DIPLOMA IN LIBRARY AND INFORMATION SCIENCES

PROGRAMME GUIDE

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INTRODUCTION

Library and information science (LIS) is a universal academic, intellectual and industrial field with a large international approach. As per human perspective, LIS includes library and information professionals, the information industry people, students, academicians and researchers. The field has a strong background of teaching, education and research development, standards, networks and distribution throughout the globe. Library and Information Science is a profession that is full of people passionate about making an optimistic change in society. DLIS impart elementary knowledge, understanding about different aspects of Library Science, concept of library and librarianship and understanding the basic principles and laws of library science.

PROGRAMME OUTCOMES

- To understand the fundamental principles and laws of library science, enabling them to manage and organize information resources effectively.
- To develop skills in organizing, classifying, and cataloguing information using standard classification and cataloguing systems.
- To equip learners with knowledge of library administration and management, preparing them for semi-professional roles in various library settings.
- To gain proficiency in using information and communication technologies (ICT) to support library operations and services.
- To fosters an understanding of the information society and its challenges, preparing students to adapt to the evolving information landscape.
- To demonstrate professional ethics, effective communication skills, and a commitment to lifelong learning in the field of library and information science.

PROGRAMME SPECIFIC OUTCOMES

- To organize, classify, and catalog information resources using standard tools and classification schemes.
- To develop skills to manage basic library operations, including circulation, record-keeping, and resource maintenance.
- To gain proficiency in using information and communication technologies (ICT) to support library services and operations.
- To be able to assist users in retrieving, evaluating, and utilizing information effectively.
- To understand the role of libraries in society and promote access to information for diverse user groups.
- To uphold professional ethics, demonstrate responsibility in library work, and adapt to emerging trends in the library and information science field.

PROGRAMME CODE: 4K2H-S

DURATION OF THE PROGRAMME

Minimum Duration: 1 year

Maximum Duration: 2 years

MEDIUM OF INSTRUCTION/EXAMINATION:

Study Material may be made available in English medium. However, a student has the option of writing the Exam in English/ Hindi/Punjabi language except for **DCAP101 "BASIC COMPUTER SKILLS"**, **DLIS013 " KNOWLEDGE ORGANISATION: CLASSIFICATION PRACTICE"** and **DLIS015 "KNOWLEDGE ORGANISATION: CATALOGUING PRACTICE"** courses which are to be attempted only in English Language.

PROGRAMME SCHEME
DIPLOMA IN LIBRARY AND INFORMATION SCIENCES

COURSE CODE	COURSE TITLE	CREDITS	CA	ETE (Theory)	ETP (Practical)
TERM 1					
DCAP101	BASIC COMPUTER SKILLS	4	30	40	30
DLIS011	FOUNDATION OF LIBRARY AND INFORMATION SCIENCE	4	30	70	0
DLIS018	KNOWLEDGE ORGANIZATION: CLASSIFICATION THEORY	4	30	70	0
DLIS019	KNOWLEDGE ORGANIZATION: CATALOGUING THEORY	4	30	70	0
DLIS013	KNOWLEDGE ORGANIZATION: CLASSIFICATION PRACTICE	4	30	0	70
TERM 2					
DLIS014	LIBRARY ADMINISTRATION AND MANAGEMENT	4	30	70	0
DLIS015	KNOWLEDGE ORGANIZATION: CATALOGUING PRACTICE	4	30	70	0
DLIS016	INFORMATION SOURCES AND SERVICES	4	30	70	0
DLIS017	LIBRARY AUTOMATION	4	30	70	0
DLIS020	FUNDAMENTALS OF ICT IN LIBRARIES AND INFORMATION CENTRES	4	30	70	0

Course Code	DCAP101	Course Title	BASIC COMPUTER SKILLS

WEIGHTAGE		
CA	ETE (Th.)	ETE (Pr.)
30	40	30

Course Outcomes: At the end of the course, students should be able to

CO1: To understand the different applications of Information technology in the field of Library & Information Science.

CO2: To understand how work on MS Word, MS Window, MS Excel etc.

CO3: To introduce students to the latest immerging techniques/technology in the field of Library & Information Science.

CO4: To get practical knowledge about creation of Internet Services.

