



## **INSTITUTE OF HUMAN RESOURCES DEVELOPMENT**

Prajo'e Towers, Vazhuthacaud, Thiruvananthapuram, Kerala, India. Pin695 014  
<http://www.ihrd.ac.in>

# **CERTIFICATE COURSE IN LIBRARY AND INFORMATION SCIENCE**

(6 Months)

# **Scheme & Syllabus**

# **2018**

(Effective from January 2018 admission)



## INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

### CERTIFICATE COURSE IN LIBRARY AND INFORMATION SCIENCE (CCLISc)

(6 Months)

#### 1. Objective

To give training in the basic principles of library and information science including fundamental laws, library organization management and library and information services. To train persons in the day today work involved in the running of small public and school libraries in the respective routine work of a modern library.

#### 2. Duration

The duration of the course shall be six months and it will be conducted as part time or full time course with 40 hours for each paper.

#### 3. Eligibility for admission

The minimum qualification for admission to the course shall be a pass in SSLC with eligibility for Higher studies or equivalent.

#### 4. Medium of Instruction

The medium of Instruction for the course will be English.

#### 5. Recognition

As per GO (MS) No.66/2010/H.Edndt: TVM 7/4/2010 Govt. of Kerala gave Sanction to IHRD to conduct the course. As per GO(MS) No: 235/2016/HEDN dt TVM 18/11/2016 the course is an eligible qualification for the appointment of posts under the Kerala Public Service Commission. The course is also recognized by Kerala State Library Council as equivalent to their course by letter No: F6/2976/11 Dated. 01/12/2011.



**INSTITUTE OF HUMAN RESOURCES DEVELOPMENT**  
**CERTIFICATE COURSE IN LIBRARY AND INFORMATION SCIENCE**  
**(6 Months)**

**Subjects of study and Scheme of Assessment**

**(Scheme-2018)**

Subject Code	Subject Name	No. of Hrs/Week		Minimum Marks			Maximum Marks		
		T	P	W/P	CE	T	W/P	CE	T
CCLIS101	Library Organization & Management	3	-	30	10	50	75	25	100
CCLIS102	Library Classification & Cataloguing	3	-	30	10	50	75	25	100
CCLIS103	Information Sources & Services	3	-	30	10	50	75	25	100
CCLIS104	Information Technology	3	-	30	10	50	75	25	100
CCLIS105	Library Classification(Practical)	-	2	30	10	50	75	25	100
CCLIS106	Library Cataloguing(Practical)	-	2	30	10	50	75	25	100
CCLIS107	Information Technology(Practical)	-	2	30	10	50	75	25	100
Total Duration : 280Hrs		12	6	Total Marks:			525	175	700

\* *T- Theory*    *P - Practical*    *W - Written*    *CE – Continuous Evaluation*    *T – Total*

[Scheme 2018]

## CCLIS101 Library Organization & Management

### Module1

(10hrs)

Modern concept of library, library information & society, Laws of library science-Their implication to organization and management of libraries. Types of libraries and functions, public library system: state, district, rural libraries.

### Module 2

(10hrs)

National library-Library movement and public library legislation in Kerala Broad, acquaintance with other types of libraries, academic and special libraries. Organization of a small library- finance, building, furniture and fittings. Selection, ordering and accessioning of books and periodicals, withdrawals of books, maintenance of books and periodicals. Stock room and display methods.

### Module 3

(20hrs)

Circulation work: issue method. Library rules, library accounts, library statistics, annual report, library committees, public relation and extension activities. Library and literacy programmes. Stock verification, preservation of books-binding. Library Association- their aims and objectives.

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### References:

1. Five laws of library science , 2<sup>nd</sup> ed.by S.R.Ranganathan, Madras library Association , Madras 1957
2. Reference service , 5<sup>th</sup> rev.ed by KrishankumarVikas publishing house , New Delhi . 1957
3. Library organization and management by Krishankumar , Vikas publishing house 1987.

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## CCLIS 102 Library Classification & Cataloguing

### Module 1

(10hrs)

Need for and purpose of library classification. Class numbers- its structure and quality as an artificial language of ordinal numbers. Classified arrangement of books and its helpfulness - books number, collection number, interpretation of class number. The critical foundation of library classification schemes, salient features of Dewey decimal classification and colon classification- mapping of subjects in the scheme.

