

FACULTY OF ARTS & SOCIAL SCIENCES

ORDINANCES

&

SYLLABUS

FOR

DIPLOMA IN LIBRARY SCIENCE

EXAMINATION : 2011



GURU NANAK DEV UNIVERSITY
AMRITSAR

Note : Copy rights are reserved.
No body is allowed to print it in any form.
Defaulters will be prosecuted.

Price Rs. 60-00

1
ORDINANCES

DIPLOMA IN LIBRARY SCIENCE

1. The Programme

This is a one year course through distance education mode leading to the Diploma in Library Science.

2. Objective

To impart elementary Knowledge to students about different aspects of Libraries and Library services so as to prepare them for the jobs of semi- professional nature in all types of libraries.

3. Duration of the Course

The duration of the course for Diploma in Library Science is one year.

4. Eligibility Conditions

Candidates seeking admission in Diploma in Library Science must have passed Ten Plus two (10+2) examination, obtaining at least 50% marks, with English as one of the subjects or equivalent examination of a statutory University or Board. Admission will be made on the basis of merit in accordance with the following criteria.

Criteria

I. Ten Plus Two (with English as one of the subjects) with at least 50% marks.

II. Weightage

(a) BA/B.Sc/B.Com	1 st Division	3 marks
	2 nd Division	2 marks
	3 rd Division	1 mark
(b) MA/M.Sc/M.Com	1 st Division	5 marks
	2 nd Division	3 marks
	3 rd Division	1 mark

(C) If a candidate has passed Certificate Course in Library Science from a recognised institution, the weightage will be as under:

Duration of the Course	Weightage
-------------------------------	------------------

(i) For 9 months to 1 year	10 marks
(ii) For 3 months to 6 months	5 marks

III. Experience

Experience in Govt. institution/ Distt. Library (under DPI colleges) Municipal Corporation/Municipal Library.	1 Mark of the completion of one year Service with a maximum of 10 marks.
---	--

5. Total Seats

Total number of seats shall be determined by the University from time to time.

6. Reservation of Seats

It will be determined in accordance with the University policy.

7. Syllabus

The syllabus for the course shall be such as approved by the Academic Council from time to time.

8. Medium of Instruction

English or Punjabi

9. Medium of Examination

English or Punjabi or Hindi

10. Tuition Fees and other Dues

As determined by the University from time to time.

11. Examination

The examination for this course shall be held in the month of _____ or on such other dates as may be fixed by the University.

12. Admission form and Examination Fee

1. Examination fee will be charged as prescribed by the University from time to time.
2. Separate admission forms for different examinations shall be submitted by the reappearing candidates indicating paper/s offered for the examination.
3. Whenever the application fee of the candidate is received late after the last date prescribed, he/she shall have to pay late fee according to rules and regulations

13. Pass Marks and Reappear

1. The minimum number of marks required to pass the examination shall be 33% in each paper and 40% in the aggregate.
2. A candidate who has secured 33% or more marks but less than 40% in a paper will be exempted from reappear in case he/she has secured 40% marks in aggregate of all the papers.

14. Reappear/Fail Candidates

1. A candidate who fails in one or more papers will be allowed to reappear in three consecutive chances without joining the course.
2. A candidate who secures 40% or more marks in a paper shall not be permitted to reappear at a subsequent examination.
3. For reappear candidates the syllabus will be the same.

15. Result-Division

1. Successful candidates shall be classified as under;
 - a. Those who secure 60% or more of the aggregate marks 1st Division
 - b. Those who secure 50% or more but less than 60% of the agg..... 2nd Division.
 - c. Those who secure less than 50% marks of the aggregate..... 3rd Division.
2. Each successful candidate shall be granted a diploma in Library science showing the division in which he/she has passed.

NOTE: DETAILED ORDINANCES RELATING TO EXAMINATION FOR THIS CLASS ARE CONTAINED IN THE GURU NANAK DEV UNIVERSITY CALENDAR, VOL - II. READ WITH SYNDICATE DECISIONS / AMENDMENTS MADE FROM TIME TO TIME.

DIPLOMA IN LIBRARY SCIENCE

SCHEME OF PAPERS

Paper	Subject	Total Marks	Exam. Duration
I	Library Organization & Management	100	3 Hours.
II	Reference Service & Document Bibliography	100	3 Hours.
III	Organization of Library Materials	100	3 Hours.
IV	Library Classification (Practice)	100	3 Hours.
V	Library Cataloguing (Practice)	100	3 Hours.

