

ग्रंथालय 2015-16

40

Syllabus 2015-16 -Diploma in Library and information Science

1

Academic Course Structure

Name of the Course	7.5.6 - Diploma in Library & Information Science (Granthalaya Vartashastra)
Name of the Faculty	Faculty of Shikshanashastra tatha Sankirna Vidyashakha
Examination Type	Annual
Course Duration	01 year
Total Credits	Not Applicable
Eligibility	HSSC

Paper Code	Paper Title	Internal (Pr/Desr /Viva/Ora/ Test/Sessional etc.)		Theory		Other		Subject Total (in case of joint passing) A+B+C		No. Credits (if Credit System is applicable)
		A		B		C		Max	Passing	
		Max	Passing	Max	Passing	Max	Passing	Max	Passing	
<b>Theory Papers - I</b>										
DLV1-I-01	Sanskrit			100	35			100	35	Theory
DLV1-I-02	Library Administration, Information sources & services			100	35			100	35	
DLV1-I-03	Computer Applications in Library			100	35			100	35	
DLV1-I-04	Library Cataloguing and classification			100	35			100	35	
<b>Total (I)</b>				<b>400</b>	<b>140</b>			<b>400</b>	<b>140</b>	

17/10/2015

Practical Papers - II										
DLVI-I-05	Practical test in classification and Cataloguing			100	40			100	40	Practical
DLVI-I-06	Viva			40	16			40	16	
<b>Total (II)</b>				<b>140</b>	<b>56</b>			<b>140</b>	<b>56</b>	
Internal Assessment - III										
DLVI-I-07	Class work in Classification and cataloguing			20	8			20	8	Internal
DLVI-I-08	Class work in Information Sources			20	8			20	8	
DLVI-I-09	Educational Tour Report			20	8			20	8	
<b>Total (III)</b>				<b>60</b>	<b>24</b>			<b>60</b>	<b>24</b>	
<b>Total (II + III)</b>				<b>200</b>	<b>80</b>			<b>200</b>	<b>80</b>	
<b>Final Total (I + II + III)</b>								<b>600</b>	<b>220</b>	

Note : It mandatory to Candidates to complete 21 days internship programme after successful completion of course.

*[Signature]*  
17/10/2016

**KavikulaguruKalidasSankrit University, Ramtek**

**Course Name** : Diploma in Library and Information Science  
ग्रंथालय वार्ताशास्त्र पदविका. (1 Year)

**AIM** : To equip the students with the knowledge of changing concepts of libraries and librarianship with special reference to modern trends.

**Objectives** : A. To offer the student a sound knowledge and understanding of the fundamentals of Library and Information Science.  
B. To give them a course of practical training in library and information work.  
C. To make student able to get jobs.

**Eligibility** : HSSC (Any stream)

**Medium (Paper)** : English, Marathi.

**Duration** : Full Academic Year (July to March) Daily 3 Hours.

**No of students** : 20

**Admission** : From 15<sup>th</sup> June to 15<sup>th</sup> July in every year

**Commencement** : From 15<sup>th</sup> July in every year

**Exam Structure** : Examination shall consist of two parts, viz. Part I theory and Part II practical.

**Part I : Theory Paper**

Paper No.	Name of paper	Max. Marks	Mini. Marks
Paper-I	Sanskrit	100	35
Paper-II	Library Administration, Information Sources & Services.	100	35
Paper-III	Computer Applications in Library	100	35
Paper-IV	Library Cataloguing and Classification	100	35
	<b>Total Marks</b>	<b>400</b>	<b>140</b>

**Part II : Practical**

Practical	Name of paper & Class works	Max. Marks	Mini. Marks
I	Practical Test in Classification and Cataloguing	100	40
II	VIVA-VOCE	40	16
Internal assessment III	Class work in Classification and Cataloguing	20	8
IV	Class work in Information sources	20	8
V	Educational tour Report	20	8
	<b>Total Marks</b>	<b>200</b>	<b>80</b>
	<b>Total (Theory + Practical)</b>	<b>600</b>	<b>220 Passing Marks</b>

*[Handwritten signature]*  
17/11/2015

## PART I - Theory Exam

Theory shall consist of 4 written papers each of three hours duration. The marks for each paper will be in accordance with marks given in table.