Unit No.	Content
Unit-1	**Computer Fundamentals:** Characteristics & Generation of Computers, Block diagram of Computer **Data Representation:** Binary Number System, Octal, Hexadecimal and their Conversion.
Unit-2	**Memory:** Types, Units of memory, RAM, ROM, Secondary storage devices–HDD, Flash Drives, Optical Disks: DVD **I/O Devices**– Keyboard, Mouse, LCDs, Scanner, Plotter, Printer & Latest I/O devices in market
Unit-3	**MS Windows**: Desktop, My Computer, Files and folders using windows explorer; Control Panel, Searching Files and folders.
Unit-4	**MSWord:** Introduction, Environment, Help, Creating & Editing Word Document. Saving Document, Working with Text: Selecting, Formatting, Aligning & Indenting.
Unit-5	**MSWord**: Finding Replacing Text, Bullets & Numbering, Header & Footer, Working with Tables, Properties Using spell checker, Grammar, Auto Correct Feature, Synonyms and Thesaurus.
Unit-6	**MSWord:** Graphics: Inserting Pictures, Clipart, Drawing Objects, Using Word Art. Setting page size and margins; Printing documents. Mail Merge Practical.
Unit-7	**MS-Excel:** Environment, Creating, Opening, & Saving Workbook. Range of Cells. Formatting Cells, Functions: Mathematical, Logical, Date Time, AutoSum
Unit-8	**MS Excel**: Formulas. Graphs: Charts. Types & Chart Tool Bar. Printing: Page Layout, Header and Footer Tab.
Unit-9	**MS Power Point:** Environment, Creating and Editing presentation, Auto content wizard, using built-in templates **MS PowerPoint:** Types of Views: Normal, Outline, Slide, Slide Sorter, Slide Show, Creating customized templates; for matting presentations Graphics: AutoShapes, adding multimedia contents, printing slides
Unit-10	**Internet:** Basic Internet terms: Web Page, Website, Homepage, Browser, URL, Hypertext, ISP, Web Server Applications: WWW, e-mail, Instant Messaging, Internet Telephony, Video conferencing, Web Browser & its environment

LABORATORY WORK:

1. Hardware familiarizing with various I/O Peripheral devices, storage devices.
2. Familiarity with DOS, Implementing various internal and external commands in DOS.
3. MS Windows: Familiarizing with windows operating system; using built-in accessories; managing files and folders using windows explorer; working with control panel; installing hardware and software.
4. MS-Office (or any other Office Suite), meaning and features, its components.
5. MS-Word (or any other word processor): Creating Document Files, Saving, Closing Files, Page Settings and Formatting Text. Spell Checking, Thesaurus, Creating Tables, Adding rows, columns. Printing Documents, Setting Print Settings, creating labels and mail merge, taking Printouts
6. Ms-Excel –Working with worksheet, formulas & functions, Inserting charts, Printing in Excel
7. MS Power Point- Views, Designing, viewing, presenting & Printing of Slides.
8. Internet: Navigating with Internet Explorer; surfing the net, using search engines; using email facility.

READINGS:

1. ITL EDUCATION SOLUTIONS LIMITED, "INTRODUCTION TO INFORMATION TECHNOLOGY", PEARSON EDUCATION, NEW DELHI
2. SAMS TEACH YOURSELF MICROSOFT OFFICE 2003 by GREG PERRY
3. PETER NORTON, "INTRODUCTION TO COMPUTERS", TATA MCGRAW HILL COMPANY, NEW DELHI.
4. ALEXIS LEON, MATHEWS LEON, "FUNDAMENTALS OF INFORMATION TECHNOLOGY", LEON TECH WORLD.

Course Code	DLIS011	Course Title	FOUNDATION OF LIBRARY AND INFORMATION SCIENCE	
			Weightages	
			CA	ETE (TH)
			30	70

Course Outcomes: At the end of the course, students should be able to

CO1: To provide basic understanding of the core concepts of data, information, knowledge.

CO2: Describe the philosophy, values of various types of libraries and librarianship and institutions involved in their developments.

CO3: To familiarize students with the Librarianship as a profession, Professional ethics.

CO4: Identify and assess the significance of national and international library associations and organizations.

