4.1   COLLECTION DEVELOPMENT- I

L   T   P
5   -   4

RATIONALE

Knowledge and skills related to book selection and evaluation criteria for documents is important for the diploma holders in library and information science. In this subject basic concepts and principles related to book selection, book selection policy and document evaluation criteria have been included.

DETAILED CONTENTS

1.   Book selection – concept, need and purpose   (10 hrs)

2.   Principles of Book selection. Best reading for the largest number at   (25 hrs)
      the least cost. Principles of Drury and Ranganathan

3.   Kinds of Documents – books and non-books, electronic   (25 hrs)

4.   Book Selection Policy – new documents, stock revision   (10 hrs)

5.   Document Evaluation Criteria   (10 hrs)

      -   Blurb
      -   News papers – dailies with review columns
      -   General magazines with review columns
      -   Special subject periodicals

LIST OF PRACTICALS

1.   Practice on the use of various types of documents. Proper record is to be
      maintained by each student

RECOMMENDED BOOKS

1.   Book selections by Spiller David, 3rd edition, U.K.
2.   Principles of Book Selection by Ranganathan

4.2   LIBRARY AND INFORMATION MANAGEMENT- II

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RATIONALE

Basic knowledge about reference and information work, circulation work, serials management, maintenance and binding work and stock verification and rectification is essential for the diploma holders in library and information science in order to work efficiently in the libraries and information centres. Hence this subject..

DETAILED CONTENTS

1.   Reference and Information Work: organizing sections/units for reference and information work in a library/information centre, providing reference services in a traditional and electronic/digital library environment   (16 hrs)

2.   Circulation Work : Registration of new members, charging and discharging systemS (browse, network etc.). Library rules   (16 hrs)

3.   Serials Management : Organising a section/unit for acquisition, recording and display of serials (periodicals, journals, magazines). Two card, three card and computerized system for recording   (16 hrs)

4.   Maintenance and Binding Work : Organising reading materials on the shelves and its maintenance, shelf rectification, binding work   (16hrs)

5.   Stock Verification and Rectification: need, purpose and methods, weeding out of books, writing-off of books   (16 hrs)

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

4.   Steurt, Robert and Eastilick, John I. Libraries Management 5th edition, Colarado, Libraries Unlimited 2001

4.3   LIBRARY CLASSIFICATION - IV

L T P
3 - 4

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.   Principles of helpful sequence of classes and isolates   (10 hrs

2.   Principles of phase relations   (06 hrs)

3.   Hospitality in array and chain   (08 hrs)

4.   Facet and facet analysis. Principles for facet sequence   (06 hrs)

5.   Dewey Decimal Classification and Colon Classification:–   (10 hrs)
      - a comparative study

6.   Types of Devices   (08 hrs)

      -   Geographical
      -   Alphabetical
      -   Chronological
      -   Subject

LIST OF PRACTICALS

    Practice of titles with colon classification

1.   Use of devices, common and special isolates, phase relations: at least   (50 hrs)
      50 titles

2.   Construction of book number by Cutter's Author Table and   (14 hrs)
      Ranganathan's book Number formula

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

RECOMMENDED BOOKS

1.   Classification of books and serial Publications by Colon Classification Scheme

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

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

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

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

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

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

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

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

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

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

12.   Krishan Kumar, Theory of Library Classification Ed. 2, 1981

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

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

15.   Dewey Decimal Classification (Latest ed)

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

4.4   LIBRARY CATALOGUING - IV

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L  T  P
3  -  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. Cataloguing 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

Study the rules for description and choice and rendering of headings for main and added entries according to CCC in respect to follow in problems (simple case only).

1.   Multi-volumed publications (simple cases only)   (16 hrs)

2.   Periodical publications (simple cases only)   (16 hrs)

3.   Corporate authorship – Government., conferences and institutions   (10 hrs)
      (simple cases only)

4.   Subject catalogue – types and functions   (6 hrs)

LIST OF PRACTICALS (CCC)

1.   Multi-volumed publications (simple cases only)

2.   Periodical publications (simple cases only)

3.   Corporate authorship – Govt., 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

4.5   LIBRARY AUTOMATION - II

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L   T   P
-   -   6
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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

WINISIS
1. Introduction to Windows   (5 hrs)

2. Introduction to ISIS for Windows   (5 hrs)

3. Demonstration of installation of WINISIS   (5 hrs)

4. Various menus of WINISIS   (10 hrs)

5. Various features for designing worksheets, field definition, repeatable   (15 hrs)
    fields and sub-fields

6. Database creation in VINISIS   (20 hrs)

7. Design of display format according to AACR-2R   (20 hrs)

8. Sorting and Printing   (8 hrs)

9. Export-import of data   (8 hrs)

                                            OR

ALICE FOR WINDOWS
1. Introduction and Installation   (16 hrs)

2. Acquisition module   (20 hrs)

3. Cataloguing module   (20 hrs)

4. Circulation moduleq   (20 hrs)

5. Inquiry (OPAC) modle   (20 hrs)