3.1   LIBRARY AUTOMATION - I

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RATIONALE

The modern libraries are heading towards automation. Most libraries are digitized and the personnel working in libraries need to be having sufficient knowledge and skills related to library automation.

DETAILED CONTENTS

1.	Introduction of CDS/ISIS	(6 hrs)
2.	Demonstration of installation of ISIS	(5 hrs)
3.	Introduction to various menus	(15 hrs)
4.	Database designing in CDS/ISIS	(5 hrs)
5.	Various features for designing worksheets, field definition (various fields), concept of repeatable fields and sub-fields	(20 hrs)
6.	Creation of Database in CDs-ISIS	(30 hrs)

(Students in groups will design a simple database and create records of a library holdings. At least 10 records will be created by each group of 4 students)

7.	Design of Output Formats	(10 hrs)

On the basis of the database developed by the students group, design various display formats according to AACR-2R

8.	Simple and basic features of sorting and printing	(6 hrs)
9.	Advance Features in CDs-ISIS (WINISIS)	(15 hrs)

Hyper links, export-import, use of PANWOOEN, WS

RECOMMENDED BOOKS

1.   Manual of CDS/ISIS

3.2   LIBRARY AND INFORMATION MANAGEMENT- I

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RATIONALE

The diploma holder in library and information science have to manage the information related to libraries. In this subject the concepts of management, library organisation and technical works related to library functions are included.

DETAILED CONTENTS

1. Concept of Management : Principles and functions of management   (10 hrs)

2. Application of Management: Principles in libraries and information   (10 hrs)
    centres

3. Library authorities, committees; their roles and functions; place of   (10 hrs)
    library in an organisation. Organisational policy for library and
    information services

4. Perspectives in library organisation. Organising a library and   (10 hrs)
    information centres into various units

5. Acquisition of reading materials : Organising a section/unit for   (12 hrs)
    acquiring reading materials, functions and procedures in book
    ordering. Accessioning

6. Technical work in a library : Organising a section/unit for technical   (12 hrs)
    work, functions and procedures of the unit, classification,
    cataloguing, indexing. Authority files

RECOMMENDED BOOKS

1. Library Administration and Management by Krishan Kumar, Vikas Publication House, Delhi
2. Library and Information Management by Narayana, GJ,. Tata McGraw Hill & Co. New Delhi
3. Library Administration by Mittal, RL
4. Steuart, Rahert and Eastilick, John I, Libraries Management 5th   Colorado, Libraries Unlimited, 2001

3.3   LIBRARY COMMUNICATION

L T P
3 - 4

RATIONALE

To prepare students abilities in wiring and presentation of various forms of communication (oral and written). This subject will help prepare the students to communicate effectively with authorities, staff and clientele in general. It will help librarians in effective presentation and marketing of library services.

DETAILED CONTENTS

A.   Written Communication related to :

1.   Procurement of books and non-book reading materials including: (08 hrs)

-    Order
-    Payment
-    Reminders
-    Cancellation etc.

2.   Procurement/Subscription of Periodicals including: (10 hrs)

-    Ordering/renewal
-    Payment
-    Reminders
-    Accounting for the non-receipts

3.   Circulation Services including: (10 hrs)

-    Return of books
-    Reservation
-    Inter library loans
-    New arrivals
-    Memberships and renewals

4.   Meetings including: (12 hrs)

-    Budget proposals and allocation of funds using tables graphs
     charts etc.
-    Preparation of agenda
-    Minutes of meeting
-    Annual report writing including stock verification
-    Report on collection management

5. Binding including: (08 hrs)

    - Inviting quotations with specifications for different kinds of bindings
    - Preparation of comparative statement of quotations and formation of a committee for finalizing the rates and terms and conditions

LIST OF PRACTICALS

A. Oral Communication related to

1. Public relation skills including:

    - Body language, gestures, eye contact
    - Telephonic conversation, voice modulation