Unit No.	Content
Unit-1	**Concept of Library:** Definition, Need, Purpose, Functions, Five Laws of Library Science.
Unit-2	**Place of Library in Dissemination of Information:** Changing role of library in socio-economic development, education and recreation.
Unit-3	**Library Cooperation:** Definition, types, levels. Resources sharing and networking. Library Extension Services.
Unit-4	**Types of Libraries:** Public, Academic, Special and National. (Definition, purpose and functions of each type of library.)
Unit-5	**Library Without Wall:** Brief introduction to digital and virtual libraries.
Unit-6	**Library Associations in India, U.K and USA:** ILA, IASLIC, CILIP, SLA.
Unit-7	**Library Legislation:** Need, purpose and factors. A brief account of its present position in India.
Unit-8	**Copyright Act:** Copyright Act, Press and Registration Act and Delivery of books (public libraries Act).
Unit-9	**Library Profession:** Librarianship as a profession, Professional ethics.
Unit-10	**Promoters of Library and Information Services:** RRRLF, UNESCO, IFLA

READINGS:

1. RANGANATHAN (SR): FIVE LAWS OF LIBRARY SCIENCE, ED 2, 1957.
2. LOCK (RN): MANUAL OF LIBRARY ECONOMY: A CONSPECTUS OF P ROFESSIONALLIBRARIANSHIP FOR STUDENTS AND PRACTITIONERS. LONDON: CLIVE BINGLEY, 1977
3. HARRISON (KC): FIRST STEP IN LIBRARIANSHIP: A STUDENT'S GUIDE. ED 5.LONDON: ANDREDEUTSCH, 1980
4. MITTAL (RL): PUBLIC LIBRARY LAW: AN INTERNATIONAL SURVEY, DELHI: METROPOLITAN, 1971
5. INDIA ADVISORY COMMITTEE FOR LIBRARIES: REPORT, 1971
6. GATES (JK) INTRODUCTION TO LIBRARIANSHIP. LATEST ED.
7. RANGANATHAN (SR) AND NEELAMEGHAN (A): PUBLIC LIBRARY SYSTEM.
8. GARDNER (FRANK M): PUBLIC LIBRARY LEGISLATION: A COMPARATIVE STUDY, 1971

9. KELLY (THOMAS): HISTORY OF PUBLIC LIBRARIES IN GREAT BRITAIN, 1845-1975.1977.
10. JEFFERSON (G): LIBRARY COOPERATION. LATEST ED.
11. VENKATPAIAH (V): INDIAN LIBRARY LEGISLATION, 2 VOL. DELHI: DAYA, 1990.
12. BUTLER, P. INTRODUCTION TO LIBRARY SCIENCE.
13. NARAYANA, (GJ): LIBRARY AND INFORMATION MANAGEMENT

Course Code	DLIS018	Course Title	KNOWLEDGE ORGANIZATION: CLASSIFICATION THEORY	
			Weightages	
			CA	ETE (TH)
			30	70

Course Outcomes: At the end of the course, students should be able to

CO1: acquaint the students how to develop knowledge organization systems.

CO2: understands the student's how the implications of knowledge organization systems and approaches.

CO3: acquaint the students with the principles and theories of library classification.

CO4: understand Notation in Classification, Call Numbers and Trends in Classification**.**

Unit No.	Content
Unit-1	**Library Classification** - Meaning, need, and purpose of classification, Normative principles, Five Laws of Library Science and their implications
Unit-2	**Subjects and Their Formation-**Formation, structure, and development of subjects, Basic, compound, and complex subjects
Unit-3	**Species of Classification Schemes-**Enumerative classification, Almost enumerative classification, Almost faceted classification, Rigidly faceted classification, Freely faceted classification
Unit-4	**Major Classification Schemes-**Decimal Classification (DDC), Universal Decimal Classification (UDC), Library of Congress Classification (LCC), Colon Classification (CC)
Unit-5	**General Theory of Classification-**Ranganathan's contributions, Main Class, Canonical Class, and Basic Class
Unit-6	**Fundamental Categories and Facet Analysis-**Five Fundamental Categories (PMEST), Isolates and auxiliary schedules, Facet analysis and postulates of fundamental categories
Unit-7	**Phase Relations and Analysis-**Phase relations, Intra-facet relations, Intra-array relations
Unit-8	**Principles of Facet Sequence-**Wall-picture principle, Whole-organ principle, Cow-calf principle, Act & action – actor – tool principle, Principles of helpful sequence, Chronological devices and telescoping of arrays
Unit-9	**Notation in Classification-** Definition, development, types, and structure, Qualities and functions of notation, Canons of classification (Idea plane, succession, array, etc.)
Unit-10	**Call Numbers and Trends in Classification-** Call number, class number, book number (types), collection number, Recent trends in library classification

READINGS:

1. GOPINATH, M.A, RANGANATHAN S R. PROLEGOMENA TO LIBRARY CLASSIFICATION ESS ESS PUBLICATION
2. RANGANATHAN, S R. COLON CLASSIFICATION BASIC CLASSIFICATION - RANGANATHAN SERIES IN LIBRARY SCIENCE 4: MADRAS LIBRARY ASSOCIATION PUBLICATION 26.

