

PG DIPLOMA IN LIBRARY AND INFORMATION SCIENCE

(PGDLIS)

(One Year Programme of Two Semesters)

Eligibility: Graduation in any discipline

(As per the National Education Policy -2020)



Central Sanskrit University

**56-57, Institutional Area, D-Block Janakpuri, New Delhi - 110 058
India**

**Curriculum and Syllabus of Post Graduate Diploma in Library and Information
Science (PGDLIS)**

Description of the program

This program of PG Diploma in Sanskrit Library Management (PGDLIS) is designed with an objective to cater to the staffing needs of special academic libraries, like the institution of Sanskrit-oriented subjects, as well as for imparting basic skills and training in library management of these libraries. Since most of the special libraries are being managed by non-professionals, this course will provide an opportunity to take up hands-on training in the library and information science in libraries of Sanskrit Institutions. The PGDLIS Program is meant to impart skills and training necessary for the effective organization and management of Sanskrit libraries and information units in the country in the present-day context and provide varieties of library and information services with the help of ICT wherever possible. The medium of instruction will be Hindi/ English. However, students can write their assignments and TEE in the Hindi language as well.

Objectives of the program

The main objectives of the course are:

1. To impart information about the Indian Knowledge System.
2. To sensitize library and information science professionals at the grass root level.
3. Impart skills and training in library management and information handling of Sanskrit Institutional Libraries.

The outcome of the program:

After completion of this course, a candidate will be able to.

- Understand the Indian knowledge system.
- Classify the literature of the Indian Knowledge system according to the scheme of Classification in the Library Science.
- To enter the data in library automation software
- Retrieve information from the available sources of information over the internet or from the OPAC
- Manage circulation, cataloging, and other technical works related to the management of a library.
- Issue/ Return books and other resources through library automation software
- To create bibliographies (subject-wise, author-wise).
- To disseminate information to the end-users.

Program and Course Structure

The program is divided into 12 courses

Program: Certificate

Semester-1 (Six Months)

Paper No.	Paper Code/Course Code	Course Title	Credits	Formative Assessment Marks	Session End Marks	Total Marks
Semester -1						
1	PGDLIS 01	Library: An Introduction	4	25	75	100
2	PGDLIS 02	Library Management	4	25	75	100
3	PGDLIS 03	Document Processing and organization in libraries	4	25	75	100
4	PGDLIS P1 (Practical)	Practice with Classification	2	25	75	100
5	PGDLIS P2 (Practical)	Practice with Cataloguing	2	25	75	100
6.	PGDLIS PR 1	Literature Survey/ Project	4	-	100	100
Total of Semester-1			20 Credits	125 Marks	475 Marks	600 Marks
Program: PG Diploma			Semester-2 (Six Months)			
Semester -2						
1	PGDLIS 04	Library Automation	4	25	75	100
2	PGDLIS 05	Library and information Services	4	25	75	100
3	PGDLIS 06	Internet and Search Strategies	2	25	75	100
4	PGDLIS 07	Sources of Information and IKS	4	25	75	100
5	PGDLIS P3 (Practical)	Practice with Library automation software	2	25	75	100
6	PGDLIS PR 2	Project	4	-	100	100
Total of Semester -2			20 Credits	125 Marks	475 Marks	600 Marks
Total						
(Semester 1 + 2)			40 Credits	600 Marks	600 Marks	1200 Marks

Minimum passing marks in each course: 40%

Evaluation and Assessment:

The evaluation/ assessment of PGDLIS Program has two components:

Continuous evaluation of 20% and terminal examination/ assessment of 80%. Continuous evaluation is related to the assignments that each student has to submit before being declared eligible to appear for the terminal Examination. There will be one assignment for all the courses. The evaluation of the performance of the student will be done by the examiner and marks will be awarded to each student. Evaluation relating to the terminal examination will also be evaluated as per the above-mentioned system. A student of PGDLIS Program has to secure a minimum of 40% marks in continuous evaluation of a course and 40% in the terminal examination of that course separately in order to become eligible for the award certificate of PGDLIS. On the basis of the aggregate marks obtained in all the courses (theory and practice), the division will be awarded as under Division Aggregate

I - 60% and above

II - below 60% to 50 %

III - below 50 % to 45 %

Pass- 40%

Fail/ Unsuccessful - Less than 40 %

(Candidates who obtain marks below 40% or who miss attending the Terminal examination will be declared unsuccessful.)

