

SWAMI VIVEKANAND UNIVERSITY, SIRONJA, SAGAR (M.P.)



SYLLABUS

For
Diploma of Library & Information Science
Course Code: DIPLS

Department of Library & Information Science

Duration of Course: 1 Year
Examination Mode: Yearly
Examination System: Non Grading

Swami Vivekanand University, Sironja Sagar (M.P.)

2014-2015



Library Theory and Philosophy DIPLS-101

Course code	Title of the Paper	Periods Per week				Distribution of Marks								Grand Total (i= d+h)	Duration of Exam
		L	T	P	C	Theory		MST (c)	Total (d = a+c)	Practical		TW (g)	Total (h= e+g)		
						Max (a)	Min (b)			Max (e)	Min (f)				
DIPLS -101	Library Theory and Philosophy	5	1	-	6	100	33	-	100	-	-	-	-	100	3 Hrs.

UNIT- I

Marks : 20

Library: definition, functions of library: five laws of library science.

UNIT- II

Marks : 20

Accessioning charging & discharging system: types of libraries their objective; Academic, public and special libraries.

UNIT- III

Marks : 20

Library education in India, With special reference to M.P, Libraries: Modern Concepts, Role and Types, Social and historical foundation of a library as social institutions.

UNIT- IV

Marks : 20

Library administration: definition and functions; departments of library.

UNIT- V

Marks : 20

Library staff; duties and responsibilities: library book selection. Physical stock verification.

Text Books

- 1 Prahlad Sharma, Granthalya Evam. Samaj Vishvavidyalaya publication, Jaipur.
- 2 Khanna, J.K. Library and society; Y.K. Pulication Agra
- 3 Ranganathan, S.R. Basic function of library science.
- 4 Rowley, J. Personnel management in libraries, 1982.
- 5 Johnes, N. and Jordan, P. Staff Management in Library & Information World. New Edition.

Reference Books

- 1 Sharma, S.R. The five Laws of Library science, Sarda Ranganathan Endowment Library Science, Bangalore
- 2 Kumar, P.S.G. Management of Library and Information Centers, Delhi BRPC.
- 3 Metcalf, K. D. Planning Academic and Research Library Building. Newyork, McGraw Hill.



Library Classification and Cataloging DIPLS-102

Course code	Title of the Paper	Periods Per week				Distribution of Marks								Grand Total (i= d+h)	Duration of Exam
		L	T	P	C	Theory		MST (c)	Total (d = a+c)	Practical		TW (g)	Total (h= e+g)		
						Max (a)	Min (b)			Max (e)	Min (f)				
DIPLS -102	Library Classification and Cataloging	5	1	-	6	100	33	-	100	-	-	-	-	100	3 Hrs.

UNIT- I **Marks : 20**
 Classification: definition, importance, function, knowledge classification v/s books classification,

UNIT- II **Marks : 20**
 Schemes of classification: Dewey decimal classification (DDC); its specific features; colon classification (CC) its specific features, comparison between DDC and CC

UNIT- III **Marks : 20**
 Catalogue, Cataloguing: definition, Importance, functions and history of cataloguing; history of cataloguing codes (AACR, CCC)

UNIT- IV **Marks : 20**
 Canons of cataloguing; Authors: personal, corporate, conference (AACR-II); main entry structure (AACR-II)

UNIT- V **Marks : 20**
 Subject headings; chain procedures; sear's list of subject headings;filling of entries online cataloguing.

Text Books

- 1 Sharma,C.K.Granthalaya Vargikaram University Publication, Delhi 2 Khanna, J.K.Library and society; Y.K. Pulication Agra
2. Sharma,C.K.Granthalaya Suchikaran, Shree Publication Delhi

Reference Books

- 1 Sharma, Prahlad, Granthalaya Vargikaran, Y.K.Publication, Agra.



Reference Services and Sources DIPLS-103

Course code	Title of the Paper	Periods Per week				Distribution of Marks								Grand Total (i= d+h)	Duration of Exam
		L	T	P	C	Theory		MST (c)	Total (d = a+c)	Practical		TW (g)	Total (h= e+g)		
						Max (a)	Min (b)			Max (e)	Min (f)				
DIPLS -103	Reference Services and Sources	5	1	-	6	100	33	-	100	-	-	-	-	100	3 Hrs.