### Module 2

(10hrs)

Purpose and functions of library catalogue, types of catalogue- classified catalogue, dictionary catalogue, author catalogue, name catalogue, title catalogue, alphabetical catalogue and subject catalogue and ISBD(G)cataloguing of simple books according to classified catalogue code and AACR2 choice and rendering of headings of entries, kinds of entries their format and functions main entry and added entry. Cross reference entry, Book index entry. Cross reference index entry, class index entry, "see and see" also entries

### Module 3

(20hrs)

Subject cataloguing, chain procedure, physical forms of catalogue. Book form and card form, alphabetical arrangements of entries, co-operative catalogue, centralized catalogue, union catalogue

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### References:

1. Colon classification ,6<sup>th</sup> ed.by S.R.Ranganathan, EssEss publications ,New Delhi ,1960.
2. Theory of cataloging ,5<sup>th</sup> ed.by Girijakumar and Krishankumar, Vikas publishing house New Delhi,1975

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[Scheme 2018]

## CCLIS103 Information Sources & Services

### Module 1

(10hrs)

Information and its users. Information sources, primary secondary and tertiary, non documentary sources. Detailed study of reference books , Dictionary, encyclopedia, year books and maps. Biographical sources, geographical sources and statistical sources

### Module 2

(15hrs)

Information services nature and variety of information services in libraries. Reference services, ready reference and long range reference service, current awareness and selective dissemination of information services. User education; Information for rural people, Information guidance centres,

### Module 3

(15hrs)

Computerization and networking, Organization of an information unit, Role of INSDOC, NASDOC, Information services Salient features of INFLIBNET.

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### References:

1. Reference Service ,5<sup>th</sup> revised ed. by Krishankumar ,Vikas publishing house, New Delhi 1996
- 2 .Reference service and sources in Information by Jagadish Sharma EssEss publications New Delhi 1986

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[Scheme 2018]

## CCLIS104 Information Technology

### Module 1

(10hrs)

Information technology basics, components & importance of information technology - types of computers – desktop, laptop, server – concept of hardware & software.

Familiarization of computer basics, hardware components – CPU, memory, storage, I/O devices- Application software(general)

### Module 2

(15hrs)

Concept of Operating System - Familiarization of windows and Linux, Office Automation packages - word processing, spreadsheet; Printing - Concept of Networks –wired & wireless – LAN - Internet – browsers – Net applications – Computer Security – Antivirus - familiarization of mobile applications.

### Module 3

(15hrs)

Library Management software-Libsys/ KOHA/ Granthalaya/ DELMS .

Digital Libraries and its working, e-books and e-journals.

Library automation-Need for library automation, areas of library automation.

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### Reference:

- 1.Introduction to Information Technology ,2<sup>nd</sup> ed.by ITL Education solutions ,Pearson Education ,New Delhi ,2006
- 2.Introduction to Information Technology by V.Rajaraman,PrenticeHall; New Delhi
- 3.Fundamentals of Computers ,5<sup>th</sup> ed.by V.Rajaraman,PrenticeHall; New Delhi ,2010

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[Scheme 2018]

## **CCLIS105 Library Classification (Practical)**

Classification of simple books according to colon classification and Dewey decimal classification (not less than 150 exercises to be done by each scheme of classification). Total : 40 Hrs.

### **Reference:**

1. Colon classification, 6<sup>th</sup> Ed. by S. R. Ranganathan, EssEss publications New Delhi 1960.
2. Dewey Decimal classification and Relative Index (vol- 1, 2 and 3), 19<sup>th</sup> Ed. Melvil Dewey, Forest press Inc 1979

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[Scheme 2018]

## **CCLIS106 Library Cataloguing (Practical)**

Cataloguing of simple books for classified and dictionary catalogues according to classified catalogue code and AACR2 (not less than fifty books to be catalogued using each catalogue code). Total : 40 Hrs.

