



राजा महेंद्र प्रताप सिंह राज्य विश्वविद्यालय, अलीगढ़
Raja Mahendra Pratap Singh State University, Aligarh

DIPLOMA IN LIBRARY AND INFORMATION SCIENCE

(D.L.I.S.)

SYLLABUS

(Ist Semester)

PAPER I – Library Organisation and Management

1. Modern Concept of a library.
2. Library and Society and Social Function of Librarian.
3. Five law of library science and their implications.
4. Types of libraries, their organisation and functions Public, Academic, Research.
5. Principles of scientific management.
6. Library movement with particular reference of India.
7. Role of Professional Association and Organisations in Promoting education and services such as ILA, AIA, ALA, IASLIB, IFLA, FID.
8. Routine Records and Equipments of :
 - (a) Book Selections
 - (b) Book Ordering
 - (c) Periodicals
 - (d) Technical
 - (e) Circulation
 - (f) Maintenance
 - (g) Reference
 - (h) Account Sections
9. Elementary knowledge of Library building & furniture.
10. Library Resource Sharing : Its need, type and scope.

PAPER II – Library Catalogue (Theory)

1. Library Catalogue, its definition, need and purpose.
2. History Development and Catalogue code (CCC and AACR-2)
3. Physical Forms of Library Catalogue.
4. Type of Library Catalogue – classified and dictionary
5. Kinds of entries and their function.
6. Unit Card System.
7. Canon of Cataloguing.
8. Comparative study of cataloguing rules according to AACR-2 and for simple author, corporate author, joint authors, composite book, simple problems in pseudonyms.

9. Subject cataloguing, concept, importance and general principles methods of assignment of subject reading chain procedure and amare list of subject handling.
10. Centralized and Co-operative cataloguing, aims and object of Union Catalogue, their aims and objects.
11. Rules for filling catalogue cards.

PAPER III – Library Catalogue (Practical)

1. Rendering and writing of personal names, corporate names by classified catalogue code (Ed. 5) and Anglo-American Cataloguing Rules (Ed. 11) Practical will be held through a paper set by the Examiner of 75 marks.
2. Practical Cataloguing including personal author, joint personal authors, collaborator pseudonyms and corporate.

(IInd Semester)

PAPER I – Library Classification (Theory)

1. Definition of classification, its need purpose.
2. Plans of work – Idea, verbal and notational plan.
3. Principles of helpful sequence and canons.
4. Notational – Definition types, qualities and function.
5. Concept of fundamental categories PMEST concept of record and level.
6. Introduction to Dewey Decimal classification, colon classification and with special reference to the structure and the speed features.
7. Devices, Subject devices, Chronological device, Geographical device, Alphabetical device, Superimposition common isolates, Standard sub-division, Call no., Class no., Book number.
8. Hospitality in classification schemes chain and array.
9. Phase relation.

PAPER II – Library Classification (Practical)

1. Classification of documents by colon classification (Rev. Ed. 6) and Dewey Decimal classification 19th Ed. (Practical will be conducted by a paper set by the examiner of 75 marks.)

PAPER III – Reference Service & Information Sources

REFERENCE SERVICE-A

1. Reference service – need and kind purpose.
2. Qualities of reference Librarian information officer and initiation of freshman.
3. Administration and organisation of reference department in Academic libraries, special libraries, public libraries.
4. Current awareness services.
5. Selective dissemination of information.

REFERENCE & INFORMATION SOURCE-B

1. Introduction to different categories of basic reference and information sources.
2. Criteria for a evaluation of reference sources.
3. Evaluation of selected reference sources with particular reference :
 - (a) General Encyclopaedia
 - (b) Directories
 - (c) Dictionaries
 - (d) Year Book
 - (e) Bibliographical sources
 - (f) Geographical sources
 - (g) Biographical sources

NOTE : At least three sources for each categories should be evaluated.

PAPER IV – Viva-Voce (Diary Work)

1. Maintenance of classification practical and cataloguing practical records.
2. Compilation of a bibliography or document sources on specific subject of 75 items.
3. A visit to two different types of libraries public and academic and submit a brief report about their working. Viva-Voce will be conducted by the board consisting of the external examiners and incharge of the Deptt. of concerned institution.

- ***The course of study and scheme of examination for the diploma course shall be as noted below :***

	<u>Ist Semester</u>	M.M.	Min.
Paper I	Library Organisation and Management	75	27
	Internal Assessment	25	09
Paper II	Library Cataloguing (Theory)	75	27
	Internal Assessment	25	09
Paper III	Library Cataloguing (Practical)	75	27
	Internal Assessment	25	09
	<u>IInd Semester</u>		
Paper I	Library Classification (Theory)	75	27
	Internal Assessment	25	09
Paper II	Library Classification (Practical)	75	27
	Internal Assessment	25	09
Paper III	Reference Service & Information Sources	75	27
	Internal Assessment	25	09
Paper IV	Viva-Voce (Diary Work)	50	18
a.	Compilation of Bibliography Documentation List on a specific subject of 100 items	10 marks	
b.	Educational cum study tour to visit important libraries & information centres and to submit an observation report about their functioning.	20 marks	
c.	Viva-Voce will be conducted by the Board consisting of external Examiner and Incharge of the Deptt. of Concerned College.	20 marks	
There shall be 25 maximum marks assigned for internal assessment in each paper by the teacher concerned, to be awarded as under :			
i.	Two periodical test of 10 marks each	20 marks	
ii.	Group discussion – one of 5 marks	05 marks	