3. RANGANATHAN, S R. PHILOSOPHY OF LIBRARY CLASSIFICATION. ESS ESS PUBLICATION
4. RANGANATHAN, S R CLASSIFICATION AND COMMUNICATION ESS ESS PUBLICATION
5. RANGANATHAN, S R ELEMENTS OF LIBRARY CLASSIFICATION SOUTH ASIA BOOKS

Course Code	DLIS019	Course Title	KNOWLEDGE ORGANIZATION: CATALOGUING THEORY	
			Weightages	
			CA	ETE (TH)
			30	70

Course Outcomes: At the end of the course, students should be able to

CO1: know the Key principles according to Anglo-American Cataloguing Rules – A content standard for bibliographic description and access – Bibliographic – not just books – Built on other, earlier sets of rules.

CO2: know the Key principles Cataloguing – One principle entry per resource – Catalogue from item in hand – Chief source of information

CO3: know the Key principles of cataloguing according to Classified Catalogue Code & AACR-II for Single personal author, joint author, Pseudonym: Single and joint, corporate author: Government, Institution and Conference and Multi-volumes.

CO4: know the Key principles of cataloguing for according to Machine Readable Catalogues: MARC21 and MARCXML; Authority Files– Name, Corporate, Serial Record Formats: ISBN (International Slandered Book Number), ISSN (International Standard Serial Number), CODEN (serial publication identifier currently used by libraries; replaced by the ISSN for new works) etc.

Unit No.	Content
Unit-1	**Fundamentals of Cataloguing:** Introduction to Cataloguing: Library Catalogue- Meaning, Definition, Need, Purpose, Objectives Functions, types and forms of catalogues; Historical study of cataloguing
Unit-2	**Theory of Cataloguing**: Normative principles of Cataloguing- Canons, Laws, Principles; Evolution of cataloguing codes (Cutter's Rules; AACR Code; Classified Catalogue Code; ALA Rules
Unit-3	**Types of Catalogue Entries:** Kinds of Entries and their Elements of Description in CCC and AACR-IIR; Filing of Entries: Classified and Alphabetical; Elements of Bibliographic Description of Non-Book Material (AACR-IIR); Rules for Choice and Rendering of Headings in AACR –IIR
Unit-4	**Cataloguing Codes**: AACR, RDA, CCC,
Unit-5	**Machine Readable Catalogues**: MARC21 and MARCXML; Authority Files– Name, Corporate, Serial etc.
Unit-6	**Formats of Catalogues and Cataloguing**: Centralized, Union Catalogue (WorldCat, IndCat)
Unit-7	**Standards**: ISBD, FRBR (Functional Requirements for Bibliographic Records), FRAD (Functional Requirements for Authorized Description), FRSAD (Functional Requirements for Subject Authority Data)
Unit-8	**Metadata**: Purpose; Types- Descriptive, Structural, Administrative, Preservation, Provenance etc, Dublin Core
Unit-9	**Record Formats:** ISBN (International Slandered Book Number), ISSN (International Standard Serial Number), CODEN (serial publication identifier currently used by libraries; replaced by the ISSN for new works)
Unit-10	**Current Trends in Library Cataloguing**