UNIT- I

Marks : 20

Reference services: definition and importance; Organization of reference of reference department;reference librarian: duties and responsibilities; reference queries.

UNIT- II

Marks : 20

Reference services; Kind of reference services, five laws of reference service

UNIT- III

Marks : 20

Reference services to new comers in library, users' awareness, user education programmes and user orientation.

UNIT- IV

Marks : 20

Reference sources: Importance and types, dictionary; encyclopedia: yearbook: importance and kinds.

UNIT- V

Marks : 20

Bibliography: Importance and kinds, preparation of Bibliography and its structure.

Text Books

- 1 Sharma L.K., Suchana Evam sanchar, JBD, Delhi.2. Sharma,C.K.Granthalaya Suchikaran,
- 2 Sharma.C.K. Reference Service and source Atlantic Publication, Delhi.

Reference Books

1. Dawara. Manmisha Refrence Service and Bibliography, Rajat Publication New Delhi.
2. Sharma prahlad, Sandarbh seva, University publication jaipur.



Information Science and Technology DIPLS-104

Course code	Title of the Paper	Periods Per week				Distribution of Marks								Grand Total (i= d+h)	Duration of Exam
		L	T	P	C	Theory		MST (c)	Total (d = a+c)	Practical		TW (g)	Total (h= e+g)		
						Max (a)	Min (b)			Max (e)	Min (f)				
D IPLS -104	Information Science and Technology	5	1	-	6	100	33	-	100	-	-	-	-	100	3 Hrs.

UNIT- I **Marks: 20**

Information Science: definition and importance: Source of information: Primary secondary and tertiary.

UNIT- II **Marks: 20**

Introduction to Computer: features of computer use of computers, types of computers; organization of computers, hardware and software.

UNIT- III **Marks: 20**

Computer generation: Computer hardware and software, importance and function, operation system: input and output; devices use of internet.

UNIT- IV **Marks: 20**

Role of computers in library automation: use in library work: acquisition serial control, circulation and cataloguing.

UNIT- V **Marks: 20**

Computer language: Machine language high level language, assembly language internet, Networks in India ; INFLIBNET, DELNET.

Text Books

1. Guha, B. Documentation and information: Services, Techniques and Systems 2nd revised world press, Calcutta.
2. Khanna J.K. Documentation and information Services: Systems and Techniques Y.K Publishers Agra.
3. Sharma C.K Suchana Even Sanchar S.P. House, Delhi.

Reference Books

1. Sharma, C.K. Information Service and sources S.P. House, Delhi.
2. Sharma, C.K. Information Technology S.P Delhi.



Library Classification and Cataloguing (Practical) DIPLS-105

Course code	Title of the Paper	Periods Per week				Distribution of Marks								Grand Total (i= d+h)	Duration of Exam
		L	T	P	C	Theory		MST (c)	Total (d = a+c)	Practical		TW (g)	Total (h= e+g)		
						Max (a)	Min (b)			Max (e)	Min (f)				
DIPLS -105	Library Classification and Cataloguing (Practical)	-	-	6	6	-	-	-	-	100	33	-	100	100	3 Hrs.

Part-I Classification of document: (By Dewey Decimal Classification (DDC) 21st Edition) Marks- 50

There shall be 10 titles to be classified by DDC Each title shall carry 04 marks.

Part-II Cataloguing of document (By Anglo American Catalogue Rule (AACR-II) Marks- 50

Main entry title entry, author and joint author entry subject entry, tracing, subject heading (by sayers list of subject)

There shall be 03 examples 01 example with entries and 02, main entries 01 example will carry 20 marks and 02 title will carry 10 marks each.

Text Books

1. Sharma C.K.AACRII, S.P. House Delhi
2. Goutam, J.N. Prayogik AACRII
- 3.Sharma, C.K. DDC Practical Handwork, S.P. House, Delhi

Reference Books

1. DDC 21st ed
2. AACR II