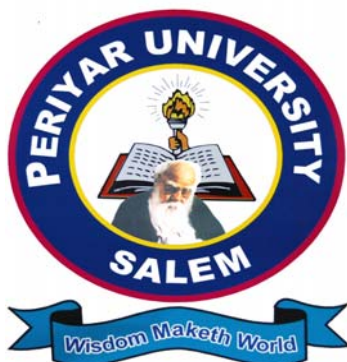# PERIYAR UNIVERSITY
PERIYAR PALKALAI NAGAR
SALEM – 636 011

**CERTIFICATE , DIPLOMA AND ADVANCED DIPLOMA
COURSE IN LIBRARY AND INFORMATION SCIENCE**

CHOICE BASED CREDIT SYSTEM

SYLLABUS FOR

**1. CERTIFICATE IN LIBRARY AND INFORMATION SCIENCE
2. DIPLOMA   IN LIBRARY AND INFORMATION SCIENCE
3.ADVANCED DIPLOMA IN LIBRARY AND INFORMATION SCIENCE**

FOR THE STUDENTS ADMITTED FROM THE

ACADEMIC YEAR 2011 – 2012 ONWARDS

CERTIFICATE IN LIBRARY AND INFORMATION SCIENCE

Duration of the Programme: THREE MONTHS

ELIGIBILITY:

The Students of the I – Year UG Classes will undergo the courses of Certificate in Library and information Science. The duration of the courses is **THREE MONTHS**. It has planned to trace the following Syllabus given below

MEDIUM OF INSTRUCTION:

The medium of instruction and examination shall be in English

PASSING MINIMUM:

A candidate shall be declared to have passed the examination if he/she obtains, not less than 40% of marks in each paper.

CLASSIFICATION OF SUCCESSFUL CANDIDATES:

1) A Candidate who obtains not less than 60% of marks and above of the total shall be declare to have passed the examination in **FIRST CLASS.**

2) A Candidate who obtains not less than 50% but below 60% of marks shall be declare to have passed the examination in **SECOND CLASS.**

3) All other successful candidate shall be declared to have passed the examination in **THIRD CLASS**

4) A Candidate who obtains not less than 75% of the total marks in the first attempt shall be declared to have passed the examination with **DISTINCTION.**

PAPER CODE	SUBJECT	DURATION	MAXIMUM MARKS	PASSING MARKS
11-COP-C1	FOUNDATION OF LIBRARY AND INFORMATION SCIENCE	3 (Hours)	100	40
11-COP-C2	INFORMATION SOURCES AND SERVICES	3 (Hours)	100	40

Paper – I Foundations of Library And Information Science

Paper – II Information Sources And Services

Learning Objectives:

To Prepare Learners to Understand –

- **The Basic Philosophy of Library and Information Science**
- **Various Documentary and Non-documentary Sources of Information**
- **Different Types of Library and Information Services**

PAPER I

11-COP-C1: FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE

Unit – I

Library: concept and definitions; Types of libraries – Public, Academic and Special Libraries - Role of libraries in modern society.

UNIT - II

Five Laws of Library Science and their implications;

Unit – III

Library Movement; Library Legislation in India with special reference to Tamil Nadu Public Libraries Act of 1948

Unit –IV

Various sections in a Library- Routine work in Acquisition, Technical, Circulation, Maintenance, Reference and Binding Sections

Unit –V

Need and importance of library professional associations in India -

ILA, IASLIC, IATLIS

Recommended Books

1. Kumar, PSG . Foundations of Library and Information Science. Vol.1.New Delhi: B R Publishing Corporation, 2003.

2. Mittal, RL. Library Administration. New Delhi, 2007
3. Ranganathan, SR. Five Laws of Library Science. New Delhi. Ess Ess Publications, 2006

4. Kumar, PSG. Library Movement and Library Development in Tamil Nadu, Pondicherry and Andaman & Nicobar. New

Delhi: B R Publishing Corporation, 2008.