Outline of syllabi and Course of Reading.

Paper I : Library Organization and Management

Time : 3 hours

Max. Marks : 100

Instructions for the Paper Setter / Examiner

Ten questions should be set from which the candidates be asked to answer five , selecting at least two questions from each part. All questions carry equal marks.

The syllabus has been divided into two parts. The question paper should also , correspondingly be divided into two parts, at least five questions should be set from each part.

The question should be evenly distributed over the entire syllabus. In no case a question should be asked from outside the syllabus and the question paper is required to be set strictly according to the instructions mentioned above.

- Libraries :** Different Types of libraries organization, purpose and functions of libraries. Law of library science. Library movement in India after 1947, Library Cooperation.
- Management of Library Operation :** Different sections of the library and their functions; Acquisition , Technical , periodical , Reference , Circulation and Maintenance. Library Rules (emphasis shall be on practical knowledge of these topics).

List of Readings :

1. Ranganathan, SR	Library manual , Bombay : Asia , 1961
2. Ranganathan, SR	Five Laws of Library Science, 2 nd Ed. , Reprint, Bangalore : Sanada Ranganathan Endowment for Library Sciences, 1986
3. Krishan Kumar	Library Manual., New Delhi : Vikas
4. Hakam Singh	Library Science Di Jan Pachhan, Chandigarh : Punjab University, Text Book Board, 1974
5. Sewa Singh	Library Ate Samaj , Patiala , Punjabi University, 1996

Paper II : Reference Services and Document Bibliography

Time : 3 hours

Max. Marks : 100

Instructions for the Paper Setter / Examiner

The paper carries 100 marks. Duration of the paper is 3 hours, all question carry equal marks.

The syllabus has been divided into three parts. The question paper should be set in three parts. In part I : Reference Service, four questions should be set. Similarly, in Part 2 : Document Bibliography , Four questions should be set. Candidates be asked to answer any four questions, selecting at least one question from each part.

In part 3 (practice) one compulsory question containing 20 objective type reference / bibliographical questions be set , out of which the candidates be asked to answer any ten questions. The candidates may be asked to mention at least one reference / information source in answer to each reference question The reference questions should cover the various categories of reference sources. The questions should be evenly distributed over the entire syllabus. In no case a question should be asked from outside the syllabus, and the question paper should be set strictly according to the instructions mentioned above.

1. **Reference Service** : Definition , Need and Purpose of Reference Service , Kinds of Reference Service, Initiation of Fresh readers, Reference and information sources : definition , kinds and uses.
2. **Document Bibliography** : Definition , Need and Purpose of Document Bibliography , Kinds of Document Bibliography. National Bibliography (INB and BNB). Subject Bibliography. Trade Bibliography.
3. **Practice** : Acquaintance with at least FIFTY important reference sources (appendix enclosed).

Notes :

1. Elementary Knowledge about the above topics is to be imparted.
2. A list of important reference sources given in the appendix should be sent to the paper setter / examiners.

List of Readings

1. Ranganathan, SR	Reference service , 2 nd Ed. , Bombay : Asia , 1961, Reprint 1986
2. Krishan Kumar	Reference Services : 5 th ed. , New Delhi, Vikas, 1998
3. Jasmer Singh	Sanderbh Sewa, Chandigarh : Punjab University , Text book Board , 1998
4. Hakam Singh	Library science di jaan pachhan, Chandigarh: Punjab University , Text book Board, 1976
5. Girja Kumar & Krishan Kumar	Bibliography , New Delhi : Vikas 1998
6. Satija , MP and Sewa Singh	Sanderbh are Bibliographical sort , Patiala : Punjabi University, 1997

Paper III : Organization of Library Materials :**Time: 3 hours****Max. Marks:100****Instructions for the paper Setter / Examiner**

Ten questions should be set from which the candidates be asked to answer five, selecting at least two questions from each part. All questions carry equal marks.

The syllabus has been divided into two parts. The question paper should also, correspondingly, be divided into two parts, at least five questions should be set from each part.

The question should be evenly distributed over the entire syllabus. In no case a question should be asked from outside the syllabus and the question paper is required to be set strictly according to the instructions mentioned above.

Part I : Library Classification (Theory)

Library Classification : Definition , need and purpose of library classification , fundamental categories and fact analysis, notation, call number, book number and collection number. Introduction to Dewey Decimal Classification and Colon Classification.