2. Using presentation software/equipment including

    - MS PowerPoint
    - Over head projector
    - PC/LCD projector

3. Technique of group and interpersonal discussion

B) Marketing Plan for of Library Services
    - Focused services for target groups
    - Enrollment of new members
    - Discussion groups, seminars and meet the new members
    - Letter writing in different areas
    - Making a PowerPoint presentation and presenting it
    - Writing agenda and minutes of meetings
    - MS Office package should be used for conducting these practicals

RECOMMENDED BOOKS

1. Library and Information Management by Narayana, GT, Tata McGraw Hill Publishers, New Delhi
2. Library Administration by Mittal, RL
3. Library Administration and Management by Krishan Kumar, Vikas Publication House, Delhi

3.4   LIBRARY CLASSIFICATION - III

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RATIONALE

The basic function of a library is to arrange books, periodicals and other reading materials in helpful sequence to facilitate easy retrieval. Classification is the devise by which helpful sequence is obtained. The knowledge of various types of classification scheme and the methods of classifying book and serials is necessary. Therefore, this subject is included in the curriculum.

DETAILED CONTENTS

1. Main feature of Colon Classification Scheme   (08 hrs)

2. Fundamental Categories : PMEST   (04 hrs)

3. Mnemonics   (06 hrs)

4. Common Isolates   (08 hrs)

5. Postulational at Approach in Classification – steps in classifying   (10 hrs)
    a subject

6. Call number: class number, book number and collection number   (12 hrs)

LIST OF PRACTICALS

(Colon Classification)

1.   Classification of books and serial publications by Colon Classification Scheme:

      Simple cases and annotated titles: at least 20 titles on each main class with special emphasis on the use of common isolate - geographical divisions and chronological divisions, systems and specials

2.   Periodicals – simple cases : at least 20 titles

Note: For the practical work students will make and keep a proper record.

RECOMMENDED BOOKS

1. Balty, CD, Introduction to Colon Classification, Bombay, Asia, 1967.

2. Introduction to 21st ed. Dewey Decimal Classification, Bombay, Asia 1965.

3. Bhargava, GD and Sood SP, Colon Classification, Theory and Practice, Ujjain, Vijay Prakash, 1975.

4. Mills J, Modern outline of Library Classification, Bombay, Asia, 1962.

5. Parkhi, RS, Decimal classification and colon classification in perspective Bombay, Asia, 1964 VII, 526

6. Ranganathan SR, Colon Classification, 6th rev. ed. Bombay Asis, 1966.

7. Tripathi, SM and Shokeen NS; Fundamentals of Library Classification (Hindi) YK Publishers, Agra, 1999

8. Sharma, UC and Shokeen, NS, Colon Classification Practice (Hindi); YK Publishers Agra, 2003

9. Gautam JN and Niranjan Singh; Dewey Decimal Classification Practice (Hindi); YK Publisher, Agra 1998

10. Ranganathan SR, Elements of Library Classification, 3rd Ed. Bombay, Asia 1969

11. Krishan Kumar, Theory of Library Classification Ed. 2, Vikas Publishing House Pvt. Ltd., New Delhi, 1981

12. Raju AAN, Decimal, Universal Decimal and Colon Classification, 1984

13. Srivastava AP, Theory of Knowledge Classification in Libraries, New Delhi Lakshmi, 1964

14. Dewey Decimal Classification (Latest ed)

15. Tripathi, SM , and others: Colon Classification Practice (Hindi), YK Publishers, Agra, 1999

3.5   LIBRARY CATALOGUING - III

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2  -  4
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RATIONALE

The basic function of library is to arrange books, periodicals and other reading materials in helpful sequence to facilitate easy retrieval. Classification is the devise by which helpful sequence is obtained. The knowledge of various types of classification schemes for classifying books and serials is essential and therefore, included in the Curriculum through this subject.

DETAILED CONTENTS

1.   Cooperative and centralized cataloguing. Basic concepts, need and purpose   (06 hrs)

2.   Union catalogue. Basic concepts, need and purpose   (06 hrs)

3.   Subject headings and chain procedures, Sears list of subject headings   (08 hrs)

4.   Study of rules for description of choice and rendering of headings for main and added entries according to AACR-II, in relation to   (12 hrs)

-    Simple authorship
-    Joint authorship
-    Collaborators
-    Pseudonym works

LIST OF PRACTICALS

Note: According to AACR-II, Anglo-American Cataloguing Rules

At least five titles are to be given for each problem for which students are to keep a record.

