5.1 COLLECTION DEVELOPMENT- II

L T P
4 - 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. Sources of Book Selection (10 hrs)
   - Trade bibliographies
   - Bowker books in print – print, CDROM, online
   - Whitker books in print – print, CDROM, online
   - Indian Books in print

2. Sources of Books Collection (6 hrs)
   - Subject Bibliographies
   - ASLIB Book list
   - Indian Library

3. Sources of Book Selection (6 hrs)
   - National Bibliographies
   - INB
   - BNB

4. Source of Book Selection (6hrs)
   Book Reviews/Newspaper Review

5. Source of Book Selection (6 hrs)
   Library Catalogues/Stock Revision lists; Trade Literature (Publishers'/Booksellers Catalogue)

6. a) Book Publishing Industry, Copyright issues in Collection (10 hrs)
      Development

   b) Collection Development in Audio-Visual Documents (10 hrs)

   c) Collection Development in Electronic Resources – Digital (10 hrs)
      Libraries

LIST OF PRACTICALS

1.   Practice on use of various types of documents (as above). Proper record is to be maintained by the students

RECOMMENDED BOOKS

1.   Library Administration and Management by Krishan Kumar

2.   Principles of Book Selection: BR Ranganathan

3.   Library and Information Management by GC Narayana

5.2   LIBRARY AND INFORMATION MANAGEMENT- III

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5  -  2
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RATIONALE

The basic concepts related to library finance, managing people, planning of library, library statistics, reporting, preservation of books and known books and entrepreneurial leadership are important for the understanding of diploma holders.

DETAILED CONTENTS

1.   Library Finance : Budgeting, allocation and accounting of financial resources for library and information centre   (15 hrs)

2.   Managing People : Library staff and its catagorisation, placement, development and training of library staff   (15 hrs)

3.   Physical Planning of the Library : Building, furniture and equipments. BIS standards for building functions and equipments planning for site and location of library building, fittings, ventilators, lighting, sound proof flooring, air heating/cooling etc.   (20 hrs)

4.   Library Statistics : Need and purpose   (10 hrs)

5.   Reporting : Need and purpose   (08 hrs)

6.   Preservation of Books and Non-books Serials: Need and methods   (06 hrs)

7.   Entrepreneurial Librarianship   (06 hrs)

LIST OF PRACTICALS

1.   Preparing Library Annual Report
2.   Accessioning of Books
3.   Book Ordering

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

5.3   DOCUMENTATION AND BIBLIOGRAPHY

L T P
4 - 4

RATIONALE

This subject is being introduced to make the students aware of various techniques related to documentation, information storage and its retrieval. It will also acquaint the students to the techniques of effective information retrieval.

DETAILED CONTENTS

1.   Concept of Documentation, its Need, Purpose and Usage   (04 hrs)

2.   Techniques and Tools of Documentation

    i)   Current awareness services   (10 hrs)

    ii)   Selective dissemination of information (Basic concepts and exposure)   (10 hrs)

- User profile
- Subject profile

    iii) Indexing   (10 hrs)

- Pre-coordinate indexing
- Post-coordinate indexing

    iv)   Abstracting   (10 hrs)

Abstracts: (a) Indicative (b) Informative

    v)   Bibliography: Definition, need, types, purpose   (10 hrs)

a) Types

- Subject
- Author
- Trade

    vi)   Thesaurus – its usage   (10 hrs)

LIST OF PRACTICALS

1. Preparation of Current Awareness List/Documentation List

2. Creation of User and Subject Profile

3. Preparation of Subject Bibliography

4. Preparation of Author Bibliography

5. Preparation of Author/Subject Index on a given topic

6. Using a Thesaurus

5.4   LIBRARY AUTOMATION - III

L T P
- - 6

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

Practical session based on any one of the commercially available library automation package such as LIBSTYS, Alice for Windows, EasyLIB, LIBSOFT, TINLIB, TECHLIB or open source package such as KOHA etc. (wwwKOHA) having following modules:

1.   Acquisition   (16 hrs)

2.   Cataloguing   (16 hrs)

3.   Circulation   (16 hrs)

4.   Serial control   (16 hrs)

5.   OPAC   (16 hrs)

6.   Reports   (16 hrs)

5.5   INTERNET APPLICATIONS FOR LIBRARIES

L T P
-   -   7

RATIONALE

For the activities related to acquisition, technical services, reference and information services and public relations, the diploma holders in library and information science should have sufficient competencies related to internet applications for libraries.