Syllabus

PGDLIS (01): Library: An Introduction

CREDIT: 4	Core Compulsory (Semester-1)
Max. Marks: 25+75=100	Min. Passing Marks: 40
Total number of Lecture/Tutorial/Practical (in hours Per week)	L-4 T-0 P-0

Course objective: To develop an understanding of the foundations of Library & Information Science and the importance of different types of libraries in society.

Course Outcome: After studying this paper, the learner shall be able to:

- Comprehend the concept, objectives, and development of libraries and their importance to society.
 - Understand the professional ethics of librarianship and the five laws of library science with their implications on various services of the libraries.
 - Understand the importance of Library legislation and features of library acts.
 - Familiarize with the role of various National and International Library Associations and Organizations.
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a) Role of libraries in society:

Library: Concept, Definition, Objectives, Importance, and its functions

- Librarianship as a profession, Professional Ethics

- Five Laws of Library Science and their implications
 - Development of Libraries with special reference to India: an overview
- b) Types of libraries:**
Salient Features and Functions of different types of Library Systems:
- Academic Libraries
 - Public Libraries
 - National Libraries
 - Special Libraries
 - Special Educational Libraries: Libraries of Sanskrit Educational Institutes
- c) Library Legislation:**
Need and Essential Features
- Library Acts in India
 - Other laws and acts: Copyright law, RTI, IPR, etc.
 - National Knowledge commission

PGDLIS (02): Library Management

CREDIT: 4	Core Compulsory (Semester-1)
Max. Marks: 25+75=100	Min. Passing Marks: 40
Total number of Lecture/Tutorial/Practical (in hours Per week)	L-4 T-0 P-0

Course Objective: To equip students with an understanding of the concept and principles of library management and its application in the organization and management of building, operations, services, and human resources of the library.

Course Outcome: After studying the paper, the learner shall be able to:

- Understand the concept and scope of library management
- Elaborate principles and functions of library management
- Efficiently carry out various operations of Library and Information Centres
- Comprehend the concept of financial management and human resource management
- Designing of library and information system/ MIS.

a) Library Management:

Definition, scope, Functions, and Principles
 Planning
 Organizing
 Staffing,
 Leading
 Controlling

- b) **Human Resource Management:** Job analysis and description.
- c) Job evaluation, Staff formula, Recruitment procedures, Motivation, Training and Development, Performance Appraisal
- d) **Organizational Structure:** Centralized and Decentralized

PGDLIS (03): Document Processing and organization in Libraries

CREDIT: 4	Core Compulsory (Semester-1)
Max. Marks: 25+75=100	Min. Passing Marks: 40
Total number of Lecture/Tutorial/Practical (in hours Per week)	L-4 T-0 P-0

Course Objective: To develop an understanding of the concepts, theories, and importance of library classification, and its use in the organization of knowledge in libraries. To equip the students with the theoretical aspects of cataloguing theory for developing an understanding of the concept of library cataloguing, the development of catalogue codes, and recent trends in cataloguing.

Course Outcome: After studying this paper, the learner shall be able to:

- Understand all library housekeeping works, collection development
- Maintain the library statistics and prepare an annual report
- Understand the meaning, purpose, functions, theories, and canons of library classification
- Analyze the characteristics, merits, and demerits of different species of library classification schemes
- Highlight salient features of major classification schemes
- Understand the concept and objectives of the library catalogue
- Know about the normative principles of cataloguing
- Comprehend various forms (inner and outer) of library catalogue
- Review the features and development of different cataloguing codes.
- Understand various approaches to deriving subject headings
- Understand the concept of co-operative and centralized cataloguing
- Examine the current trends in library cataloguing
- Understand the complexities in the rendering of entries and alphabetization.

a) Document Acquisition and Physical Processing

- Collection Development: Policies and Procedures, Book selection tools
- Functions Records and Management of Acquisition section
 - Technical section
 - Circulation section
 - Periodicals section
 - Maintenance section

b) Library Records and maintenance

Library Statistics • Budgeting: Techniques and Methods • Annual Report: Compilation, Contents, and Style • Stock Verification- Policies and Procedures, weeding out

c) Classification and different schemes of classification

Library Classification: Definition, Need, Purpose • Terminology of Classification • General Theory of Classification • Species of Classification • Major Schemes of