PAPER - II

11-COP-C2: INFORMATION SOURCES AND SERVICES

Unit-I

Information Sources – Concept and definitions; Types of Information Sources: Documentary, Non-Documentary – Primary, Secondary, Tertiary Sources

Unit –II

Reference Sources – Types - Dictionaries, Encyclopedias, Directories, Handbooks, and Manuals; Year Books and Almanacs Biographical Sources; Geographical Sources.

Unit-III

Bibliographical Sources – Bibliographies, list of Serials; Union Catalogues; – Indexing and Abstracting Sources, News Summaries.

Unit – IV

Information Service – Need and Purpose and Scope of Information Services

Unit – V

An Overview of Information Services – Reference Service, Bibliographical Services; Indexing and abstracting Service, Translation Service - Reprographic Service

Recommended Books

1. Kumar, PSG. Information Sources and Services- Theory and Practice. Vol.6. New Delhi: B R Publishing Corporation, 2004.
2. Sharma, (JS) and Grover (D R). Reference Services and Sources of Information. New Delhi. Ess Ess Publications, 1987.
3. Ranganathan, SR. Library Book Selection. New Delhi. Ess Ess Publications, 2006
4. Ranganathan, SR. Library Manual. New Delhi. Ess Ess Publications, 2008

DIPLOMA   IN LIBRARY AND INFORMATION SCIENCE

Duration of the Programme: ONE YEAR

ELIGIBILITY:

After completion of the Certificate in Library and Information Science Course. The same students will take up Second Year Course in **Diploma in Library and Information Science,** the following Syllabus are Prescribed for them.

PAPER CODE	SUBJECT	DURATION	MAXIMUM MARKS	PASSING MARKS
11-COP-D1	**INFORMATION AND SOCIETY**	3 (Hours)	100	40
11-COP-D2	**LIBRARY CLASSIFICATION AND CATALOGUING THEORY**	3 (Hours)	100	40
11-COP-D3	**MANAGEMENT OF LIBRARY AND INFORMATION CENTERS**	3 (Hours)	100	40

Paper –   I: Information and Society

Paper - II: Library Classification and Cataloguing Theory

Paper – III: Management of Library and Information Centers

Learning Objectives:

To Prepare Learners to Understand –

- **The Significant Role of Information for the Knowledge Society**
- **The Need for Library Classification for Knowledge Organization**
- **The Effective Management of all Types of Library Resources**
- **The Importance of Information Literacy for Effective Utilization of Library Resources and Services**

PAPER I

11-COP-D1: INFORMATION AND SOCIETY

Unit I:

Concept, Nature and Characteristics of Information; Differentiate between – Data, Information and Knowledge

Unit II

Information Users - Information Needs, Types and Approaches

Unit III

Information Society – concept, definition and evolution of information Society; Intellectual Property Rights (IPR); Copyright

Unit –IV

National Information Policy (NIP) Right to Information,

National Knowledge Commission

Unit V

Information Literacy – Concept, definitions, need and importance of information literacy; user education versus information literacy

Professional Ethics of Librarianship.

Recommended Books

1. Kumar, PSG . Foundations of Library and Information Science. Vol.1.New Delhi: B R Publishing Corporation, 2003.
2. Mittal, RL. Library Administration. New Delhi, 2007
3. Khanna,J.K. Library and Society, Kurushektra Research Publication, 1987
4. Kumr, PSG, Knowledge Organization Processing and Retrieval Theory ,Vol-2 ,New Delhi : B.R. Publishing Corporation .2003

PAPER II

11-COP-D2: LIBRARY CLASSIFICATION AND CATALOGUING THEORY

Unit-I

Library Classification - Concepts and definitions – Subject approach to Arrangement of documents; Enumerative and Analytico- Synthetic Schemes – Features.

