GURU KASHI UNIVERSITY

Diploma of Library Science

Session: 2024-25

Department of Library and Information Science

OUTCOMES OF THE PROGRAMME

Comprehend key Library and Information Science concepts, principles, theories, and laws; classify subjects using standard systems; catalog diverse documents; manage library operations; and deliver information services through ICT, including OPACs, electronic databases, and internet resources.

PROGRAM LEARNING OUTCOMES: After completing the programme, the learner will be able to:

1. Demonstrate knowledge of the basic concepts, principles, theories and laws related with Library and Information Science: library classification and cataloguing; information sources and services, library management, applications of computer technology in libraries; library movement; library legislation, user studies, and library science profession.

2. Show understanding of rationality and procedures of selection, acquisition, classification, cataloguing and physical processing of documents using standards; provide library and information services and managing library routine housekeeping jobs manually and computerized, maintain library collections; identify needs, and understand behavior of users; and impart user education.

3. Apply skills in handling all kinds of information environment, both traditional and automated for carrying out professional activities, such as processing and circulation of documents; reference and information services; automated libraries.

4. Learn to exhibit knowledge, understanding and skills that offer job opportunities as librarians in different types of libraries: academic, public, special, research, government, private and commercial information centers.

5. Show professional attitude in providing quality, equality, and equity of timely access to information.

6. Illustrate core values in discharging social responsibility of librarians towards nation building and to display ethical integrity in dealing with stakeholders of information use.

Semester- I						
Course Code	Course Title	Course Type	L	T	P	Credits
DLB106	Library and Society	Core	4	0	0	4
DLB105	Collection Development	Core	4	0	0	4
DLB102	Library Classification and Cataloguing (Theory)	Ability Enhancement	4	0	0	4
DLB103	Library Classification and Cataloguing (Practice)	Technical Skill	4	0	0	4
DLB107	Communication Skills (English)	Skill Based	4	0	0	4
Total			**20**	**0**	**0**	**20**

		Semester-II					
Course Code	**Course Title**	**Course Type**	**L**	**T**	**P**	**Credits**	
DLB205	Library Management	Core	4	0	0	4	
DLB201	Reference Sources and Services	Core	4	0	0	4	
DLB206	Computer Applications in Libraries (Basics)	Ability Enhancement	4	0	0	4	
DLB203	Computer Applications in Libraries (Practical)	Technical Skill	0	0	4	2	
DLB207	Library Internship (1Month)	Skill Based	0	0	12	6	
Total			**12**	**0**	**16**	**20**	
Grand Total (Sem.1&2)			**32**	**0**	**16**	**40**	

Evaluation Criteria for Theory Courses

    A. Continuous Assessment: [25 Marks]

      i.   CA-1 Surprise Test (Two best out of three)   (10 Marks)

      ii.   CA-2 Assignments   (10 Marks)

      iii.   CA-3 Quiz/presentations   (5 Marks)

    B. Attendance   (5marks)

    C. Mid Semester Test   [30Marks]

    D. End. Term Exam   [40marks]

Course Title: Library and Society
Course Code: DLB106

L	T	P	Cr.
4	0	0	4

Total Hours: 60

Objectives: On the completion of the course the students will be able to Understand the foundational aspects of library and information science (LIS), Types of Libraries, significant developments, organizations and institutions; Library Education and be awareness of different Indian library legislation acts; and to be familiar with the five laws of library science.

Course Content

UNIT 1   **16 hours**
Library Society: Definition and need of library in Society; Types of Libraries (Public, Academic and Special) their Functions and Services.

UNIT 2   **13 hours**
Five Laws of Library Science, National Library of India. Library Extension Services: Need, Objectives and Function and Methods.

UNIT 3   **14 hours**
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   **17 hours**
Library Profession: Characteristics and Functions, Library Associations: Qualities, Objectives and Activities, National Associations: ILA and IASLIC Information Society: Definition, Evolution and Impact. Role and functions of UNESCO and IFLA.

Transaction Mode: Lectures, Collective thinking, Discussion

Suggested Readings:
- *Garg, R.G. and Tamrakar, Amit (2011). Modern Library Management. Ludhiana: Medallion Press*
- *Khanna, J. K. (2003). Library and Society. New Delhi: Ess Ess Publications.*
- *Krishan 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.*

Course Title: Collection Development
Course code: DLB105

L	T	P	cr.
4	0	0	4

Total Hours: 60

Objective: On the completion of the course the students will be able to understand the concept of Collection Development and Acquisition.

