On each unit there will be two questions a long answer type with an internal choice and the students will have to solve any one.

Five questions will be carried equal 12 marks and sixth questions will be carried 15 marks. The type of sixth questions is short answered type and will be comprises of all units.

The student will have to solve 3 short answers out of 5 in sixth questions and each
short question carried five marks.

Faculty of Social Sciences
Library and Information Science
Certificate Course in Library and Information Science
(Half Yearly Certificate Course)
2012-2013

Objectives of the Course:

- To offer basic knowledge and understanding of Library and Informal Science.
- To get familiarize with work flow of the School, Junior College and Public Libraries and Information Centers.
- To make the students understand the Computer basics and their application

The examination shall consist of two parts, namely:

Part I - Theory
Part II - Practice

Appendix A

Part I: Theory

<table>
<thead>
<tr>
<th>Paper</th>
<th>Title of Paper</th>
<th>Maximum Marks</th>
<th>Minimum Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Foundation and Management of Libraries</td>
<td>75</td>
<td>23</td>
</tr>
<tr>
<td>II</td>
<td>Classification and Subjects Indexing</td>
<td>75</td>
<td>23</td>
</tr>
<tr>
<td>III</td>
<td>Cataloguing and Bibliography</td>
<td>75</td>
<td>23</td>
</tr>
<tr>
<td>IV</td>
<td>Information Services and Sources</td>
<td>75</td>
<td>23</td>
</tr>
<tr>
<td>V</td>
<td>Computer Applications in Libraries.</td>
<td>75</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>Total...</td>
<td>375</td>
<td>(125)</td>
</tr>
</tbody>
</table>

Part II: Practice

<table>
<thead>
<tr>
<th>Paper</th>
<th>Title of Paper</th>
<th>Maximum Marks</th>
<th>Minimum Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>VI</td>
<td>Practical Test in Classification based on DDC Latest Ed.</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>VII</td>
<td>Practical Test in cataloguing based on AACR 2</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>VIII</td>
<td>Viva—Voce Information sources services Term of Work Consisting of</td>
<td>50</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>i- A Class work in classification</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ii- Class Work in cataloguing</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>iii- Class work in Information work and services</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>iv- Report on Library visits</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total...</td>
<td>300</td>
<td>150</td>
</tr>
<tr>
<td></td>
<td>Grand Total Part I and II</td>
<td>675</td>
<td>275</td>
</tr>
</tbody>
</table>
SYLLABUS

Certificate Course in Library and Information Science

The written examination will consist of five papers each of three hours duration. The marks for each paper will be in accordance with Marks given in Appendix A.

Part I

Theory (Written Examination)

Paper I

Foundation and Management of Libraries

Unit I: Fundamentals of Librarianship and Society
- Types Libraries - Academic Libraries, Public Libraries and Special Libraries
- Functions of a Library
- Five Laws of Library Science

Unit II: Library Organization
- Organizational Structure of a Library
- Sections of a modern Library Building and Equipment
- Library Rules and Library Committee

Unit III: Work flow in Libraries
- Selecting of reading material Policies and procedures
- Acquisition, Technical processing of reading material
- Circulation & Maintenance
- Preservation and Stock verification

Unit IV: Management
- Functions and principles of Scientific Management
- Personnel Management
- Budgeting Budget preparation
- Types of Reports and their preparations

Unit V: Legislation and Extension
- Library Movement and Library Associations

Books Recommended for Study

Paper II
Classification and Subject Indexing

Unit I: Purpose of Classification
Purpose and Functions of Classification.

Principles of Classification

Book Classification

Rules for classifying books

Unit II: Study of Different Schemes of Classification

Dewey decimal classification

Colon Classification

Universal Decimal Classification (outline only)

Unit III: Notation and Canons

Types and Role of Notation

Canons of Classifications

Enumerative and Analytic Synthetic Classification Scheme

Unit IV: Indexing

Subject Heading Lists – Sears

Subject Indexing - Concepts

Unit V: Information Retrieval

Chain Indexing

Mechanized Subject Indexing

Books Recommended for Study

10. Ranganalhan, S.R. Classification and Communication, Bangalore:
18. हिन्दी क. स. ग्रन्थालय वर्गीकरण, सूचचार प्रकाशन पुय,
19. महानन् ग. पं. केंद्र वर्गीकरण ताल्लीक, पुय विषयांनी गुह प्रकाशन पुय.
20. सांसदाल, सु. प्रश्न वर्गीकरण ताल्लीक, मधूरवाड़ा विज्ञापं ग्रन्थालय संघ, औरंगाबाद

Paper III

Cataloguing and Bibliography
Unit I  Library Catalogue
Library Catalogue: Purpose and functions, Inner and outer forms of Library Catalogue, Reading a Book Technically

Unit II  Catalogue entries
Kinds of entries in a Catalogue
Method of arrangement of Catalogue entries
Filing of Cataloguing Cards

Unit III  Bibliography
Definition, Concept and growth of Bibliography, Difference between Catalogue and Bibliography, Kinds of Bibliographies: Systematic Bibliography

Unit IV  Codes and Standards
Anglo American Cataloguing Rules
Classified Catalogue Code

Unit V  Organization of Catalogues and Bibliographies
Guidance in the use of Library Catalogue
Organizing cataloguing Department
Centralized, Cooperative, and Union catalogues
Modern Trends in Cataloguing

Books Recommended for Study

Paper IV
Information Services and Sources

Unit I  Information Services
Reference Services
Long range and Ready reference service Information and Information Services CAS, SDI, Translation Service

Unit II  
**Documentation Services**  
Document, Different kinds of Documents Abstract and Abstracting Service and Indexing Services News Paper clipping services

Unit III  
**Information Sources**  
Types Reference Sources  
Organizations and Institutions as Sources of Information  
Internet as a Source of Information  
Criteria of Evaluation of Reference Sources  
Steps in Evaluation of Reference Source

Unit IV:  
**Evaluation of Reference Sources (Conventional)**  
Dictionaries Encyclopedias Bibliographies; Directories, Biographies, Geographical Sources, Annuals and Almanacs, etc.