Unit II

Notation- Concepts – Types – Features – Qualities

Unit-III

An overview of CC and DDC

Unit IV

Library Cataloguing – Need, Purpose and Functions – Types of Catalogues: Dictionary and Classified – Physical Forms including Web OPAC

Unit V

An overview of CCC and AACR-2

Books Recommended:

1.Singh Sewa , Colon Classification Practice, New Delhi , ESS & ESS

2. Raju A.A.N. Colon Classification : Theory and Practice , New Delhi

ESS & Ess Publication , 2001

3.Sharma S.K. Colon Classification Made Easy, New Delhi ESS &ESS

4.Sehgel, Cataloging Practice AACR –I & II

PAPER III

11-COP-D3: MANAGEMENT OF LIBRARY AND INFORMATION CENTRES

Unit-I

Management -Concept; scope; Functions; Application of Scientific Management Principles to Libraries.

Unit-II

Book selection: Need and purpose, policies and selection tools; Periodical Selection: Mode of subscription, recording and problems in periodical subscription

Unit-III

Circulation Methods: Maintenance, Shelving, Stock verification and shelf rectification, Binding and preservation.

Unit-IV

Library Governance: Library authority, Library committee, need: types and functions.

Unit V

Library Budget: Concept and types of Budget - Annual Report; Library Rules and regulations.

Books Recommended :

1.Dhiman, Learn Library Management, ESS & ESS, Publication New Delhi.

2.Ranganathan S.R., Library Administration, ESS & ESS Publication New Delhi, 2003.

3.Mittal R. Library Administration, New Delhi, 2007.

4.Sehai, Academic Library Systems.

ADVANCED DIPLOMA IN LIBRARY AND INFORMATION SCIENCE

Duration Of The Programme - **ONE YEAR**

ELIGIBILITY:

The same Students during the III – Year will be awarded Advanced Diploma in Library and Information Science with the following syllabus as Prescribed

for the III – Year.

PAPER CODE	SUBJECT	DURATION	MAXIMUM MARKS	PASSING MARKS
11-COP-AD1	INFORMATION TECHNOLOGY AND LIBRARIES	3 (Hours)	100	40
11-COP-AD2	INFORMATION MANAGEMENT AND KNOWLEDGE MANAGEMENT	3 (Hours)	100	40
11-COP-AD3	ELECTRONIC INFORMATION SOURCES AND SERVICES	3 (Hours)	100	40
11-COP-AD4	DIGITAL LIBRARY	3 (Hours)	100	40
11-COP-AD5	ICT PRACTICAL	3 (Hours)	100	40

Paper -   I Information Technology and Libraries

Paper –   II Information Management and Knowledge Management

Paper -   III Electronic Information Sources and Services

Paper -   IV Digital Library

Paper -   V ICT Practical

Learning Objectives:

To Prepare Learners to Understand -

- **The Application of Information Technology for Various Library Housekeeping Operations**
- **The significance of Information and Knowledge Management to Serve the Knowledge Society**
- **The Various Types of Electronic Sources and Services**
- **The importance of Digital Libraries for Effective Management and Preservation of Digital Resources.**
- **The Hands on Experiences in Various Library Automation Packages and Design and Development of Library Website.**

PAPER I

11-COP-AD1: INFORMATION TECHNOLOGY AND LIBRARIES

Unit I

Information Technology (IT): Concept ad Meaning; Application of IT in Library and Information Centres

Unit II

Introduction to Computers: Growth and Development of Computers; Characteristics and Generation of computers; Components and Classification of computers

Unit III

Library automation – Need, purpose and functions - planning and design of library automation; An Overview of Integrated Library Management System (ILMS)

Unit IV

Library House Keeping Operations – Acquisition; Technical; Serial Control and Circulation

Unit V

Library Automation Software - Library Hardware and software selection criteria; Open Sources and Proprietary Software – Koha, NewGenLib, SOUL, Libsys

Books Recommended :

1. Rajaraman, Fundamentals of Computer, PHI ,New Delhi.
2. Devrajan, Library Computerization in India,ESS &Ess Publication New Delhi.
3. Raman, Computer Application to Library and Information Scienc,ESS &ESS Publication, New Delh.
4. Devarajan, Library Computerization **in India.**