1.   Multi volumed publications (simple cases only)

2.   Periodical publications (simple cases only)

3.   Corporate authorship – Government conferences and institutions (simple cases only)

RECOMMENDED BOOKS

1.   CCC - 5th Edition by SR Rangnathan

2.   Krishan Kumar and Girja Kumar; Cataloguing Practice, Vikas Publishers, New Delhi

3.   Tripathi SM and Shokeen, NS; Fundamentals of Library cataloguing; YK Publishers, Agra, 1999

4.   Shokeen NS, Gupta, DK, Sharma, Sanjiv and Vijender Singh; Cataloguing Practice: CCC and AACR-II (Hindi); YK Publishers Agra, 2000

5.   ALA, Rules for Filling Catalogue Cards 2nd Ed. Chicago, 1974

6.   Anglo – American Cataloguing Rules – 2, 1979 or latest edition

7.   Girija Kumar and Krishan Kumar, Theory of Cataloguing 2nd Rev. Ed., New Delhi, Vikas, 1977

8.   Ranganathan, SR; Theory of Lbrary catalogue, 1938

9.   Ranganathan, SR; Classified Catalogue Code, 5th Ed., Bombay Asia

10.   Ranganathan, SR, Cataloguing Practice, Assistant by G Bhattacharya, New York, Asia, 1974

11.   Vishwanathan, CG, Cataloguing: Theory and Practice 4th Ed., New Delhi; Today and Tomorrow, 1970

3.6   INTERNET

L T P
- - 6

RATIONALE

Internet is one of the important resources for gathering information in today's time. The diploma holders in library and information science have to train themselves in browsing internet, creating e-mail account and using the same and using FTP and telnet.

Note: The relevant theory/instructions should be taught along with the practicals.

DETAILED CONTENTS

1. **Introduction to Internet**

Internet, Growth of Internet, Owners of the Internet, Anatomy of Internet, ARPANET and Internet history of the World Wide Web, Basic Internet Terminology, Net etiquette. Internet Applications-commerce on the Internet, Governance on the Internet, Impact of Internet on Society-Crime on/through the internet Basic concept of LAN, MAN , WAN

2. **World Wide Web**

   Evolution of WWW, Basic features, WWW Browsers, WWW servers, HTTP, Universal Resource Locator (URL), Search Engines and their Categories, Searching Criterion, WWW and Hypertext.

3. **Browsers**

   Basic features, Bookmarks, history, Progress indicators, Customization of browsjers, Saving and Printing web pages, Netscape Communicator, Internet Explorer.

4. **Electronic Mail**

   Introduction to e-mail, E-mail networks and Servers, Email protocols-SMTP, POP3, IMAP4, MIME6.

   Structure of an Email, Email Address, Email Header, Body and Attachments.

   Email Client: Netscape Mail Clients, Outlook Express, Web based E-mail. Email encryption-Address Book, Signature File.   ]

5. **File Transfer Protocol**

   Introduction to FTP and Terminology, FTP Servers and Authentication, Line Mode FTP and Common Commands, GUI Based FTP Clients, Browser Based FTP Clients.

6. Telnet

Introduction to Telnet Connection, Using Telnet with Netscape. Telnet Protocol, Terminal Emulation, User Authentication.

LIST OF PRACTICALS

- Browsing Internet
- Creating E-mail account and sending E-mail
- Using FTP and Telnet

RECOMMENDED BOOKS

MAIN READING

1. B. Underdahle and K. Underdahle, " Internet and Web Page/Website Design," Second Edition, 2001 , IDG Books India (P) Ltd..

2. D. comer", The Internet Book", Second Edition, 2001, Prentice Hall of India

SUPPLEMENTARY READING

1. M..L. Young," The Complete reference of internet", 2002, Tata Mc Graw Hill.

2. J.Sklar," Principles of m Web Design", Second Edition, 2001, Vikas Publishing House Pvt, Ltd.,

3. W.G. Lehnert, "Internet 101, First Edition, 2001, Person Education.