Classification: DDC, CC: An Overview Normative Principles of Classification • Book Number and collection Number

d) Cataloguing process

Library Catalogue: Definition, Need, Objective & Functions • Normative Principles of Cataloguing • Cataloguing and Classification: Symbiotic relationship. • Physical forms of Library Catalogue • Types and functions of Cataloguing: Dictionary, Classified • Library Catalogue Codes- CCC (Clarified Catalogue Code) and AACR-II: Historical Development • Cataloguing Rules according to A.A.C.R.II and CCC for Joint authors, Corporate authors,etc.

PGDLIS (P1): Practice with Classification (Practical)

CREDIT: 2	Core Compulsory (Semester-1)
Max. Marks: 25+75=100	Min. Passing Marks: 40
Total number of Lecture/Tutorial/Practical (in hours Per week)	L-0 T-0 P-2

Course Objective: To equip the students with the practical knowledge of Library Classification for the organization of knowledge in libraries using Colon Classification and Dewey Decimal Classification (DDC) schemes for simple and complex titles.

Course Outcome: After studying the paper, the learner shall be able to:

- Classify and construct the class numbers for titles using Colon Classification Scheme.
- Synthesize class numbers by using common isolates and 'different devices of CC scheme.
- Classify and construct the class numbers for complex titles using DDC scheme.
- Synthesize class numbers by using the tables and 'add to instructions' of DDC scheme.
- Use of different schedules, manual and relative index of Classification Schemes.

a) Practice with Colon Classification

PRACTICAL CLASSIFICATION OF SIMPLE AND COMPLEX TITLES BY COLON CLASSIFICATION (ED. 6 REPRINT) with the help of the prescribed rules, the tables and techniques: - This section of the Question Paper will be divided into two parts as follows: - Note: Titles are to be classified by CC (6th Ed.) and ONE class number will be given for digit by digit interpretation.

b) Practice with DDC

DEWEY DECIMAL CLASSIFICATION PRACTICAL CLASSIFICATION OF SIMPLE AND COMPLEX TITLES INVOLVING USE AND APPLICATION OF TABLES AND TECHNIQUES: - Three Summaries - Standard Sub-Divisions (Table-I) - Area Table (Table-2)7 10

Structure of the Question paper: This section of Question Paper will be divided into two parts as follows: - Note: Titles are to be classified by CC and DDC and ONE class number will be given for digit by digit interpretation.

PGDLIS (P2): Practice with Cataloguing (Practical)

CREDIT: 4	Core Compulsory (Semester-1)
Max. Marks: 25+75=100	Min. Passing Marks: 40
Total number of Lecture/Tutorial/Practical (in hours Per week)	L-0 T-0 P-2

Course objective

To equip students with the practical aspects of descriptive and classified cataloguing of printed monographs using AACR-2, CCC and to derive subject headings using Sear's List of Subject Headings and Chain Procedure.

Course outcome:

After studying the paper, the learner shall be able to:

- Use the AACR-2 and CCC cataloguing codes for cataloguing of printed documents in a library.
- Preparation of catalogue for single personal author, joint personal author and pseudonymous works.
- Preparation of catalogue for simple personal name entries in English and Sanskrit by AACR-2
- Prepare different types of entries in order to fulfill various search approaches of users.
- Practically identify and describe various bibliographic elements of the documents.

a) Practice with cataloguing rules

Single Personal Author - Joint Personal Author - Pseudonymous works - Simple Personal Name entries in Sanskrit and English by rules of cataloguing

- The practical class record of the items catalogued and entries made will be maintained by each student.
- The Practical examination through a paper containing reproductions of title page of the documents with other information required for cataloguing.

PGDLIS (PR1): Literature Survey/ Project (Semester-1)

Course Objective:

- To train the student in filed librarianship in the working environment of the library.
- To train them in preparing the report in prescribed format based on the practical training and learning.

Note: A student have to go for a field survey of a library and submit a report before the semester end examination.