PAPER II

11-COP-AD2: INFORMATION MANAGEMENT AND KNOWLEDGE MANAGEMENT

Unit I

Information Management – Concept and definitions; Information Management versus Library Management

Unit II

Need and Importance of Information Management – Information as a Commodity and Resource;

Unit III

Information Marketing – Concept, meaning and definition of Marketing of Information; Principles of Marketing

Unit IV

Total Quality Management (TQM) – Concept and definitions; Tools and Techniques of TQM

Unit V

Knowledge Management (KM) – Concept and Meaning; Types of Knowledge Management – Explicit and Implicit; Knowledge Management tools

Books Recommerded:

1.Awad, E.M. Knowledge Management, 2004.

2.Anderson, Advancing Library Marketing : Journal of Library Administration, 1980.

3.Kelley, Marketing Strategy and Functions, PHI. 1965.

4.Bikowitz, W.R. Knowledge Management, New Delhi 2000.

PAPER III

11-COP-AD3: ELECTRONIC INFORMATION SOURCES AND SERVICES

Unit –I

E-resources - Concept and evolution; Merits and demerits of e-resources

Unit II

Types of E-resources - E-journals, E-books, online databases, Web Directories, Bulletin Boards, Subject Gateways

Unit – III

ICT based services - Electronic Current Awareness Service (e-CAS), Online Selective Dissemination of Information,

Unit –IV

Digital Resource Management (DRM) and Digital Assets Management (DAM) - Preservation of E-resources/Digital resources

Unit –V

Web 2.0... tools and technologies - Blogs, Wikis, RSS, IM, Social Networking tools; Design and Development of Library Website

Books Recommended:

1.Satyanarayana, R. Information Technology and its facts,New Delhi

2.Taxali Ravikant, PC – Software Made Easy, New Delhi,2006.

3.Agrwal, V.Rajput, N.D. Information Networks in India, 2002.

4.Venkataraman, IT – Application in Libraries, New Delhi,2004.

PAPER IV

11-COP-AD4: DIGITAL LIBRARY

Unit – I

Digital Libraries – Concept, meaning and definitions, Transition of from traditional libraries to digital libraries

Unit – II

Digital Library Management – Design and Organisation of Digital Libraries

Unit - III

Digital Library Initiatives (DLI) - Digital Library Initiatives in India, Open Access Initiatives (OAI)

Unit – IV

Digitization – process and methods – Planning for Digitization – Digital preservation - Institutional Repositories-

Unit – V

Open Source Software for digital libraries: An overview - GSDL, DSpace, EPrints.

Books Recommerded:

1.Amjad Ali, Digital Libraries in Higher Education, ESS & ESS, Publication, New Delhi.

2.Rajasekarn, Digital Libraries, ESS &ESS, Publication, New Delhi,1999

3.Veeran, Organization of Libraries and Information Centre in 21St

Century, New Delhi, 2000.

4.Kumar, PSG, Computerization in Indian Libraries, B.R. Publication New Delhi, 1987.

Paper – V

11-COP-AD5: ICT Practical

Library Automation Software Packages – SOUL and Koha

Design and Development of Library Website .

Books Recommended :

1.Gelfand, M.A. University Libraries for Developing Countries, 1968.

2.Devarajan, Resource Development in Academic Libraries, New Delhi, ESS &ESS Publication ,2000.

3.Usha Devi, University and College Libaries, New Delhi,1999.

4.Kumar , PSG, Information Technology- Basic, New Delhi, BR,Publishing Corporatioin,2003.

QUESTION PAPER MODELS (C-LIB, D-LIB and AD- DIP)

Paper – I   Theory

Maximum Marks: 100

Part – A   10 x 2 = 20 Marks

(Answer All Questions. All Question Carry Equal Marks)

Part – B   7 x 5 = 35 Marks

(Answer any **SEVEN** Question out of ten)

Part – C   3 x 15 = 45 Marks

(Answer **THREE** Question in eight her or)