READINGS

1. ANDREW, P.G. (2003). CATALOGUING SHEET MAPS. LONDON: HAWORTH PRESS.
2. ASWAL, R. S. (2004). MARC21: CATALOGUING FORMAT FOR 21ST CENTURY. NEW DELHI: ESS ESS.
3. DHAWAN, K.S. (1997). ONLINE CATALOGUING SYSTEMS. NEW DELHI: COMMONWEALTH PUBLICATION.
4. DHIMAN, ANIL K. (2004). CATALOGUING NON-BOOK MATERIALS. NEW DELHI: ESS ESS.
5. GIRIJA KUMAR & KRISHAN KUMAR. (2004). THEORY OF CATALOGUING. NEW DELHI: VIKAS
6. GREDLEY, ELLEN & HOPKINSON, ALAN (1990). EXCHANGING BIBLIOGRAPHIC DATA: MARC AND OTHER INTERNATIONAL FORMATS. OTTAWA: ALA.
7. HAGLER, RONALD & SIMMONS, PETER. (1991). THE BIBLIOGRAPHIC RECORD AND INFORMATION.
8. J.S.C. ED. (2002). ANGLO-AMERICAN CATALOGUING RULES. LONDON: CANADIAN LIBRARY ASSOCIATION.
9. KAO, MARY L. (2003). CATALOGUING AND CLASSIFICATION FOR LIBRARY PERSONNEL. MUMBAI: JAICO.
10. LEIGH, GERNERT. (2003). A TEXTBOOK OF CATALOGUING. NEW DELHI: DOMINANT PUBLISHERS.
11. MITCHELL, ANNE M. & SURRATT, BRIAN E. (2005). CATALOGUING AND ORGANIZING DIGITAL SOURCES. LONDON: FACET PUBLISHING.
12. ROE, SANDRA K (2002). THE AUDIO-VISUAL CATALOGUING. NEW YORK: HAWORTH PRESS.
13. SHARMA, PANDEY S.K. (2001). LIBRARY CATALOGUING THEORY. NEW DELHI: SAHITYA PRAKASHAN
14. SINGH, S.N. & PRASAD, H.N. (1985). CATALOGUING MANUAL AACR-II. NEW DELHI: B.R. PUBLISHERS.
15. SOOD, S.P. (1999). THEORY OF LIBRARY CATALOGUING. JAIPUR: RAJ PUBLISHING HOUSE.
16. TAYLOR, A.G. (2007). INTRODUCTION TO CATALOGUING AND CLASSIFICATION (10THED.). NEW DELHI: ATLANTIC.
17. VISWANATHAN, C. G. (2008). CATALOGUING THEORY AND PRACTICE. NEW DELHI: ESS ESS

Course Code	DLIS013	Course Title	KNOWLEDGE ORGANIZATION: CLASSIFICATION PRACTICE	
			Weightages	
			CA	ETP (Pr)
			30	70

Course Outcomes: At the end of the course, students should be able to

CO1: To provide practical training about classification of the documents using the 19th edition of Dewey Decimal Classification (DDC) scheme.

CO2: To trained students in the techniques of classifying titles of documents according to Colon Classification, Ed 6 (reprint with amendments) and Dewey Decimal Classification, Ed 19..

CO3: Students learn Classification of information in helpful sequence.

CO4: Understand laws related to libraries Classification.

S. No.	Topics
1.	10 simple Titles of Main Classes, Fundamental Categories and Common isolates according to Colon Classification
2.	10 Titles according to DDC. Out of which five titles are to be classified. Simple titles with Tables add on device

READINGS:

1. COLON CLASSIFICATION, ED 6 (REPRINTED WITH AMENDMENTS) 1963.
2. DEWEY DECIMAL CLASSIFICATION 23rd. ED. 2011.
3. DICTIONARY/ ENCYCLOPEDIA.

Course Code	DLIS014	Course Title	LIBRARY ADMINISTRATION AND MANAGEMENT	
			Weightages	
			CA	ETE (TH)
			30	70

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Course Outcomes: At the end of the course, students should be able to

CO1: Describe the term management as applied to libraries and information centre.

CO2: Identify the fundamental components of management, planning, organizing, staffing, directing and control.

CO3: To familiarize students with the library housekeeping operations.

CO4: To create understanding about financial management.

Unit No.	Content
Unit-1	**Library Administration:** Function and principles, Library Authority and Library committee.
Unit-2	**Personal Administration in Libraries:** Definition, Aims, importance, Functions, Job analysis, Job Evaluation.
Unit-3	**Library Staffing:** Importance, Nature and function of staffing, Staff management, recruitment.
Unit-4	**Library Finance:** Principles, Financial Resources, Methods.
Unit-5	**Budget:** Introduction, Budgetary Classification, Practical Procedure, Budget allocation.
Unit-6	**Accounting:** Factors and Purpose.
Unit-7	**Acquisition Section:** Book Selection, Book ordering, Accessioning and processing.
Unit-8	**Circulation Section:** Charging & Discharging system, Library rules, Maintenance work.
Unit-9	**Periodical Section**: Types of Periodicals, Selection Tools, Ordering Procedure, Record System. Display of Periodicals.
Unit-10	**Record and Reports:** Library record, annual records, Library Statistics

READINGS:

1. MITTAL (RL): LIBRARY ADMINISTRATION: THEORY AND PRACTICE. LATEST ED.
2. RANGANATHAN (SR): LIBRARY ADMINISTRATION. LATEST ED.