PGDLIS (04): Library Automation

CREDIT: 4	Core Compulsory (Semester-2)
Max. Marks: 25+75=100	Min. Passing Marks: 40
Total number of Lecture/Tutorial/Practical (in hours Per week)	L-4 T-0 P-0

Course Objective: To understand the various applications of Information Technology in libraries with the concept of library automation, planning, and implementation and to study different modules of library management software packages.

Course Outcomes After studying the paper, the learner shall be able to:

- Understand the planning and implementation of automation in various library housekeeping operations and services.
 - Understand and assess the feasibility of various library automation software and their functionalities.
 - Understand the concept and purpose of a digital library and the new concepts of mining and retrieving the data.
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a) Library Automation: an introduction

Library Automation: Planning and Implementation

- Automation of in-house Operations: Acquisition, Cataloguing, Circulation, Serials Control.
- OPAC & Web OPAC, Report generation.
- Retro Conversion: Concept, Issues, and Solutions. • Barcoding: Concept and Applications.

b) Library Automation software and ILMS

Library Automation Softwares. • General Features of e-granthalaya. • Digital Library: Definition, Purpose, Scope. • Data Warehousing, Data Mining. • Meta Data: Concept and Types. • Web 2.0 and Web 3.0

c) Different tools for library automation

PGDLIS (05): Library and Information Services

CREDIT: 4	Core Compulsory (Semester-2)
Max. Marks: 25+75=100	Min. Passing Marks: 40
Total number of Lecture/Tutorial/Practical (in hours Per week)	L-4 T-0 P-0

Course Objective:

To develop and understand the concept, nature, and distinguishing features of various categories of library and information services. To understand the criteria of major reference sources available in libraries.

Course Outcomes After studying the paper, students shall be able to:

- Understand the concept of reference and information sources and services provided in libraries
 - Understand the criteria of evaluation of different sources of information.
 - Understand the reference interview and various techniques of searching for information.
 - Understand the latest trends in Reference & Information Sources and Services.
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- a) **Different library services:** Reference and Information Services, Users and their Information Needs, Theory and Functions of Reference and Information Service, Enquiry Techniques, Role of Reference Librarian and Information Officer in Electronic Environment.
 - b) **Types of Information Services Documentation Services:** Abstracting and Indexing Services Alerting Services, CAS, SDI, Reprographic Service, Translation Service, Document Delivery, and Referral Service.
 - c) **Web-based services:** OPAC, e-services, etc.
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PGDLIS (06): Internet and search strategies

CREDIT: 4	Core Compulsory (Semester-2)
Max. Marks: 25+75=100	Min. Passing Marks: 40
Total number of Lecture/Tutorial/Practical (in hours Per week)	L-4 T-0 P-0

Course objective

To understand the various applications of Information Technology in libraries with the concept of search, planning, and implementation of search strategies and to implement these search strategies in library.

Course Outcomes After studying the paper, the learner shall be able to:

- Search over the internet.
 - Search using different strategies.
 - Understand the Concept and purpose of email. Able to do email and use in different library services.
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- a) Basic of Internet and tools of the internet,
 - b) Internet as a source of information
 - c) Web-based search
 - d) **Different search strategies:** Offline search: files and folders Online search: Basic and advanced
 - e) **E-mail:** Opening the desired e-mail account, sending email, uploading & downloading, forwarding, storing with a folder.
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PGDLIS- (07) Sources of Information and IKS

CREDIT: 4	Core Compulsory (Semester-2)
Max. Marks: 25+75=100	Min. Passing Marks: 40
Total number of Lecture/Tutorial/Practical (in hours Per week)	L-4 T-0 P-0

Course objective

To develop and understand the concept, nature and distinguishing features of various categories of information sources and services. To understand the criteria of major reference sources available in libraries. To develop the concept of the Indian knowledge system.

Course Outcomes: After studying the paper, learners shall be able to:

- Understand the concept of reference and information sources and services provided in libraries
- Understand criteria of evaluation of different sources of information.
- Understand the reference interview and various techniques of searching information.
- Understand the latest trends in Reference & Information Sources and Services.
- To understand difference sources of information of IKS.

a) **Sources of information:**

Primary Information Sources: General introduction (Periodicals, Conferences, Patents, Standards, Theses/ Dissertations, Trade Literature, etc.) Secondary Information Sources: Dictionaries, Encyclopedias, Biographical, Geographical, Bibliographies, Indexing and Abstracting, Newspaper Indexes and Digests, Statistics, Handbooks, and Manuals. Tertiary Information Sources: Directories, Yearbooks, Almanacs, Bibliography of Bibliographies, Union Catalogues