### Paper I Sanskrit

#### Introduction to the Sanskrit Subhashitas

- Selected Subhashitas

Module I - Gadhya Vibhag

Module II - Padhya Vibhag

Module III - Vyakaranam

#### Recommended Books.

- 1 Sanskrit Vangvilasa (Dwitiya Mudra), Ed. Penna, Madhusudan, Publication: Kavikulaguru Kalidas Sanskrit University, Ramtek, 2013. ISBN: 978-81-921617-6-1.

### Paper II : LIBRARY ADMINISTRATION AND INFORMATION SOURCES & SERVICES

#### Unit I Introduction to Libraries and librarianship

- *Five Laws of Library Science*
- Changing concepts of libraries & librarianship with special reference to modern trends
- *Types of Libraries*: Academic Library, Public Library, Special library and National library system (including their sections & functions)

#### Unit II Work flow and Maintenances of reading materials



- *Routine and work Flow* - Selection of documents (purpose, need, principles, theories, policy, etc.) acquisition of documents. (Mechanics of ordering and dealing with book trades) Processing etc.
- *Maintenance of reading materials*: Non conventional and meta-documents
- Preservation and stock verification.
- Library rules and regulations, statistics and annual report.

#### Unit III Users Study and User Education

- *Users Study*: User and their information requirements, approaches,
- Planning of user study, Objectives and Methods.
- *User Education*: Objectives, Planning, Methods,
- Levels: User orientation, Subject-oriented information and literature search, tanning.

#### Unit IV Reference Sources and Services

- *Reference Sources*: Encyclopedias, Yearbooks, Directories, Dictionaries, Biographies, Gazetteers, Bibliographies etc. and their evaluation.

  
  
17/10/15

- *Reference Services*: Definition, Needs, Types: Ready Reference Service, Long Range Reference service, Guidance to users.
- Qualities of reference librarian.

#### Unit V Information Sources and Services

- *Information Sources*: Documentary (Primary, secondary, tertiary)
- Non Documentary (Institutional, Human sources).
- *Information Services*: Definition, Services.
- Current Awareness Services (CAS)
- Selective Dissemination of Information (SDI)

#### Recommended Books:

- 1) Five Laws of Library Science/S.R. Ranganathan, Bombay Asia, 1953.
- 2) Library Administration, Ed. 2 - R. L. Mittal, Delhi, Metropolitan, 1969.
- 3) Library Administration Ed. 2 - S. R. Ranganathan, Bombay, Bombay, Asia, 1966.
- 4) Reference service/ Krishna Kumar, 5th Ed, Vikas Publication, New Delhi, 1996
- 5) Reference Service - S. R. Ranganathan, Bombay Asia, 1961.
- 6) Information Sources and Services/PSG Kumar, B.R. Publication, Delhi 2004
- 7) माहिती सेवा व साधने/डॉ. दिपक कापडे, रजनी पब्लिशर्स, 186, दत्तात्रय नगर, नागपूर 2009.
- 8) प्रलेखन आणि माहितीशास्त्र/रेवती नरगुंदे. युनीवर्सल प्रकाशन, पुणे 1996
- 9) ग्रंथालय संदर्भ सेवा. एच.आर बावनकर, श्लोक प्रकाशन, पुणे 2010
- 10) सुलभ ग्रंथालय शास्त्र/डॉ. प्रकाश जैन, डॉ. द.रा. देशपांडे आणि डॉ. प्रमोद डाखोळे, विश्व पब्लिकेशन अँड डिस्ट्रीब्युटर्स, दक्षीणा मुर्ती रोड, महाल, नागपूर, दुसरी आवृत्ती, 2009.
- 11) आधुनिक ग्रंथालय व्यवस्थापन/ एस.एम. निकोसे, प्रज्ञा प्रकाशन, नागपूर, 2007
- 12) ग्रंथालय व्यवस्थापन/डॉ. शांताराम गजानन महाजन, विद्यार्थी गृह प्रकाशन, पुणे, 1999
- 13) ग्रंथालय व्यवस्थापन/एच.आर. बावनकर, श्लोक प्रकाशन, पुणे, 2010
- 14) ग्रंथालय प्रशासन/वि.वाकुलकर्णी, म.ग्र.नि.मंडळ, नागपूर 1974
- 15) ग्रंथालय व्यवस्थापन/मागवत एस.जी., युनीवर्सल प्रकाशन, पुणे
- 16) सूचना स्रोत एंवसेवाये/सी.लालऔर के.कुमार, ईसईस प्रकाशन, न्यु दिल्ली, 2004
- 17) संदर्भ सेवा आणि संदर्भ साधनांचे मूल्यमापन/डॉ. दिपक ग. कापडे, पिंपळपूर बुक डिस्ट्रीब्युटर्स, 2015