Unit V:  
**Brief Study of information Centers**  
NISCAIR, NASSDOC, IASLIC, ILA, UNESCO etc.  
Modern Information dissemination methods; E-mail, fax, Document Delivery and Services etc.

**Books Recommended for Study**
17. नयूयूयू केन ती, प्रेमधार्म आँि महिलाशास्त्र, यूनीवर्सिटी प्रकाशन, पुणे
18. करंसेवप्र, प्रवालयोगी संदर्भसेवा यूनीवर्सिटी प्रकाशन, पुणे
19. ज्योति अर्द्ध, प्रवालयोगी संदर्भ सेवा यूनीवर्सिटी प्रकाशन, पुणे
20. फळक, द.न. शाक्तिकृत नाटककथा आँि अनुभूतकृतकथा यूनीवर्सिटी प्रकाशन, पुणे
21. कापडे डी.जे., महिला सेवा आँि साधने, रजनी प्रकाशन, नागपूर

**Paper V**

**Computer Applications in Libraries**

**Unit I:**  
**Information Technology**
Definition, Need, Scope, Objectives of Information Technology.

Unit II: **Computers and Development**  
Historical Development  
Components of a Computer (Bock Diagram)  
Classification of Computers

Unit III: **Computer Hardware**  
Hardware - Digital, Analogous  
Main Memory - RAM, ROM  
Auxiliary Memory - Magnetic Tapes, Magnetic Discs, CD-ROM  
Input and Output Devices

Unit IV: **Software**  
Definition of software  
System Software and application software  
**Operating system**  
MS DOS  
Windows  
UNIX, **Application Software**  
MS-Word, MS-Excel & MS-Power point

Unit V: **Computer Applications**  
Library Software, CDS-ISIS, SOUL  
Automated Housekeeping Functions: Acquisition, Cataloguing, Circulation and Serials Control  
e-mail and Internet Facilities

**Books Recommended for Study**
2. Norton, P. DOS guide, New Delhi: Prenuee Hall of India, J 996  
3. Raman Nair, R. Basics of CDS/ISIS for DOS, New Delhi. Ess Ess Publications, 199  

**Part II**  
**Practices**  
**Paper VI**

Unit VI: Syllabus for Practice in Classification according to DDC
1. Simple Subject
2. Common isolates
3. Compound Subject
4. Complex Subject

Unit VII: Syllabus for Practice in Cataloguing
1. Personal Author
2. Pseudonymous author
3. Joint author, Multiple Author
4. Editor
5. Corporate author Govt., Institutions, Conferences

Unit VIII: VIVA-VOCE
Information Sources and Services Practical’s
- Study of various Reference Sources with special reference to India,
- Evaluation of selected Standard Reference Books, frequently used in reference work.
- Find out Information from standard Reference sources.
- Familiarity with structure of selected abstracting and Indexing services.
- Developing skills in literature search by using abstracting and Indexing services.

List of Information Sources for Evolution and Information Queries

Encyclopedias
1. New Encyclopedia Britannica
2. Encyclopedia Americana
3. International Encyclopedia of Social Sciences
5. Van Nostrand's Scientific Encyclopedia
6. Encyclopedia of Library and Information Science

Dictionaries
07. Webster’s Third New International Dictionary of English Language
08. The Oxford English Dictionary
09. Language Dictionaries
10. Bi-lingual and Polyglot Dictionaries
11. Dictionaries of Synonyms and Antonyms.

Year Books and Almanacs
12. Statesman's Year Book
13. Europe World Year Book
15. Manorama Year Book
16. World Almanac and Book of Facts

Directories
17. World of Learning
18. Universities Handbook
20. Kothari’s Industrial Directory of India.

Biographical Sources
22. India Who's Who
24. Who’s’ Who of Indian Writers
Geographical Sources
25 Chambers World Gazetteers’ and Geographical Dictionary
   OR
   Webster's Geographical Dictionary
26 Gazetteer of India: India Union
27 Fodor's India/India Handbook
28 Times Atlas of the World
   OR
29 Britannica Atlas Serial References Sources
30 Ulrich's International Periodicals Directory
31 Keesings Record of World Events
32 Asian Recorder
33 Index India OR Guide to Indian Periodicals Literature

Serial Reference Sources
34 Ulrich’s International Periodicals directory
35 Keesings Record of World Events
36 Asian Recorder
37 Index India OR Guide to Indian Periodicals Literature

Bibliographies
38 Indian National Bibliography, British National Bibliography, National Bibliography of Indian Literature, Cumulative Book Index, Books in Print, Indian Books in Print, Guide to Reference books
   Guide to Reference Materials on India

Marathi and Hindi Sources
46 मराठी विश्वकोष
47 हिंदी विश्वकोष
48 भारतीय संस्कृतीकोष
49 भारतीय व्यवहारकाण
50 भारतवर्षीय चरित्रकोष (प्राचीन, मध्ययुगीन आणि आर्बांची)
51 भारतीय समाजविज्ञान कोष
52 महाराष्ट्र वाक्यसंग्रहयोगकोष
53 संस्कृत संकेतकाण
54 मराठी व्याकरण लिंगाचरण
55 वैद्यविलय शब्दकोश
56 मराठी शब्दरसयोगकर
57 अभिवंदना मराठी ज्ञानकोष
58 महाराष्ट्र ज्ञानपीक