MOHANLAL SUKHADIA UNIVERSITY

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

Faculty of Social Sciences

SYLLABUS
Diploma in Library and
Information Science
2020-21 onwards

Objectives:

- The students will be prepared to take up the information challenges of the coming years.
- The students will be prepared to take leadership position in both traditional types of information institutions e.g., academic libraries and most modern and futuristic types of information institutes e.g., as database managers of information specialists.
- The students will be prepared in such a manner that they may be capable of taking up self employment in information field.

Course Name:

- Diploma in Library and Information Science

  Nature: Professional Course

- **Admission:** Diploma in Library and Information Science

  Duration: One Year (Annual**)**

  Eligibility: 10+2 from any recognized board/equivalent with minimum of 40% marks or equivalent grade.

  No. of Seats: 60 seats (Self finance/Payment mode). Reservation as per university norms.

  Medium of instruction: The medium of instruction is English, however, students may opt examination in Hindi medium.

Note:

- He/She must fulfill other conditions as may be laid down by the University/Admission Committee from time to time.
- Reservation of seats belonging to Scheduled Castes and Scheduled Tribes shall be as per policy laid down by the University.
- Result will be prepared as per the University rules.
- Failed/supplementary candidates will be governed by the Ordinances as applicable to other Diploma courses of the University.

Fees Structure: 5000/- and Local Fund

Paper No.	Course Code	Title of the Course	Total Marks
1.	DLIS/01	Library and Society	100
2.	DLIS/02	Library Management and Services	100
3.	DLIS/03	Principles of Classification and Cataloguing	100
4.	DLIS/04	Computer Fundamentals	100
5.	DLIS/05	Project Work	100

Paper Code: **DLIS/01**

Paper Name: **Library and Society**

Unit 1: Definition and need of library in Society. Types of Libraries (Public, Academic and Special) their Functions and Services.

Unit 2: Five Laws of Library Science, National Library of India. Library Extension Services: Need, Objectives and Function and Methods.

Unit 3: Growth and Development of Libraries in India, Library Education in India, Library Legislation: Need, Purpose and Objectives, Press and Registration of Book Act, Delivery of Books and Newspapers Act.

Unit 4: Library Profession: Characteristics and Functions, Library Associations: Qualities, Objectives and Activities, National Associations: ILA and IASLIC

Unit 5: Information Society: Definition, Evolution and Impact. Role and functions of UNESCO and IFLA.

RECOMMENDED BOOKS

Grag, R.G. and Tamrakar, Amit (2011). Modern Library Management. Medallion Press, Ludhiana.

Khanna, J. K. (2003). Library and Society. New Delhi: Ess Ess Publications.

Krishna Kumar (1987). Library Administration and Management. Delhi, Vikas.

Kumar, P.S.G. (2003). Foundations of Library and Information Science. New Delhi: B. R. Publishing.

Ranganathan, S. R. (1988). The Five Laws of Library Science. New Delhi: Sarada Ranganathan Endowment for Library Science.

Paper Code: **DLIS/02**

Paper Name: **Library Management and Services**

Unit 1: Concept, Definition, Need and Scope of Management. Scientific Principles of Management. Functions of management (POSDCORB)

Unit 2: Job Description, Job Analysis, Job Evaluation and Human Resource Planning.

Unit 3: Budgeting: Definition, Purpose, Functions and Techniques. Methods of Financial estimation. Annual Report: Objectives and Contents

Unit 4: Acquisition Section, Serial Control, Circulation (Register system, One card, Newark and Brown system.

Unit 5: Maintenance Section, Technical Section and Reference Section. Methods of Stock Verification.

RECOMMENDED BOOKS

Kotler, Philip (2003). Marketing Management. 11th ed. New Delhi: Pearson.

Grag, R.G. and Tamrakar, Amit (2011). Modern Library Management. Medallion Press, Ludhiana.

Paper Code: **DLIS/03**
Paper Name: **Principles of Classification and Cataloguing**

Unit 1: Library Classification: Definition, Need, Purpose and Functions. Canons: Idea Plane, Verbal Plane and Notational Plane

Unit 2: Fundamental Categories. Notation: Definition, Types, Functions and Qualities. Round and Levels

Unit 3: Species of Library Classification Schemes. Salient Features of DDC and CC. Catalogue: Definition and Purpose.

Unit 4: Canons of cataloguing. Origin and Features of CCC and AACR-IIR catalogue code. Kinds of Entries in CCC and AACR-II.

Unit 5: Chain Procedure. Sources of Information for Cataloguing. Union Catalogue: Definition, Need, Functions and Compilation and MARC-21

RECOMMENDED BOOKS

Husain, Sabahat. (2004). Library Classification: Facets and Analysis. Delhi: B. R. Publishing.

Kumar, P. S. G. (2003). Knowledge Organization, Information Processing and Retrieval Theory. Delhi: B. R. Publishing.

Ranganathan, S. R. (2006). Philosophy of Library Classification. Bangalore: Ess Ess. Singh,

Paper Code: **DLIS/04**

Paper Name: **Computer Fundamentals**

Unit 1: Computer: Definition, Historical development, Characteristics, Limitations and Applications of computers. Component/Block diagram of computer.

Unit 2: Generations of computer. Types of Computers: Analog, Digital and Hybrid computers. Input and Output devices

Unit 3: Computer Memory: Characteristics, Primary and Secondary. Operating Systems: Definition, Classification, Function and Types.

Unit 4: Windows Operating Systems: Features, Desktop components and Basic terms in Windows.

Unit 5: Computerware: Software, Hardware and Firmware. Types of software: System software and Application software. Internet: Evolution and its Applications

RECOMMENDED BOOKS

Arora, Ashok & Bansal, Shefali. (2000). Computer Fundamentals. New Delhi: Excel Books.

Basandra, Suresh K. (1999). Computer Today. New Delhi : Galgotia Publications.

Sinha, Pradeep Kumar & Sinha, Priti. (2007). Computer Fundamentals. New Delhi : BPB Publication.

Paper Code: **DLIS/05**
Paper Name: **Project Work**

All the students are required to visit any library/information center and prepare a detail report of the same. The project report is to be submitted by each candidate before final examination. The report is to be evaluated by the concern faculty and Head.

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