#### Paper III : COMPUTER APPLICATIONS IN LIBRARY

##### Unit I Brief Introduction to computer technology

- *Basics* : computer technology.
- Definition, , Types of computer, History
- *Software, Hardware*, (Devices, CPU, Monitor, Printer etc.)

##### Unit II Library Automation

- *Computerization*: Concept, Planning, design and implementations.
- Advantages of library automation

17/10/2015

- *Role of librarian:* as a planner, as a supervisor, as an instructor, as a teacher, as an information provider.

**Unit III Library automation software packages**

- Libsys
- SOUL
- Libman
- E-Granthalaya etc. their study and selection criteria

**Unit IV Automated Housekeeping operations**

- Acquisitions
- Processing
- Cataloguing
- Circulation
- Serial control
- OPAC

**Unit V Brief introduction to Library Networks and Databases**

- *Networks:* Concept, objectives, and needs of network
- Type of network, DELNET, INFLIBNET
- *Databases:* Thesis databases  
Vidhyanidhi of Mysoor University,  
"Shodh Ganga", "Shodh Gangotri" of INFLIBNET, Gandhinagar.

**Recommended Books :**

1. सुलभ माहिती तंत्रज्ञान/ डॉ. मंगला हिरवाडे आणि डॉ. प्रकाश जैन, युनिवर्सल प्रकाशन, नागपूर, 2011
2. Information Technology : a Practicle Manual /डॉ. मंगलाहिरवाडे, Himalaya Publication, Nagpur, 2009
3. ग्रंथालय संगणीकरणाचे मुलतत्त्वे /डॉ. मोहन खेरडे,, सुयोगप्रकाशन, अमरावती, डिसेंबर 1999.
4. Libraries and Information centre's in Maharashtra/ Lihitkar, Shalini, R. PimlapurePublication, Nagpur, 2012.
5. फडके.द. ना.,ग्रंथालय संगणीकरण व आधुनिकिकरण, युनिवर्सल प्रकाशन, पूणे.

**Paper IV : LIBRARY CLASSIFICATION AND CATALOGUING :**

**Unit I Brief introduction to library Classification**

- *Classification:* Concept, Objectives, Needs, Functions
- *Constrictions of Classification Number*
- Notation, Need, Purpose, ,
- Call No, Class No., Book No. and Collection-No., Construction of Call No.

**Unit II Brief introduction to library Cataloguing**

- *Cataloguing:* Library catalogue, its purpose, functions and history,---
- *Forms of Catalogue :* Inner and outer forms of catalogues,

**Unit III Brief account of Classification Schemes:**

- *Colon Classification* (CC) with special reference to Indian literature.,
- *Devey Decimal Classification* (DDC) Qualities of classification Scheme

  
17/10/15

**Unit IV Introduction of various Catalogue Codes and type of catalogues**

- *Catalogue Codes* : Classified Catalogue Code, Anglo American Cataloguing Rules ( AACR II)
- *Type of catalogues*: Author, Title, Publisher, Dictionary Catalogue, Centralized, and Union catalogue, Selective and simplified catalogues.

**Unit IV Organization of Classification and Cataloguing department**

- *Cataloguing*: Entries in a catalogue, Compilation, methods and arrangement.
- Maintenance, Cataloguing and Classification of non book material,
- *Trends*: Trends in Cataloguing and Classification.

