



**PG & RESEARCH DEPARTMENT OF LIBRARY AND
INFORMATION SCIENCE
BISHOP HEBER COLLEGE (AUTONOMOUS)**
(Nationally Re-accredited at 'A' Grade by NAAC with a CGPA of 3.58 out of 4)
(Recognized by UGC as "College of Excellence")
TIRUCHIRAPPALLI – 620 017.

**Certificate Programme in Library and Information Science (CLIS)
Regulations and Syllabus**

Scheme of Examination:

Core Course	Paper Code	Title of the Paper	Class Hours	Credits	Internal Assessment	End Semester Exam.	Total
CORE-I	17CLISC01	Library Organisation, Management and Reference Service	4	4	25	75	100
CORE-II	17CLISC02	Information Processing– Classification and Cataloguing Theory	4	4	25	75	100
CORE-III	17CLISC03	Information Processing– Classification and Cataloguing Practice	7	7	40	60	100
Total			15	15	90	210	300

Library Organisation, Management and Reference Service

17CLISC01

Unit –I

Library – Definition – Functions, Services – Role of Libraries in the Society.

Unit –II

Types of Library Systems – National, Public: State – Central, Academic: School – College – University, Special

Unit – III

Five Laws of Library Science – Implications - Open Access System – Closed Access System – Need and Purpose – Library Extension Service – Ethics of Librarianship.

Unit -IV

Library Management – Library Routines and their Functions – Charging Systems – Stock Verification – Budgeting – Annual Report - Library Buildings – Furniture and Equipments.

Unit – V

Information Sources– Need , Purpose and Types – Reference Sources - Types – Dictionaries – Encyclopedias - Bibliographical Sources – Indexes and Abstracting Sources, E-resources, Consortia.

Texts & References:

1. Khanna, J.K. Library and Society. Kurushektra: Research Publication, 1987, Atherton, Pauline. Handbook of Information systems and services. Paris: UNESCO, 1977.
2. Ranganathan, S.R. Five Laws of library science. Delhi: Vikas, 1957.
3. Krishan Kumar : Library Administration and Management . New Delhi : Vikas , 1987.
4. Mittal, RL Library Administration : Theory and Practice . 5th ed. Delhi . Metropolitan , 1984.
5. Narayana , G.J. Library and Information Management , New Delhi PHI 1991.
6. Ranganathan , S.R. : Library administration . 2nd ed. Bombay : Asia
7. Sharma , J.S. Library Organization . New Delhi : Vikas, 1978.
8. Krishan Kumar and Sesh Patel, Libraries and Librarianship in India, New Delhi, Viva Books, 2001
9. Devarajan, G, Resource Development in Academic Libraries, New Delhi, ESS ESS Publication, 2000
10. Dr. Mohanraj, S.P. University and College Libraries, New Delhi, ESS ESS Publication, 1999.

Information Processing – Classification and Cataloguing Theory

17CLISC02

Unit-I

General Classification – Definition – History, Need and Purpose

Unit II

Schemes of Library Classification – Decimal Classification – Colon Classification.

Unit – III

Library Catalogue – Definition – Objectives – Functions – Distinction between Library Catalogue and Bibliography

Unit – IV

Physical Forms of Library Catalogue – Advantages and Disadvantages of each form of Library Catalogue – Inner forms of Library Catalogue – Criteria for a good catalogue.

Unit – V

Basics of computer – Generation, Types, Components, Input Output Devices – Library Automation – Basic concepts.

Texts & References

1. Raju, A.A.N. Colon Classification: Theory and Practice, New Delhi, ESS ESS Publication, 2001
2. Singh, Sewa: Colon Classification: Practice, New Delhi, ESS ESS Publication, 1999
3. Sharma, S.K. Colon Classification Made, New Delhi, ESS ESS Publication, 1999
4. Fosket, A.C. Subject Approach to Information, London, Clive Bingley, 1982
5. Khannan, J.K. Colon Classification: Theoretical Information Schedules, New Delhi, ESS ESS Publication, 2000
6. Seghal, R.C. Handbook of Classification, New Delhi, ESS ESS Publication, 1999
7. Singh, Sewa and Singh, Sukhbie,: Colon Classification: A Select Bibliography, New Delhi, ESS ESS Publication, 1994
8. Krishan Kumar, Theory of Classification, 4th Rev. Ed., Delhi, Vikas Publishing House, 1988.
9. Kumar. PSG. Knowledge Organization, Information Processing and Retrieval Theory, Delhi: BR, 2003.
10. Ranganathan, S. R. Prolegomena to Library Classification. Ed 3. Bangalore: SRELS, 2006.
11. Sinha, Suresh C and Dhiman, Anil K. Prolegomena to Universe of Knowledge. New Delhi: Ess, 2002.
12. Srivastava, A P. Theory of Knowledge Classification in Libraries. New Delhi, Sage, 1993.
13. Anglo American Cataloguing Rules. 2nd Edition Rev. New Delhi, Oxford, 1988
14. Byrne, Deborah J. MARC Manual: Understanding and Using MARC Record. Englewood, Libraries Unlimited, 1998.
15. Girja Kumar and Krishen Kumar, Theory of Cataloguing, Ed.4 Vikas Publishing House – Delhi, 1986.
16. Ramalingam, M.S. Library Cataloguing and Classification Systems. Delhi: Kalpaz, 2000.
17. Ranganathan, S.R. Classified Catalogue Code. Madras, UBSPD, 1988

Information Processing–Classification and Cataloguing Practical 17CLISP01

Classification of simple Books and Other Documents Using Colon Classification (6th edition), Dewey Decimal Classification (23rd Edition) and Preparation of Catalogue entries for Books and Serials using AACR- II Rev. (2008)

Texts & References

1. DDC Ed.23, OCLC Ohio, 2003
2. Satija.M.P. Exercise in the 23rd Edition of Dewey Decimal Classification. New Delhi, Ess Ess Publications, 2012.
3. Anglo American Cataloguing Rules. 2nd Edition Rev. New Delhi, Oxford, 1988
4. Sears List of Subject Headings. 20th Edition. New York, H.W.Wilson, 2010

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