Course Code	DLIS015	Course Title	KNOWLEDGE ORGANIZATION: CATALOGUING PRACTICE	
			Weightages	
			CA	ETE (TH.)
			30	70

Course Outcomes: At the end of the course, students should be able to

CO1: To Know the Key principles according to Anglo-American Cataloguing Rules – A content standard for bibliographic description and access – Bibliographic – not just books – Built on other, earlier sets of rules.

CO2: To Know the Key principles – One principle entry per resource – Catalogue from item in hand – Chief source of information

CO3: To Know the Key principles of cataloguing according to **Classified Catalogue Code & AACR-II** for Single personal author, joint author, Pseudonym: Single and joint, corporate author: Government, Institution and Conference and Multi-volumes.

CO4: To Know the Key principles of cataloguing for according to **AACR-II** Uniform Titles, Microforms, and Periodicals.

S. No.	Topics
1.	A total of 8 titles according to AACR and CCC are to be given, out of which 4 titles are to be catalogued.
2.	The syllabus will include single author, two author, three and more than three authors. Prescribed books: Anglo American Cataloging Rules II (Ed2,1978), Classified catalogue code with additional; rules for dictionary catalogue code Ed.5. Reprinted 1991. For subject headings use Sears List of Subject Headings,Ed.12

READINGS:

1. ANGLO AMERICAN CATALOGING RULES II (ED2,1978).
2. CLASSIFIED CATALOGUE CODE WITH ADDITIONAL; RULES FOR DICTIONARY CATALOGUE CODE ED.5. REPRINTED 1991. FOR SUBJECT HEADINGS USE SEARS LIST OF SUBJECT HEADINGS, ED.12.
3. S.R. RANGANATHAN: CATALOGUING PRACTICE (CCC); SHARDA RANGANATHAN ENDOWMENT PUBLICATIONS, NEW-DELHI, ED.2000.
4. C.LAL: PRACTICAL CATALOGUING; ESS ESS PUBLICATIONS, DELHI, ED.2002.

Course Code	DLIS016	Course Title	INFORMATION SOURCES AND SERVICES		
				Weightages	
				CA	ETE (TH.)
				30	70

Course Outcomes: At the end of the course, students should be able to

CO1: To educate and expose students to various basic reference sources and services that can be used to cater for varying needs of library users in different libraries and information centers.

CO2: To provide in-depth knowledge about information services and products.

CO3: To enable students to have adequate knowledge of location, application and usefulness of information sources. Also on-line searching (web search tools) as the current trends would be impacted on the students.

CO4: To introduce the nature and purpose of reference and other services.

Unit No.	Content
Unit-1	Documentary sources of Information; print and non -print: categories: primary, secondary and tertiary.
Unit-2	Reference Services: Need, Types (orientation Ready & Long range reference services) Qualities of Reference Librarian.
Unit-3	Information Services and Products: Alerting Services, Bibliographic Services.
Unit-4	Document Delivery, Online Services, translation Services, Reprographic Services.
Unit-5	Reference sources and their Evaluation: Encyclopedia, Dictionaries.
Unit-6	Reference sources and their Evaluation: Directories, Geographical Sources.
Unit-7	Bibliographical Sources: Types and Importance, Comparative study of INB and BNB.
Unit-8	Indexing and Abstracting Services, Need and importance.

READINGS:

1. KRISHAN KUMAR: REFERENCE SERVICE.
2. GIRJA KUMAR & KRISHAN KUMAR: BIBLIOGRAPHY
3. KATZ, (WA): INTRODUCTION TO REFERENCE WORK. 7TH ED. NEW YORK: MCGRAW-HILL, 1996. 2VOLS.
4. SHEEHY, (EP): GUIDE TO REFERENCE BOOKS.

Course Code	DLIS017	Course Title	LIBRARY AUTOMATION

Weightages	
CA	ETE (TH.)
30	70

Course Outcomes: At the end of the course, students should be able to

CO1: To understand the different applications of Information technology in the field of Library & Information Science.

CO2: To understand how Library Automation successfully implemented in different areas of Library.

