SYLLABUS

Diploma of Library Science

(Annual Scheme)

Examination -2022-23

Diploma of Library Science

PAPERS CODE	PAPERS NAME	INTERNAL	EXTERNAL	TOTAL
DLS101	Library Classification and Cataloguing Theory	40	60	100
DLS102	School and Public Library	40	60	100
DLS203	Library Routine and Reference Book	40	60	100
DLS204	Information Services and Computer Application	40	60	100
LAB/PRACTICAL				
DLS105	Library Classification Practical	60	40	100
DLS106	Library Cataloguing Practical	60	40	100
Total		**220**	**280**	**500**

Paper I: Library Classification & Cataloguing (Theory)

Classification:-Meanings, purpose and function, Classification Knowledge, Need and Type of Class, Qualities and role in classification, Subject and disciplines: concept, features and formation,

Modes of formation of Subjects: Basic Subjects, Primary and Non-primary, Compound subjects, Complex subjects,

Isolates and auxiliaries: Common (ACI and PCI) and special, Facets and Facet Analysis.

Schemes of Library Classification, Major Classification Schemes: structure and features (CC) Indicator digits: Study of different subjects treated in CC, Steps involved in practical classification and Call Number and its parts.

Principles and Rules on Cataloguing Principles (ICCP), 1961, Features of Anglo-American Cataloguing Rules (AACR), Features of Classified Catalogue Code (CCC) and Rendering of Indic names and use of vocabulary control devices in cataloguing. Knowledge Cataloguing and Book Cataloguing, Basic concepts Meanings, purpose and function of Cataloguing schedule and its components, Notation Kinds.

Paper II: Library Classification (Practical)
Dewey Decimal Classification; 19th edition

Colon Classification; 6th edition

Paper III: Library Cataloguing (Practical)
Anglo-American Cataloguing Rules-II

Classification Cataloguing Code 5th edition

Paper I V: Library Routine and Reference Service

Book Selection: Need, Topic, Book Select Paper Different sections of libraries and information centers and their functions,

Acquisition and technical processing of library materials, Serials control and Circulation control, Stock maintenance and Stock verification – policies and procedures; Collection development – policies, procedures, evaluation and weeding,

Managerial Tasks of Library Administration, Library committee and Library authority – types, functions and need, Librarian and his role in decision making, Library rules and regulations, Library records and reports: Records management, Reports – types, compilation, annual reports and Library statistics.

Reference Services: Definitions, Meaning, Need and Type

Library orientations, Need, Importance and methods and types

Reference services in School and Public libraries, Characteristics of Reference Librarian, Reference sources and brief description of these sources.

Paper V: School & Public Library

School Library: Management School Library of library and Budgeting techniques and methods, budgetary control, Financial estimation and cost benefit analysis;

Public Library management – Staff formula, Job analysis and deployment, Job evaluation and Performance appraisal Delegation, communication, training and development, Planning and Resource Sharing.

Types of Library, steps and procedure of Materials planning, Building and space management, Library furniture; Library standards, Library Co-operation and resource sharing,

Conservation and Preservation of Library Materials

Paper VI: Information Service & Computer Application

Introduction to Information and Reference Sources-Nature, Definition, Functions and importance of reference and information sources, Characteristics of reference and information sources

Information and Communication Technology : ICT definition, scope, application in human activities, Information and knowledge, social implication, Application of ICT in activities of library and information centers,

Computers: History of computer development, Generation of computers, Characteristics and classification of digital computers, System hardware, Memory units and auxiliary storage devices, Peripheral devices (Input and output devices).

Operating Systems – Types and functions, Basic concepts related to MSDOS, Windows and Linux operating system, open source software and open standards, Software and standards related to LIS domain, Computer Programming Languages, Definition, scope and use of programming languages.

Computer Networks and Distributed Information System: Computer networks – definition, scope, purpose, features and advantages. Automation: Housekeeping Operations in Library system , future of Libraries and Library automation software in India.