**Recommended Books:**

1. Prolegomena to Library classification., - S. R. Ranganathan, 3rd Ed
2. Theory of classification, Krishnan Kumar, Vikas, 1979.
3. Elements of library classification., - S. R. Ranganathan, 3rd Ed
4. Fundamentals of library classification (Practical library Hand Book) Palmer Bernand, I & Welis A. J., London George Atten and Unwin, 1951.
5. Library Classification Theory and practice - D. N. Dutta.
6. American Library Association, Anglo-american cataloguing Rules, 1967, North American Text, Chicago, ALA, 1967.
7. Classified Catalogue Code, 5th Ed. - Ranganathan, S. R., Asia Publication House, Bombay, 1964.
8. Cataloguing Theory and practice - Sengupta, B., Calcutta, World press, 1964.
9. Cataloguing: Theory and Practice/Lihitkar, -Shalini R., B.S. Publication, Hyderabad, 2012.
10. वर्गीकरण तालिकीकरण तात्वीक, एच.आर. बावनकर, श्लोक प्रकाशन, पुणे 2010
11. तालिकीकरणाचा संक्षिप्त परिचय/डॉ. प्रमोद डाखोळे, नागपूर प्रकाशन, घंतोली, नागपूर, 1999
12. ग्रंथालय तालिकीकरण (प्रात्याक्षिक)/ एस.जी. महाजन, महाराष्ट्र विद्यापीठ ग्रंथनिर्मिती मंडळ, पुणे, 1974
13. वर्गीकरण तालिकीकरण तात्वीक, एच.आर.बावनकर, श्लोक प्रकाशन, पुणे 2010

**PART - II : PRACTICAL**

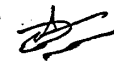
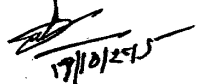
Practice shall consist of

1. Classification. DDC. Ed. 22., CC 7<sup>th</sup> Ed.
2. Detailed cataloguing of books and periodicals as per A.A.C.R.2
3. Study of various types of reference sources & their Evaluation with special reference to India
4. VIVA VOCE:

To test the acquaintance of the examinee with the standard reference and bibliographical material, modern trends and development in Librarianship. Each candidate will be examined for 10 minutes.

**List of Information Sources for Evolution and Information Queries**


- Encyclopedia
- 1. New Encyclopedia Britannica
- 2. Encyclopedia of Library and information Science
- Dictionary

  
  
17/01/2015

3. The Oxford English Dictionary
4. Language Dictionary
5. Dictionaries of Synonyms and Antonyms
  - Year Books and Almanacs
6. Statesman's Year Book
7. India: A Reference Annual
8. Manorama Year Book
  - Directories
9. World of Learning
10. University Handbook
  - Biographical Sources
11. India Who's Who
12. Dictionary of National Biography, ed. by S.P. Sen
  - Geographical Sources
13. Webster's Geographical Dictionary
14. Gazetteer of India: India Union
  - Serial Reference Sources
15. Ulrich's International Periodicals Directory
16. Asian Recorder
17. Index OR Guide to Indian Periodicals Literature
  - Bibliographies
18. Indian National Bibliography
19. Books in Print
20. Indian Books in Print
  - मराठी आणि हिन्दी माहिती साधने (Marathi and Hindi Information Sources)
21. मराठी विश्वकोश
22. भारतीय संस्कृतीकोश
23. भारतवर्षीय चरीत्र कोश (प्राचीन, मध्ययुगीन आणि अर्वाचिन)
24. भारतीय समाज विज्ञान कोश इत्यादी

**Passing Examination:**

- In order to pass the examination, an examinee shall obtain not less than 35% marks in each of the theory papers and the aggregate marks in the examination.
- The medium of instructions shall be English/Marathi/Hindi and Sanskrit.
- Successful examinees obtaining 60% or more marks in the aggregate at the examination shall be placed in the first division while those obtaining 45% or more marks will be placed in the second division.
- Successful examinees in the Diploma in Library & Information Science examination shall be awarded Distinction in each subject in which he obtains 75% or more marks in that subject.
- Unsuccessful examinees at the above examination shall be eligible for admission to the next written and/or practical examination on payment of fresh fees prescribed for the examination together with an ex-student fee. For being eligible for exemption in paper or a practical or the project.
- "Internship" of 21 days in the library is compulsory to successful examinees for the obtaining Diploma certificate.

  
17/10/15