Course Content

UNIT 1   **16 hours**
Collection Development: Definition, Purpose & Role of collection development in libraries.; Pre-requisites, of Collection Development

UNIT-II   **14 hours**
Document Selection System of Libraries Collect on Development Policy advantages of Collection Development Policy; Guiding Principles; Components of Collection Development Policy

UNIT-III   **14 hours**
Weeding Out Policy; Meaning and Purpose; Document Selection and Acquisition, Procurement of Books & Periodicals; preservation, and access issues.

UNIT: IV   **15 hours**
Development of Libraries with special reference to India: an overview

Transaction Mode: Lectures, Collective thinking, Discussion

Suggested Readings:

- *Sul H. Lee, Access, Resource Sharing and Collection Development*
- *Johnson, Peggy. (2009). Fundamentals of collection development and management, 2nd ed. ALA*
- *Bogdan, Zerek (2014). Preservation and protection of library collections. Chandos Publishing.*
- *Diringer, D. (1953). The Hand Produced Book, London: Hutchinson's.*
- *Feather, John (1996). Preservation and the Management of Library Collections. 2nd Ed. London: Library Association Publishing.*
- *Feather, John (1996). Preservation and the Management of Library Collections (2nd Ed). London: Library Association Publishing.*
- *Chakrabarti, B. &Mahapatra, P. K. (1991). Library collection: Selection and preservation. Calcutta: WordPress.*
- *Harvey, Ross (1993). Preservation in Libraries, A Reader London: Bowker.*
- *Harvey, Ross. (1994). Preservation in libraries: principles, strategies and practices for librarians. London: Bowker Saur.*

Course Title: Library Classification and Cataloguing (Theory)
Course code: DLB102

L	T	P	cr.
4	0	0	4

Total hours: 60

Objective: On the completion of the course the students will be able to Understand various schemes of library classification and catalogue codes.

Course Content

UNIT I   **16 hours**
Library Classification: Definition need and purpose of library classification, fundamental categories
and fact analysis, notation, call number, book number and collection number.

UNIT II   **14 hours**
Schemes of classification: Dewey decimal classification (DDC): its specific features; Colon Classification (CC): its specific features, comparison between DDC & CC.

UNIT III   **15 hours**
Library Catalogue: Definition need and purpose of library catalogue, physical forms of catalogue. Types of catalogues, kinds of entries and their functions. Parts of entries, subject headings and chain Procedure. Filling of entries

UNIT IV   **15 hours**
Canons of cataloguing; Subject headings**:** sear's list of subject headings

Transaction Mode: Lectures, Collective thinking, Discussion

Suggested Readings:

- *Girja Kumar &Krishan Kumar (2000) Theory of Cataloguing – New Delh:Vikas.*
- *Dhyani, Pushpa (2000). Theory of Library Classification. Delhi: Vishwa prakashan*
- *Broughton, Vanda (2015). Essential classification (2nd ed). London: Facet.*
- *Dhyani, Pushpa. (2000). Theory of library classification. Delhi: VishwaPrakashan.*
- *Krishan Kumar. (2000). Theory of classification (4th rev ed.) New Delhi: Vikas Publications.*
- *Chan, L. M. and Salaba, Athena (2015). Cataloguing and classification: an introduction. 4th ed. Lanham, MD: Rowman& Littlefield Publisher.*

- *Chan, L. M., & Hodges, T. (2007). Cataloguing and classification: An introduction(3rded.). Lanham, Md: Scarecrow Press.*
- *Girja, Kumar., & Krishan, Kumar. (2011). Theory of cataloguing (5thed.). Delhi:Vikas Pub. House.*
- *Welsh, A. & Batley, S. (2012). Practical cataloguing: AACR, RDA and MARC 21. London: Facet Publishing.*
- *Krishan Gopal (2000). Library online cataloguing in digital way. Delhi: Authors press.*

Course Title: Library Classification and Cataloguing (Practice)
 Course code: DLB103

L	T	P	cr.
4	0	0	4

Total hours: 60

Objective: The objective of this course is to provide knowledge to students with practical aspect of schemes of library classification, catalogue codes, Classification methods & cataloguing of documents.

