

Certificate In Library And Information Science (C.L.I.Sc.)

Regulations

Name Of The Course : **Certificate In Library And Information Science (C.L.I.Sc.)**

Duration : 6 Months

Eligibility : +2 or Equivalent

Medium Of Instruction : English

Scheme Of Examination :

Sl.No	Subject	Theory	Practical	Passing Minimum
1.	Fundamentals Of Library & Information Science	100		35
2.	Information Sources And Services	100		35
3.	Information Processing Practice (Classification & Cataloguing)		100	35
	Total	200	100	

Paper1: Fundamentals Of Library & Information Science

Objectives:

1. To Enable Students Acquire Knowledge Regarding Importance Of Libraries In The Context Of Social, Economic, Political, Scientific And Technological Environment.
2. To Enable The Students To Understand At Different Levels Of Information Systems In The Society And Their Functions.
3. To Enable The Students Apply Their Knowledge In Various Library Practice.

Unit1:

Evolution, Growth And Development Of Lis Schools In India-Current Trends.

Unit2:

Types Of Libraries: Academic Public And Special Libraries.

Unit3:

Library Concepts & Legislation: Five Laws Of Library Science, Professional Ethics Of Librarian, Delivery Of Books And Newspaper Act

Unit4:

Library Association And International Bodies: Library Association –Ila, Iascic, Ala, Ifla, Unesco And Inlibnet

Unit5:

Library Rules & Regulation, Stock Verification, Annual Reports, Budgets, Library Buildings, Furniture, Equipments.

Recommended Books :

Library And Information Center Management Library And Information Science Text Series By Robert D. Stueart And Barbara B. Moran. Jun 30, 2007

Library And Information Center Management Library And Information Science Text Series By Robert D. Stueart, Claudia J. Morner And Barbara B. Moran Nov 27, 2012

Collection Management Basics Library And Information Science Text Series By G. Edward Evans And Margaret Z. Saponaro. May 4, 2012

Library Management 101: A Practical Guide By Diane L. Velasquez. Jun 10, 2013

Applications Of Social Research Methods To Questions In Information And Library Science By Barbara M. Wildemuth. May 19, 2009

Paper2: Information Sources and Services

Objectives:

1. To Enable The Students Acquire Knowledge Regarding Various Information Sources And Services
2. To Enable The Students Understand Handling Traditional And Digital Information Services
3. To Enable The Students Apply Their Knowledge In Information Sources And Services

Unit1:

Information: Definition, Data, Knowledge, Nature And Characteristics Of Information, Barrier To Communication.

Unit2:

Sources Of Information – Documentary And Non Documentary Sources, Types Of Information Sources-Primary, Secondary And Tertiary Sources.

Unit3:

Directories, Encyclopedias, Year Books, Handbooks, Almanacs &, Atlases.

Unit4:

Types Of Information Services: Types Of Reference Service, Initiation To Fresh Man

Unit5:

Library Automation Software – Data

Recommended Books:

Information Storage and Management: Storing, Managing, and Protecting Digital Information by EMC Education Services Dec 23, 2009

The Invisible Web: Uncovering Information Sources Search Engines Can't See by Gary Price, Chris Sherman and Danny Sullivan Jul 1, 2001

Reference and Information Services: An Introduction Library and Information Science Text Series Richard E Bopp Editor, Linda C. Smith Editor 2011

The Concise AACR2 by Michael Gorman Oct 1, 2004

Colon Classification: Basic Classification 6th edition Ranganathan Series in Library Science by S.R. Ranganathan Apr 8, 2006

Abridged Dewey Decimal Classification and Relative Index by Melvil Dewey, Joan S. Mitchell, Julianne Beall and Giles Martin Jan 2004

A Guide to the Theory and Practice of Colon Classification by M. P. Satija Mar 25, 2011

Paper3: Information Processing Practice
(Cataloguing & Classification)

Classification: (Simple Titles)

- ☑ Colon Classification (Cc) - Basic Concepts
- ☑ Dewey Decimal Classification (Ddc) - Basic Concepts

Cataloguing: (Simple Titles)

- ☑ Anglo American Cataloguing Rules –II)