

# University of Rajasthan

## SYLLABUS

### DIPLOMA OF LIBRARY AND INFORMATION SCIENCE

2015-16

A handwritten signature in black ink, appearing to be 'D. D. Singh', is written over the official stamp.

Asst. Director, Library  
University of Rajasthan  
Jaipur

Prepared by A handwritten signature in black ink, appearing to be 'D. D. Singh', is written over the official stamp.

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### DIPLOMA OF LIBRARY AND INFORMATION SCIENCE

#### General Information

**O.144 (4)** For all examinations (including library Science) in the Faculty of Education: A Candidate shall be required to put in a minimum of 66% attendance at the Lectures and 66% at the practicals, separately. A Provision of condonation of attendance is to be followed as per university rules.


**O.329-E:** The duration of the Diploma Course in Library Science shall be eight months (From August to March)

**O. 329 - F :** (1) A candidate who has passed the pre- University Examination of the University or the Senior Higher Secondary Examination of the Board of Secondary Education, Rajasthan or an Examination recognised by the University as equivalent thereto with a minimum of 45% marks in the aggregate shall be eligible for admission to the diploma course in Library Science. Blind, deaf and dumb candidates shall not be eligible for admission. The percentage of marks at the Hr. Sec./Pre University or equivalent examination will be taken as the basic credit Marks. To this figure credit marks will be added as mentioned below:-

(a) For having obtained First Division at Bachelor s Degree Examination.	3
(b) For having obtained Second Division at Bachelor's Degree Examination.	2
(c) For having obtained Third Division at Bachelor's Degree Examination.	1
(d) For Having obtained First Division at Master's Degree Examination.	3
(e) For Having obtained Second Division at Master's Degree Examination.	2
(f) For having obtained Pass Class at Master's Degree Examination	1

2. Out of the total number of seats available in a College/Institute Correspondence Studies Reservation will be made as given hereunder:

(a) For Candidates belonging to Scheduled Castes	16%
(b) For Candidates belonging to Scheduled Tribes	12%
(c) For Candidates belonging to Other Backward Classes	21%
(d) For Candidates belonging to SBC	1%
(e) For Women (horizontally in all categories and out of which 3% seats shall be reserved for divorced women and widows)	15%
(f) Physically handicapped (horizontally in all categories and other than blind, deaf and dumb) with at least 40% disability on production of a medical certificate from the concerned DMHO or from a C.A.S. (class I) Countersigned by the concerned DMHO.	3%

  
 Asstt. Registrar (Acad I)  
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**N.B:-** (i) Candidates belonging to Scheduled castes /Scheduled-tribes, OBC and SBC shall be required to produce a certificate to the effect from a first class magistrate.

(ii) Candidates belonging to Divorced Women category shall be required to produce a certificate from the court.

3. All applications will be invited in by the Principal of the College and arranged in order of merit according to the percentage of marks obtained by the candidates at higher Sec/Pre-University or equivalent examination. List of Selected and waiting Persons will be prepared strictly on the basis of merit according to the Final credit marks. The candidates will be informed through registered inland letters allowing 10 clear days time.

Forms for the admission to this Course will be entertained upto 31<sup>st</sup> July and admissions will be finalized latest by 21<sup>st</sup> August every year.

**4. Selection Committee:** In every College (where this course is runs there will be a selection Committee consisting of five members (duly formed) which will make selection for this course, One Vice –Chancellor's nominee (preferably from University Department of Library Science) or a Senior member from an affiliated College of Library Science will be one of its member.

**5. Examination:** A separate examination shall be held for the students of correspondence course and a separate diploma shall be awarded to them.

#### SCHEME OF EXAMINATION

**R.43-A:**

For a pass a candidate shall be required to secure a minimum of 25% marks in each paper and 40% marks in the aggregate of all the papers. Successful candidates securing atleast 60% marks in the aggregate shall be placed in First division and those securing atleast 50%marks in the aggregate in Second division. All the rest will be declared to have passed the examination.