Course content

Part I

Classification of Document: (By Dewey decimal classification (DDC) 19th ed. Classification of documents with simple subjects; compound subjects: According to DDC; Classification of documents; Use of Table 1&2.; Classification of documents; UsofTable3.; Classification of documents; Use of Table 4&6; Classification of documents; Use of Table 5 & 7

Part II

Cataloguing of document: (By Anglo American Catalogue Rules (AACR-II)) Main entry, title entry, author & joint author entry, subject entry, tracing subject heading (by Sayers's list of subjects)

Transaction Mode: Lectures, Collective thinking, Discussion

Suggested Readings:
- *DDC 19th ed.*
- *AACR II*
- *Sharma C.K., AACR-II, S.P. House Delhi*
- *Sharma C.K., DDC Practical Handbook, S.P. House, Delhi*
- *Gautam J.N., Prayogik AACRII*
- *Dhyani, Pushpa, PustakalayaVargikaran, H.S. Publication, Delhi*

Course Title: Communication Skills (English)
 Course code: DLB107

L	T	P	cr.
4	0	0	4

Total hours: 60

Objective: The objective is to enhance the communication skills, develop efficiency in English and the vocabulary of the student.

Course Content

UNIT 1   **16 hours**
Functional grammar: Patterns & parts of speech; subject; predicate; noun; pronoun; adjective; adverb; verb; verb phrases; conjunction; interjection.

UNIT II   **14 hours**
Tense: past; present & future;
Vocabulary: synonyms; antonyms; homophones; homonyms; one word substitution & active-passive voice.

UNIT III   **14 hours**
Communication: meaning & importance of communication; process of communication & its types; language as a tool of communication; barriers to effective communication.

UNIT IV   **16 hours**
(a) **Writing Communication:** paragraph writing, development of paragraph; comprehension, reading comprehension, improving comprehension skills, writing of official notes & business letter

Transaction Mode: Lectures, Collective thinking, Discussion

Suggested Readings:
- *Wren & Martin, High School English Grammar & Composition- S. Chard & Company Delhi.*

- *Raman Meenakshi& Sharma, Sangita, Technical Communication-Principles & Practice- O.U.P New Delhi*

- *Mohan Krishna & Banerji, Meera, Developing Communication Skills, Macmillan India Ltd. Delhi*

- *Mary Ellen Guffey & Dana Loewy (2015) Essentials of Business Communication. Pearson Education Limited*

Course Title: Library Management
 Course Code: DLB205

L	T	P	Cr.
4	0	0	4

Total hours: 60

Objectives: The aim of this paper is to give students an idea of the principles of management and to acquaint them with the management techniques, functions, activities and routines of various sections and departments in a library.

Course Content

UNIT 1 **16 hours**
Library Management: definition & functions; Different Types of libraries organization, purpose and functions of libraries. Law of Library science.

UNIT II **16 hours**
Management: Concept, scope, principles and functions.
Schools of Management Thoughts; Management Information System (MIS): Concept, scope and characteristics.

UNIT III **14 hours**
Management of Library Operation: Different sections of the library and their functions; Acquisition, Technical, periodical, Reference, Circulation and Maintenance. Library Rules

UNIT IV **14 hours**
Human Resource Management: Policy and Staffing.; Library staff: duties & responsibilities

Transaction Mode: Lectures, Collective thinking, Discussion

Suggested Readings:
- *Ranganathan, S R (1961) Library manual, Bombay: Asia, Rangnathan, SR Five Laws of Library Science, 2nd Ed., Reprint, Bangalore: Sanada*
- *Ranganathan (1986) Endwoment for Library Sciences*
- *Krishan Kumar Library Manual., New Delhi: Vikas*
- *Panwar, B. S. & Vyas, S. D. (1986). Library management. Delhi: R. R. Publishing.*
- *Ranganathan, S. R. (2006). Library administration. 2nd ed. New Delhi: EssEss.*

- *Singh, M. (1983). Library and information management: Theory and practice. Delhi: IBT.*
- *Singh, R. S. P. (1990). Fundamentals of library administration and management. Delhi: Prabhat Publications.*
- *Stueart, R. D. & Moran, B. B. (2013). Libraries and information center management. 8th ed. London: Libraries Unlimited.*
- *Bryson, J. (1998). Effective library and information centre management, Ashgate, London. pp 1-3.*
- *Dorado, A. (2012). New trends in library management. London: Koros*
- *Christian, A.R. (2013). Academic library management: Universities, colleges and institutions. Jaipur: Vista Publishers.*

Course Title: Reference Sources and Services
 Course code: DLB201

L	T	P	cr.
4	0	0	4

Total Hours: 60

Objective: The objective of the paper is to give exposure to the students about the concept of information science, sources and reference services.