DETAILED CONTENTS

1.   Use of Internet for library housekeeping activities

2.   Use for Acquisition – Finding bibliographic information about documents, booklists and publishers'/booksellers', catalogues available via the Internet

3.   Use of technical services – Searching various library and union catalogues and OPACS available via the internet

4.   Use of reference and information services – Basic information about email and web-based reference and information services e.g. Internet Public Library

5.   Use of the Internet for Library Public Relation activities

      a)   Creating free web-based email addresses for library/information centre and managing these for public relation activities

      b)   Designing a web page for Library/Information Centre

6.1 PROJECT ORIENTED PROFESSIONAL TRAINING

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- - 36

The students of diploma in Library and Information Science will be required to undergo project oriented professional training in the whole of sixth semester during the final year in a library/ information centre, which will be arranged by the Implementing institutions. The following type of libraries/information centres may be considered for arranging the project oriented professional training:

- University libraries
- College libraries
- School libraries
- Public libraries
- Special libraries
- Information centres
- Documentation centres
- Bank libraries
- Govt. departmental libraries
- Industrial/commercial libraries
- Publishing houses

While selecting the training station, care should be taken to select such organisations that are willing to accept the trainees and where there is sufficient scope for the trainee to undertake varied kind of experiences relevant to their profession and aptitude.

Major activities to be performed by the students in above-mentioned libraries are as under:

- Acquisition
- Technical processing: classification, cataloguing, preparing shelf lists, filing of cards etc.
- Circulation
- Reference and Information Service
- Use of computer for Libraries/Information Centres
- Periodicals management
- Preparation of bibliographies

The purpose of this project oriented professional training is to expose the students to the world of work and provide professional experience in real like libraries/information centres. The students will have to maintain a weekly/monthly diary/work book and submit detailed reports of their activities. These reports will be certified by a responsible office of the organisation where the student is undergoing professional training and doing his/her project. Each student is required to undergo at least one practical oriented project according to his/her area of interest and a project is to be submitted at the end of the

project oriented professional training period. The concerned teacher will guide the group of students on regular basis. A systematic plan of action is required to be prepared, well in advance, by the polytechnic in consultation with the organisations where professional training and project has to be carried out. The teachers should clearly specify the expected learning outcomes and schedule on monthly basis for the whole of the period of students project oriented professional training. Performa may be developed by the polytechnic teachers in consultation with personnel from libraries/information centres to monitor the progress of the students. The Performa should be filled by the students on monthly basis, and should be duly countersigned by the personnel from industry and concerned teacher attached to the particular student. Each teacher is supposed to guide and supervise about 5-8 students.

A criteria for evaluating student performance by the external (personnel from industry) and internal (teacher) examiner is given below:

Sr.No.	Evaluation Criteria	Maximum Marks
1.	Attendance and performance at concerned library/ information centre	200
2.	Initiative, proficiency in skills and sense of responsibility displayed by the students	100
3.	External examiner (viva = 100 + Project Report = 125)	225
	Total	**525**

The overall grading of the practical training shall be made as per following table:

	Range of maximum marks	**Overall grade**
i)	More than 80	Excellent
ii)	79 <> 65	Very good
iii)	64 <> 50	Good
iv)	49 <> 40	Fair
v)	Less than 40	Poor

In order to qualify for the diploma, students must get "Overall Good grade" failing which the students may be given one more chance of undergoing project oriented professional training in the same industry before being disqualified and declared "not eligible to receive diploma in Library and Information Science".