A candidate for the examination shall be required to offer the following Papers, each paper being of 3 hours duration and carrying maximum marks as shown against each:

	Max. Marks
Paper I- Classification and Cataloguing (Theory)	100
Paper II-Classification (Practice)	75
Paper III-Cataloguing (Practice)	75
Paper IV-Library Organisation and Management	100
Paper V-Reference Service and Basics of Computer	100



## SYLLABUS

### Paper I- Classification and Cataloguing (Theory)

#### a. Classification (Theory)

1. Definition, need, Purpose and function.
2. Notation: Types and qualities.
3. Main features of Colon Classification and Dewey Decimal Classification Schemes.
4. Principles of Helpful Sequence.
5. General aspects of Common Isolates/Standard sub-divisions.
6. Devices used in C. C. and D.D. C., Subject device, Geographical Device, Chronological Device, Alphabetical Device.
7. Steps in Practical Classification.

#### b. Cataloguing (Theory)

1. Definition, need and function.
2. A brief history of catalogue codes: Classified Catalogue Code and Anglo American Cataloguing Rules.
3. Kinds of entries: Main entry and Added entries of classified catalogue code.
4. Kind of catalogue: Classified and Dictionary.
5. Physical forms of Catalogue: Book, Sheaf and Card catalogue.
6. Subject Cataloguing and Chain procedure.

### Paper II- Classification (Practice)

Practical Classification of Simple titles according to Colon Classification Ed.6 (Reprinted 1963) and Dewey Decimal Classification (excluding tables 5 and 7) Ed. 19.

**Note:** The Practical examination in paper II will also take place along with other theory papers. The setting and evaluation of these papers will be done on the same pattern as of theory papers. The structure and pattern of practical paper will be as follows:-

**Time: 3 hours**

**Max. Marks: 75**

The paper will be in two parts i.e. Part I- Colon Classification and Part II- Dewey Decimal Classification consisting of 25 marks each. Each part will have three sections:

#### Part I- Colon Classification

Time: 1½ Hours

Max Marks: 37½

Section 1. Five(5) titles to be done out of 6 titles of 1½ marks each based on the use of basic class and/or use of PME Facets

7½

Section 2. Four(4) titles to be done out of 6 titles of 3 marks each based on the use of all facets i.e. P.M.E.S.T.

12

Section 3. Four(4) titles to be done out of 6 titles of 4½ marks each based on the use of ACI and other facets.

18

**Part II- Dewey Decimal Classification:**

Time: 1½ Hours

Max Marks 37½

(Excluding Tables 5 and 7)

Section 1. Five(5) title to be done out of 6 titles of 1½ mark each. Simple titles based on the use of relative index.

7½

Section 2. Four(4) titles to be done out of 6 titles of 3 marks each based on Add device, Table 1 and 2.

12

Section 3. Four(4) titles to be done out of 6 titles of 4½ marks each (Complex titles and titles based on the use of tables 3, 4 and 6.

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**Notes:**

1. Separate Paper for Colon Classification and Dewey Decimal Classification will be set.
2. Since the candidates would be provided with copies of Colon Classification (Ed. 6 Reprint) and Dewey Decimal Classification (Ed. 20 or 19) for consultation the college institute will collect not more than 50 copies of these books. In case the number of examinees is more than 50, the number of question papers to be set separately for each batch.

**Paper III- Cataloguing (Practice)**

Practical cataloguing of Books of single personal author, Collaborator heading, Corporate author up to organ of 2nd remove, pseudonym and Title as heading according to CCC (Ed.5) with amended rules given in cataloguing Practice of S.R. Ranganathan.

**Note:** The practical Examination in Paper-III will also take place along with other theory papers. The setting and evaluation of this paper will be done on the same pattern as that of theory papers.

The Structure and pattern of practical papers will be as follows:

Time: 3 Hours

Max. Marks: 75

All the 5 Titles are to be catalogued. All questions carrying equal marks..