- b) Different sources of information of the Indian Knowledge System
c) Different types of Sanskrit literature
d) Internet and web sources of Sanskrit literature

PGDLIS (P3) Practice with Library automation software (Practical)

CREDIT: 2	Core Compulsory (Semester-2)
Max. Marks: 25+75=100	Min. Passing Marks: 40
Total number of Lecture/Tutorial/Practical (in hours Per week)	L-0 T-0 P-2

Course objective: To provide hands-on training on standard modules of popular library automation software packages viz e-granthalaya, libsys, etc.

Course Outcomes After studying this paper, learner shall be able to: • Familiarize with housekeeping operations using library management software packages. • Create database for different categories of documents. • Generate barcode labels and membership cards. • Search online databases.

- a) Practice with library automation software (including cataloging entry)
 - b) Practice with different internet search strategies
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PGDLIS (PR2) PROJECT(Semester-2)

Objectives: The general objectives of the project are to help the student in:

- Making clear understanding of a project work.
- Chalking out a plan of action.
- Learning and developing research skills.
- Solving problems through methods of scientific investigation.
- Solving problems of libraries, information centers, knowledge centers and other such centers.
- Learning and developing techniques of writing research report, presentation, communication and analytical skills;

Within this broad framework, this course will help the students to:

- To collect and analyses data with appropriate tools, techniques, methods in the study of library and information science.
- To write a report.

Note: A student have to submit a report before the semester end examination.

Suggested/Essential List of References/ Texts:

1. Khanna, J. K. (1984). *Fundamentals of library Organisation*. New Delhi : Ess Ess Publication.
2. Krishan Kumar (1987). *Library Organisation*. New Delhi : Vikas Publishing
3. Dhiman, Anil K. &Yashoda Rani (2005). *Learn Library and Society*. New Delhi: Ess Ess Publication.
4. Ranganathan, S. R. (1988). *Five laws of Library Science*. Bangalore: Sarada Ranganathan Endowment for Library Science.
5. Sharma, Pandey S. K. (1987). *Libraries and Society*. New Delhi: Ess Ess Publication.
6. Khanna, J. K. (1994). *Library and Society*. Kurukshetra: Research Publications.
7. Venkatappaiah, V. (1990). *Indian Library Legislation: Union Library Bills and Acts*
8. Venkatappaiah, V. (1994). *Model Library Legislation: Model Public library act and rules made therein for the constituent state and union territories*. New Delhi: Concept Publishing Company.
9. Ranganathan, S. R. (1953). *Library legislation: handbook to Madras library act*. Madras : Madras Library Association.
10. Sadhu, S. N. & Saraf, B. N. (1967). *Library legislation in India: a historical and comparative study*. New Delhi: Sagar Publication.
11. Isaac, K. A. (2004). *Library legislation in India: a critical and comparative study of state library acts*. New Delhi: Ess Ess Publication
12. Parkhi, R.S. (1972). *Library Classification: evolution of a dynamic theory*. Delhi: Vikas Publishing House.
13. Krishan Kumar (1979). *Theory of Classification*. New Delhi: Vikas Publishing House.
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15. . Krishan Kumar (2001). *An Introduction to AACR-2 (Anglo-American Cataloguing Rules)*. New Delhi: Vikas Publishing.
16. Ranganathan, S.R. (1960). *Colon Classification*. Bombay: Asia Publishing
17. Dewey, Melvil (2003). *Dewey Decimal Classification and Relative Index [22nd]*. Ohio: OCLC.
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21. Guha, B. (1983). *Documentation and Information: Services, Techniques and Systems*. Calcutta: World Press.
22. Sahoo, K.C. (2004) *Information Management with IT application*. Ludhiana: Medallion Press.
23. Nair, R.R. (2002). *Internet for Information Services*. New Delhi: Ess Ess Publications.
24. Dhiman, A.K. and Rani, Y. (2005). *Information and Reference Sources and Services*. New Delhi: Ess Ess Publications.
25. Satija, M.P. (2004). *Exercises in the 22nd edition of the Dewey Decimal Classification*. New Delhi :Ess Ess Publication