Course Content

UNIT 1   **16 hours**
Reference services: definition and importance, organization of reference department; reference librarian: duties & responsibilities; reference queries.

UNIT II   **13 hours**
 Reference service: kinds of reference services.

 UNIT III   **15 hours**
Reference service: Reference service to new comers in library, users' awareness, user education programmes & user orientation.

UNIT IV   **16 hours**
Reference sources: Definition, importance & types, dictionary; encyclopaedia; yearbook: importance and kinds.
Bibliography: importance and kinds, preparation of bibliography and its structure.

Transaction Mode: Lectures, Collective thinking, Discussion

Suggested Readings:
- *Sharma, C.K., SuchanaEvam Sanchar, JBD, Delhi P.*
- *Sharma, C.K., Reference Service & Sources, Atlantic Publication, Delhi*
- *Sharma, C.K., Reference Sciences, S.P., Delhi*
- *Sharma, Prahlad, SandarbhSeva, University Publication, Jaipur*
- *Dawra, Manisha, Reference Service & Bibliography, Rajat Publication, New Delhi*

Course Title: Computer Applications in Libraries (Basics)	L	T	P	cr.
Course code: DLB206	4	0	0	4

Total Hours: 60

Objective: The objective of the paper is to make the students aware about the use of information science & technology to develop efficiently.

Course Content

UNIT 1   **13 hours**
Information science: definition & importance

UNIT II   **16 hours**
Library Automation: Planning and Implementation Automation of in- house Operations: Acquisition, Cataloguing, Circulation, and Serials Control.

UNIT III   **13 hours**
Library open-source software KOHA need and importance

UNIT IV   **18 hours**
Computer language: machine language, high level language, assembly language, internet. Networks in India; INFLIBNET, DELNET

Transaction Mode: Lectures, Collective thinking, Discussion

Suggested Readings:

- *Leckie, G. J., & Buschman, J. (2009). Information technology in librarianship: New critical approaches. Westport, Conn: Libraries Unlimited.*
- *Sathaiah, B. (2011). Information technology in university libraries. New Delhi: Common wealth Publishers.*
- *Singh, S.P. (2009). Information technology in library. New Delhi, India: Omega Publications.*
- *Theresa, T. B., Ratna, K. C. & Rai, B. A. (2011).Information technology and library automation. New Delhi: Common wealth Publishers.*
- *Mishra, V. (2016). Basics of Library Automation, Koha Library Management Software and Data Migration: Challenges with Case Studies. Ess Ess Publications*

Course Title: computer applications in library (practical)
Course code: DLB203

L	T	P	cr.
0	0	4	2

Total hours: 30

Objective: The objective of the paper is to provide training to the students in use of IT and internet for the efficient use of libraries.

Course content

Part I
Computer applications in library services
Use of the following library software:
KOHA

PART 2
Bar coding
Internet searching

Course Title: Library Internship (1Month)	L	T	P	cr.
Course code: DLB207	0	0	12	6

Objective: The objective is to provide exposure to the students on the operations of a well-established library

Guidelines:
1. Every student has to undergo a professional training in the library for 4 weeks in the end of second semester.
2. Student may select the library according to his own choice with the approval of HOD.
   Department may also allocate the library to a student.
3. Library selected should be:
   i) Having a collection of more than 20,000 books
   ii) Subscribing at least 10 journals and 5 news papers
   iii) Computerized and have modern equipment's like computer systems, software's, bar coding system and scanner etc.
4. Student will attend the library at least 4 hours daily & sign on attendance register.
5. Any student found absent or indulging in indiscipline in the library will be punished and fine of Rs. 500/- each day will be imposed.
6. Each student will submit a project report of his training period.

Evaluation criteria
1.   External Assessment: 50marks
External expert appointed by the university shall conduct the viva-voce examination of the student on the project report submitted. Internal examiner appointed by the department shall assist the external examiner in the conduct of viva-voce examination.

2.   Internal Assessment: 50 marks
Internal assessment by the faculty allotted by the department shall assess on the following basis:
i)   Report on library visit.   : 20 marks
ii)   Seminar on project report   : 20 marks
iii) Attendance & discipline during the library visit   : 10 marks