10. RESOURCE REQUIREMENTS

10.1 Physical Resource Requirements

LIST OF EQUIPMENT AND REFERENCE TOOLS

1. Catalogue Cabinets   5 Nos
2   Book stack   1 Unit
3. Periodical Racks   1 Unit
4. Kardex   1 Unit
    (Size is to be decided by HOD if not purchased in the library)
5. Linedex   1 Unit
6. Book Trolleys   2 Nos
7. Filing Cabinet   1 No
8. Pamphlet Boxes (Number to be decided by Head of Department)
9. Dictionary Stand   1 No
10. Map Stand   1 No
11. Classification and cataloguing aids:

    - Number of sets of Dewey Decimal Classification (latest edition) and Colon Classification schedules in the ratio of one set per student and one for staff
    - Sears list of subject headings in the ratio of one book for three students and one for staff
    - AACR (North Americal Text) and CCC codes in the ratio of one code for three students
    - Cutter Tables at the rate of one set for ten students

12. Audio visual aid equipment: OHP, DVD player, Power Point Projection System   (One each)
13. Electronic Typewriters /Computer in the ratio of one for two students
14. Filing Trays   6 nos
15. Information Sources Aids/Tools
    At least one set of each reference tools as provided in the list enclosed with the syllabus content of the subject
16. Book Selection Aids/Tools
    Atleast one set of each book selection tool as specified in the syllabus of the subject
17. Display Boards   6 Nos
18. Exhibition stand   2 Nos.
19. New arrival's display stands for books and periodicals   1 No.
20. Display window   1 No.
21. Book Rester   2 Dozens
22. Publicity materials (consumables)
    - Charts
    - Paints/brushes
    - Sketch pens
    - Adhesives (fevicol etc.)
    - Thermocol sheets
    - Book cards

- Catalogue cards
- Book labels
- Book plates
- Display guides
- Spine labels
- Library posters
- Pencil/pens etc.
- Membership cards

23. Computers (One server system supporting 15 terminals with prescribed software)
24. Information Technology Equipment
25. Internet Connective
26. CD ROM drives
27. TV, tape recorder and CD player

10.2 Human Resource (as per AICTE Norms)

Minimum Human Resource requirements for a course (Diploma in Library and Information Science.

1. Polytechnic Library (where the diploma in Lib & Information Science is being implemented)

- Librarian-1
- Assistant Librarian-2
- Restorers-4

2. Department of Library and Information Science (polytechnic)

1. Faculty
   - HOD-1
   - Sr. Lecturer-1
   - Lecturer-4
2. Lecturer (Computer Science)-1

NOTE:-
1. For any polytechnic offering Diploma in Library & Information Science, HR requirements are a must both for polytechnic library and for Deptt. of Library and Information Science, because the library of the polytechnic is also a 'Workshop' for students of Diploma in Library & Information Science to learn and practice. Therefore, it is essential that the library of the polytechnic must be of a minimum level and standard as a pre-requisite for running a Diploma in Library & Information Science Course.

2. Guidelines/policy/for libraries and library development in polytechnics should also be developed/drafted.

3. The latest reference sources should be kept in the Libraries wherever diploma in Library & Information Science is being offered.