CO3: To introduce students to the latest immerging techniques/technology in the field of Library & Information Science.

CO4: To get practical knowledge about creation of database and library automation software.

Unit No.	Content
Unit-1	Library Automation – Definition, Need, Function and requirement of library Automation
Unit-2	Basic Knowledge of Library software
Unit-3	Library Automation in acquisition
Unit-4	Library Automation in Technical Processing
Unit-5	Library Automation in Circulation Section
Unit-6	Library Automation in Periodical Section
Unit-7	Library Reports
Unit-8	Computerization Information Services (CAS)

READINGS:

1. RAVICHANDRA RAO, (IK): LIBRARY AUTOMATION. NEW DELHI: WILEY EASTERN.
2. DEVARAJAN, (G). INFORMATION TECHNOLOGY IN LIBRARIES. DELHI: ESS ESS, 1990.

Course Code	DLIS020	Course Title	FUNDAMENTALS OF ICT IN LIBRARIES AND INFORMATION CENTERS	
			Weightages	
			CA	ETE (TH.)
			30	70

Course Outcomes: At the end of the course, students should be able to

CO1: understand the different applications of Information technology in the field of Library & Information Science.

CO2: understand how to work on MS Word, MS Window, MS Excel etc.

CO3: introduce students to the latest immerging techniques/technology in the field of Library & Information Science.

CO4: get practical knowledge about creation of Internet Services.

Unit No.	Content
Unit 1	**Basics of Computer Technology: Overview of Computer System, Computer Peripherals and Hardware:** Introduction to Computer; Generation of computers; Basic components/ units; Types of computers: desktop, laptop, server, workstation; Hardware, Software, Memory & Storage devices.
Unit 2	**Types of Computer Operating Systems: Common Commands and Utility:** Operating System: MS-DOS, Ubuntu Operating System and Windows; File format & Management (both command and their utility). Features of Linux based Operating System. Security and Firewalls.
Unit 3	**Analog and Digital Communication:** Need and Purpose of Data Communication. Types of Data Communication. Analog Signal; Digital Data Transmission. Real-time Examples
Unit 4	**Data Communication Modes:** Asynchronous, Synchronous and Isochronous Communication. Simplex, Half Duplex and Full Duplex Communication
Unit 5	**Communication Channels:** Definition and Types of Communication Channels; Shielded and Unshielded Twisted Pair, Coaxial Cable, Optical Fibre.
Unit 6	**Communication Devices:** Definition and Types of Communication Devices: Network Interface Card (NIC), Repeater, Hub, Switch, Bridges, and Routers.
Unit 7	**Communication Protocols and Standards: TCP/IP Layers and Protocols:** Types and Process of Communication Protocols and Standards; Need of Internet, Protocols/Standards. TCP/IP Layers and Protocols. Different Layers in Open System Interconnection (OSI) reference model
Unit 8	**Network and Network (LAN) Topologies: Concept and Classification:** Advantages of Networks and Network Classification; Local Area Network (LAN) and its Topologies. Metropolitan Area Network (MAN), WAN (Wide Area Network), Personal Area Network (PAN). Types of Connection.
Unit 9	**Components and Use of ICT in Libraries:** Definition and scope of ICT, Role of ICT in modern libraries, Benefits and challenges of ICT adoption, library management software (LMS), digital cataloguing tools, Use of software like Koha, and SOUL. Email communication and mailing lists, Web-based library services (e.g., remote access, online renewal).
Unit 10	**Web Technologies in Libraries: Web 2.0 and Web 3.0: Features and Functions:** Evolution of the Web: Web 1.0 → Web 2.0 → Web 3.0; Definitions and key differences; Folksonomy and tagging; RSS feeds and content syndication; Web-based Tools and Applications in Libraries: Blogs, Wikis, Social Networking Sites for outreach, Social Bookmarking, Instant Messaging for reference services, Podcasting & Vodcasting.

READINGS:

1. SINHA, P.K. (2007). COMPUTER FUNDAMENTALS. NEW DELHI: BPB PUBLICATION
2. SUDHARSAN, P., & JEYABALAN, J. (2005). COMPUTERS-SYSTEMS AND APPLICATIONS. MUMBAI: JAICO PUBLISHING HOUSE
3. RAJARAMAN, V (2008). FUNDAMENTALS OF COMPUTERS, NEW DELHI: PHI PUBLICATION