### **Reference:**

1. An introduction to cataloging practice by Krishankumar, Vikas publishing house New Delhi, 1981
2. Classified catalogue code by S.R. Ranganathan, Ess Ess Publications, New Delhi 1960

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[Scheme 2018]

## **CCLIS107 Information Technology (Practical)**

Familiarization of computer basics, windows and Linux, Office Automation packages- word processing, spreadsheet; Printing - Concept of Networks – Internet – browser – Net applications – Computer Security - familiarization of mobile applications. (20 hrs)

Library Management software- Practical on Libsys/ KOHA/ Granthalaya/ DELMS -  
150 Title register in Accession Profile same title make classification and cataloguing. (20 hrs)

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[Scheme 2018]

**CERTIFICATE COURSE IN LIBRARY AND INFORMATION SCIENCE (CCLISc)**

**(Scheme 2018)**

**1. Question Paper Pattern**

Duration of Exam.: 3Hrs . Maximum Marks: 75.

Section A: Multiple Choice/Fill in the Blanks/One Word Type Questions

Section B: Short answer type questions with answer size up to  $\frac{1}{4}$  pages per question

Section C :Descriptive type questions with answer size up to  $\frac{1}{2}$  page per question

Section D :Descriptive type questions with answer size up to 1 page per question.

**Marks Distribution**

Section	No of questions	Need to be answered	Marks/Question	Total
A	10	10	1	10
B	12	10	3	30
C	7	5	5	25
D	2	1	10	10
Total				75

Remarks:

1. Each part should cover questions from each module in the syllabus
2. The level of difficulty shall be i) Challenging Questions: 20% ii) Easy Questions: 80%.
3. The question paper setters must prepare and submit the question papers as per the following guidelines.
  - i) Question paper must be designed and prepared to fit in an A4 size paper with one inch margin on all four sides
  - ii) Prepare the question in MS-Word/Open Libre office-Writer document format. Use only "Times New Roman" font size 10 point. Align text to both left and right margins.
  - iii) Please leave 5cm.free area at the top of the front page of each question paper to place examination details/Question paper header by the examination department.
  - iv) Avoid placing 1 or 2 questions in the last part in a fresh page, unless it is absolutely necessary. In such case ,try to accommodate above questions in the previous page(s) by adjusting top/bottom margins and line spacing, if possible. This will reduce printing expenses.
  - v) Specify marks for each question/part clearly.
  - vi) Clearly specify the number of questions to be answered for each part.
  - vii) Confirm that no questions in Section B is repeated in Section C also
  - viii) Avoid repeating questions in Section C from the immediate previous examination
  - ix) Key for evaluation must be prepared and enclosed in a separate cover and should be submitted along with the question paper set on a separate envelope .Key for evaluation must specify evaluation guidelines for each part in the question paper, otherwise the key prepared will be treated as Incomplete and will be rejected.
  - x) Submit Question paper in Laser print out format only. Hand written and printed in poor quality printers is not acceptable.

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[Scheme 2018]

## CERTIFICATE COURSE IN LIBRARY AND INFORMATION SCIENCE (CCLISc)

### 2. Scheme for Continuous Evaluation.

1. For Theory Papers : Weightage
- a). Average of minimum Two test papers : 30%
  - b). Average of minimum Two Assignments : 30%
  - c). Score for Class Attendance. : 20%
  - d). Overall performance in the class. : 20%

2. For Practical Papers : Weightage
- a). Average of minimum Two Lab tests : 30%
  - b). Average of minimum Two Lab Assignments : 30%
  - c). Score for Lab Attendance. : 20%
  - d). Overall performance in the Lab. : 20%

3. Teachers shall submit Mark list for Continuous Evaluation to the Head of Institution in the following format.

Subject:

Sl no.	Regno.	Name	a.Test	b.Assignment	c.Attend	d.Performance	Total

4. Head of Institution/Co-ordinator shall forward Continuous evaluation marks to the Examination Department in the following format only.

Centre:

Sl no.	Regno.	Name	CCLIS101 25	CCLIS102 25	CCLIS103 25	CCLIS104 25	CCLIS105 25	CCLIS106 25	CCLIS107 25

5. Continuous evaluation(CE) marks must be published in the notice board at least one week before the commencement of theory examinations after getting approval from the Head of Institution/Co-ordinator.

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Thiruvananthapuram  
February 21, 2018

Sd/-  
Director