DIPLOMA IN LIBRARY SCIENCE (DLS)

DETAILED SYLLABUS

SESSION 2013-14

SEMESTER I

LIBRARY THEORY AND PHILOSOPHY
DLS 101

Objective: The objective of this course is to introduce the concept of library and librarianship, basic principles and laws of library science to the students.

Course Contents

Unit I

Library: definition, concept and social relation; five laws of library science.

Unit II

History and development of libraries in India; types of libraries- their objective and function; academic, public and special libraries

Unit III

Library education in India, with special reference to Rajasthan

Unit IV

Library administration: definition and functions; different departments of library.

Unit V

Library staff; duties and responsibilities; library rules; book selection

Recommended Books:

1. Prahlad Sharma, *Granthalya Evam Samaj*, Vishvavidyalaya Publication, Jaipur.
2. Khanna, J.K., *Library and Society*, Research Publication, Kurukshetra.
3. Sharma, C.K., *Modern Library*, Y. K. Publication; Agra.
4. Ranganathan, S.R., *The Five Laws of Library Science*, Sarda Ranganathan Endowment for Library Science, Bangalore.

LIBRARY CLASSIFICATION AND CATALOGUING (THEORY)
DLS 102

Objective: The objective of this course is to explore expertise in various schemes of library classification and catalogue codes.

Course Contents

Unit I

Classification: definition, importance, functions; knowledge classification v/s book classification.

Unit II

Schemes of classification: dewey decimal classification (DDC): its specific features; Colon Classification (CC): its specific features, comparison between DDC and CC.

Unit III

Catalogue and Cataloguing: definition, Importance, functions and history of cataloguing; history of cataloguing codes (AACR, CCC).

Unit IV

Canons of cataloguing; Authors: personal, corporate, conference (AACR-II); main entry structure (AACR-II).

Unit V

Subject headings: chain procedures; sear's list of subject headings; filling of entries, online Cataloguing.

Recommended Books

1. Sharma, C.K., *Granthalaya Vargikaran*, University Publication, Delhi.
2. Sharma, C.K., *Granthalaya Suchikaran*, Shree Publication, Delhi.
3. Sharma, Prahlad, *Granthalaya Vargikaran*, Y.K. Publication, Agra.
4. Sharma, Prahlad, *Granthalaya Suchiikaran*, University Publication, Delhi.

PROFESSIONAL COMMUNICATION
DLS 103

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

Course Contents

Unit I

Functional grammar: patterns and parts of speech; subject; predicate; noun; pronoun; adjective; adverb; verb; verb phrases; conjunction; interjection.

Unit II

Tense: past; present and future;
Vocabulary: synonyms; antonyms; homophones; homonyms; one word substitution and active passive voice.

Unit III

Communication: meaning and importance of communication; process of communication and its types; language as a tool of communication; barriers to effective communication

Unit IV

Writing communication: Writing a precise, rules for writing precise; paragraph writing, development of paragraph; comprehension, reading comprehension, improving comprehension skills, writing of applications and letter writing.

Recommended Books:

1. Wren & Martin, *High school English Grammar & composition*- S. Chand & Company Delhi.
2. Raman Meenakshi & Sharma, Sangita, *Technical Communication*- Principles & Practice- O.U.P. New Delhi.
3. Mohan Krishna & Banerji, Meera, *Developing Communication Skills*, Macmillan India Ltd., Delhi.

LIBRARY VISIT: REPORT AND SEMINAR
DLS 104

Objective: The objective of library visit is to provide opportunity to the students to learn the systems and procedures in library management.

Assessment criteria

Visit to a library and the subsequent report writing shall be done under the supervision of department faculty appointed by the HOD. Each student shall participate in the seminar on library visit and submit the report.

LIBRARY CLASSIFICATION AND CATALOGUING (PRACTICAL)
DLS 105

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

Course contents

Part I

Classification of document: (By Dewey Decimal Classification **(DDC) 21st ed.)** 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 Rules (AACR –II))
Main entry, title entry, author and joint author entry, subject entry, tracing, subject heading (by Sayers list of subject)

Recommended Books:

1. DDC 21st ed.
2. *AACR II*
3. Sharma C.K., *AACR-II*, S. P. House, Delhi.
4. Sharma C.K., *DDC Practical Handbook*, S. P. House, Delhi.
5. Gautam, J.N., *Prayogik AACR II*
6. Dhyani, Pushpa, *Pustakalaya Vargikaran*, H.S. Publication, Delhi.

DIPLOMA IN LIBRARY SCIENCE (DLS)

DETAILED SYLLABUS

SESSION 2013-14

SEMESTER II

REFERENCE SERVICES AND SOURCES
DLS 201

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

Course Contents

Unit I

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

Unit II

Reference service, kind of reference services, five laws of reference service

Unit III

Reference service to new comers in library, users' awareness, user education programmes and user Orientation

Unit IV

Reference sources: importance and types, dictionary; encyclopaedia; yearbook: importance and kinds

Unit V

Bibliography: importance and kinds, preparation of bibliography and its structure.

Recommended Books

1. Sharma, C.K., *Suchana Evam Sanchar*, JBD, Delhi.
2. Sharma, C.K., *Reference Service and Sources*, Atlantic Publication, Delhi.
3. Sharma, C.K., *Reference Sciences*, S.P., Delhi.
4. Sharma, Prahlad, *Sandarbh Seva*, University Publication, Jaipur.
5. Dawra, Manisha, *Reference Service and Bibliography*, Rajat Publication, New Delhi.

INFORMATION SCIENCE AND TECHNOLOGY
DLS 202

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

Course Contents

Unit I

Information science: definition and importance; sources of information: primary; secondary and tertiary.

Unit II

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

Unit III

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

Unit IV

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

Unit V

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

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Recommended Books

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1. Guha, B., *Documentation and Information: Services, Techniques and Systems*, 2nd revised edition, World Press, Calcutta
2. Khanna, J.K., *Documentation and Information Services: Systems and Techniques*, Y.K. Publishers, Agra
3. Sharma, C.K., *Information Service and Sources*, S.P. House, Delhi.
4. Sharma, C.K., *Suchana Evam Sanchar*, S.P. House, Delhi.
5. Sharma, C.K., *Information Science*, S.P. House, Delhi.
6. Sharma C.K., *Information Technology*, S.P., Delhi.

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COMPUTER APPLICATIONS IN LIBRARY (PRACTICAL)
DLS 203

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

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Course contents

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Part I

Computer applications in library services
Use of the following library software's:
i) SOUL
ii) CDS/ISIS

Part II

Bar coding
Internet searching.

TRAINING AND REPORT
DLS204

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

Guidelines:

1. Every student has to undergo a professional training in a library for 4 weeks.
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 equipments like computer systems, software's, bar coding system and scanner etc.
4. Student will attend the library at least 4 hours daily and 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.

Guidelines for writing the project report

The report should include the following:
i. Name of library, location and address.
ii. Nature of library
iii. Timings
iv. Name of the librarian and qualification
v. Staff: Technical, Non-technical.
vi. Total Collection:
a) Books
b) Journals
c) Magazines
d) Newspapers
e) Thesis, reports.
f) CD/CD ROM available.
g) Library map.
vii. Library services:

a) reference service
b) circulation services
c) technical services
d) periodical services
e) internet services
f) on-line catalogue services
g) inter-library-loan services
h) photography services
i) CAS Services
j) SDI Services
k) content page services
l) newspaper clipping services
viii. Software and its services
ix. Membership: number; fee; security.
x. Building
a) Reading rooms
b) Stack rooms
c) Facilities
xi. Comments.