First 2 Titles : Single personal author, joint personal author and collaborator Heading.

Next 2 Titles : Corporate author i.e. Government, institution & conference up to organ of 2nd remove including temporary organ.

5th Title : Pseudonym and Title as Heading.

### **Paper IV- Library Organisation and Management**

#### **a. Library Organisation**

1. Five laws of library Science
2. Types of Libraries: Definition, need and Objectives.
3. Detailed study of School Library activities i.e. Library Hour, Class Library, Subject Library, including reading habits among students.
4. Extension services and Public relations.
5. Library Associations: ILA, IASLIC and ALA
6. Library Movement in India in the 20th Century.

#### **b. Library Management**

1. Sections in a library: Acquisition-Book selection, procedure and accessioning, Technical processing (Classification and Cataloguing of books) and Periodical section.
2. Circulation systems: Newark and Browne.
3. Maintenance: Open Access System, Care and Repair (binding) of books and journals, Stock rectification and verification.
4. Library display: Need, purpose and methods.
5. Library rules.
6. Library statistics, budgeting.

### **Paper V- Reference Service and Basics of Computer**

#### **a. Reference Service and Information Sources**

1. Reference and Information Services: Need and Purpose.
2. Ready reference service, Long Range Reference service, Initiation.
3. Reference Service in School and Public Library.
4. Organisation of Reference Department, qualities of a Reference Librarian.
5. Information Sources: Need and Types: Primary, Secondary and Tertiary.

#### **b. Basics of Computer**

1. Introduction to computer: features, use, and types of computers.
2. Computer generations, computer architecture.
3. Hardware, input and output devices.
4. Software: Need, Purpose and Types. Operating system, Library Software: WINISIS.
5. Role of Library Automation.
6. Use, of Internet in Libraries.



### **Books Recommended**

#### **Paper I (Part a) and II: Classification- Theory & Practice**

1. Ranganathan (S.R.): Elements of Library Classification Ed.3 Bombay Asia. 1962
2. Ranganathan (S.R.): Colon Classification Ed.6 (latest reprint) Madras. Sarda Ranganathan Endowment for lib. sc.
3. Dewey (Malvil): Dewey Decimal Classification. Ed.19 or 20.
4. Palmer (I.B.) and Wells (AJ): Fundamentals of Library Classification, 1958
5. Sayers (WCB): An Introduction to classification Ed. 9. 1955
6. Bhargava (G.D.): Granthalaya Vargikaran. Bhopal, M.P. Hindi Granth Academy, Latest edition
7. Champawat (G.S.): Pustakalaya Vargikaran Ke Siddhant Jaipur R.B.S.A.1994
8. Krishan Kumar: Theory of Classification Delhi, Vikas Publishing House, 1993

#### **Paper I (Part b) and III: Cataloguing- Theory and Practice**

1. Ranganathan (S.R.): Classified catalogue code with additional rules for dictionary catalogue code. Ed. 5 Madras, Sarda Ranganathan Endowment for library Science (Latest Reprint)
2. Ranganathan (S.R.): Cataloguing: Practice.
3. Vishwanathan (C.G.): Cataloguing: Theory and Practice. Latest edition.
4. Dutta (D.N.): An Introduction to library cataloguing, Calcutta, World press.
5. Agrawal (S.S.): Granthalaya Suchikaran. Bhopal, M.P. Hindi Granth Academy, Latest edition
6. Girija Kumar and Krishna Kumar: Suchikaran Ke Siddhant. Delhi, Vikas, 1992

#### **Paper IV: Library Organisation and Administration**

1. Ranganathan (S.R.): Library Administration. Madras, Sarda Ranganathan Endowment for Library Science, Latest reprint
2. Ranganathan (S.R.): Library Manual. Ed.2 Madras. Sarda Ranganathan Endowment for Library Science, Latest Reprint.
3. Mittal (RL): Library Administration. Delhi, Metropolitan Book Co. Latest Edition.
4. Agrawal (S.S.): Granthalaya Sanchalan Avam Prabhandhan Ke Sidhant. Agra, Mehra.
5. Singh (Ram Shobhit): Pustakalaya Sanghthan Avam Sanchalan. Patna, Bihar Hindi Granth Academy, Latest Edition.
6. Ranganathan (S.R.): The five Laws of Library Science. Ed.2 Madras, Sarda Ranganathan Endowment for Library Science. Latest Reprint
7. Ranganathan (S.R.): Pustakalaya Vigyan ke Panch Sutra. Tr. by C.L. Shama. Jaipur, Rajasthan Hindi Granth Academy, 1980.
8. Agrawal (S.S.): Granthalaya Avam Samaj. Jaipur, RBSA, 1994.
9. Gaur (PN): Vidhyalaya Pustakalaya. Patna, Bihar Hindi Granth Academy, 1977.
10. Fargo (L.F.): The Library in the School. Chicago, ALA, 1959.

11. Krishan Kumar: Library Administration and Management. Delhi, Vikas Publication House, Latest Reprint.

#### Paper V: Reference Service and Basics of Computer

1. Ranganathan (S.R.): Reference Service. Ed. Madras, Sarda Ranganathan Endowment for Library Science, Latest Reprint
2. Mukherjee (AK): Reference work and its tools. Calcutta, World Press, Latest edition.
3. Ranganathan (S.R.): Documentation and its facts, Bombay, Asia.
4. Ranganathan (S.R.): Documentation: Genesis and Development. Bombay, Asia.
5. Bradford(S.C.): Documentation. Ed. 2. Lockwood.
6. Mukherjee (A.K.): Fundamentals for Special Librarianship and documentation. Calcutta, Iaslic, 1965.
7. Kamal (K.K.): Documentation and Information science (Hindi). Patna, Janki Prakashan.
8. Krishan Kumar: Reference service. New Delhi, Vikas Publication House. Latest reprint.
9. HUNT (Reger) and JOHN (Shelly). Computer and Commonsense. 1982. Printice Hall, Delhi.
10. REWLEY (JE). Computers for libraries. 1980. Clive Bingley, London.
11. TEDD (LA). Introduction to Computer-based library system. Ed 2. 1984. Hyden, London.
12. FOSDICK (Howard). Computer basics for librarians and information scientists. 1985. Information Resources Press, Arlington.
13. LEVEY (Ian). Automating library procedure. 1984. Library Association, London.
14. KAUL (HK). Library network: An Indian experience. 1992. Virgo, New Delhi.
15. CHOWDHURY (GG) and CHOWDHARY (Sudatta). Searching CD-ROM and online information sources. 2001. Library Association, London.
16. DICKSON (Garg W) and DESANCTIS (Gerardine). Information technology and the future enterprise: New models for managers. 2001. Prentice Hall, New Jersey.
17. RODRIGUEZ (MVR) and FIRRANTE (AJ). Information technology for the 21st Century: managing the change. 1996. MVR Rodviguez, Milano.
18. WINSHIP (Ian) and McNAB (Alison). The student's guide to the Internet. 1999. Library Association, London.
19. WISE (Richard). Multimedia: A critical introduction. 2000. Routledge, London.
20. SESHAGIRI (N) and AHAPOV (ARAM), Ed. Multimedia Computer and Communication. 1992. McGraw-Hill, New Delhi.
21. MINI-MICRO CDS/ISIS. Reference manual and CDS/ISIS PASCAL manual. 1989, Unesco, Paris.
22. Guha, B. Documentation and Information: Services, Techniques and Systems, 2<sup>nd</sup> revised edition, World Press, Calcutta
23. Khanna. J.K. Documentation and Information Services: Systems and Techniques, Y.K. Publishers, Agra

ANSWER  
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 IN  
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