Part II : Library Cataloguing (Theory)

Library Catalogue : Definition , need and purpose of library catalogue , physical forms of catalogue. Types of catalogue , kinds of entries and their functions. Parts of entries, subject headings and chain procedure. Filling of entries

Note : Elementary Knowledge about its above topics is to be imparted.

List of Readings

1. Dewey , Melvil	Dewey Decimal Classification and Relative Index , 18 th Ed. , 2 vols. 1971
2. Ranganathan , SR	Colon Classification , 6 th Rev. Ed. , Bombay : Asia , 1983 (Reprinted)
3. Krishna Kumar	Theory of Classification. Latest Ed. New Delhi : Vikas
4. Girja Kumar & Krishan Kumar	Theory of Cataloguing – New Delhi : Vikas
5.	Sears Lit of subject Headings
6. Jasmer Singh & Sharma, NK	Liibrary Vergikaran , 2 nd Ed. , Patiala : Punjabi University , 2000

Paper IV : Library Classification (Practice)**Time: 3 hours****Max. Marks:100****Instructions for the paper Setter / Examiner**

The paper carries 100 marks. Duration of the paper is 3 Hours. Separate titles should be given for Classification by CC and DDC. The question paper should be made out in two parts. Each part to be printed on separate sheet of paper and given to the candidates separately.

Part I should include 20 titles out of which candidates be asked to classify any 10 titles according to colon classification , 6th Rev. Ed. ,

Part II should include 20 titles out of which candidates be asked to classify any 10 titles according to colon classification , 18th Ed.

Whenever titles warrant use of chronological device, the period should be indicated by the paper setter.

In no case a title should be included from outside the syllabus and question paper should be set strictly according to the instructions mentioned above.

Copies of the CC-6th revised and DDC-18th will be provided to the candidates in the examination centre. The candidates will also be provided a standard dictionary for use in the examination centre.

The following instructions should be given in the question paper by the paper setter.

Classification practice of simple titles by colon classification (6th rev. ed.) and Dewey Decimal Classification (18th Ed.)

1. Dewey , Melvil	Decimal Classifications and Relative Index , 18 th Ed. , 2 Vol.
2. Ranganathan , SR	Colon Classification , 6 th Rev. Ed. 1967
3. Sewa Singh	Colon Classification Practice , New Delhi : Company Publishing Company.

Part I : Colon Classification**Time allowed : 1 ½ hours.****Max. Marks. : 50**

1. Two copies of the question paper will be given to you. Write your roll number and answer on one of the copies and hand it over to the centre superintendent. The other copy of the question paper is for your use and retention.
2. The answer sheets used for rough work should be attached with the question paper and handed over to the centre superintendent . Write your roll number on the answer sheet also.
3. A copy of the CC-6th revised ed. Will be provided to you by the centre superintendent.
4. A copy of the dictionary will be available for consultation, if required.

Part II : Dewey Decimal Classification**Time allowed : 1 ½ hours.****Max. Marks. : 50**

1. Two copies of the question paper will be given to you. Write your roll number and answer on one of the copies and hand it over to the centre superintendent. The other copy of the question paper is for your use and retention.
2. The answer sheets used for rough work should be attached with the question paper and handed over to the centre superintendent . Write your roll number on the answer sheet also.
3. A copy of the DDC-18th ed. Will be provided to you by the centre superintendent.
4. A copy of the dictionary will be available for consultation, if required.

List of requirements in the examination centre

The following books are to be provided to the candidates.

1. Ranganathan , S.R. : Colon Classification , 6 th Rev. Ed.
2 Dewey Decimal Classification , 18 th Ed., 2 Vol.
3. Language dictionary – 10 Copies

The above mentioned books are to be collected by the centre superintendent examination centre from the institution Library.

Paper V : Library Cataloguing (Practice)**Time: 3 hours****Max. Marks:100****Instructions for the Paper Setter / Examiner**

The Paper carries 100 marks. Duration of the paper is 3 hours. Separate titles should be given for Cataloguing by CCC and AACR. The question paper should consist of two parts, each carrying 50 marks. Part I should include titles to be Catalogued according to CCC (5th Ed.). Part II should include five titles to be Catalogued according to AACR (2nd Ed.) supplemented by Sears List of Subject Headings.

Candidates should be asked to Catalogue fully any five titles in all , selecting at least two titles from each level.

Titles having complicated personal names and those having complexities in descriptive Cataloguing should be excluded.

Cataloguing of corporate authors, composite books, multivolume books and periodical publications is excluded.

In no case, a title should be set from outside the syllabus, and question paper should be set strictly according to the instructions mentioned above.

The following instructions should be given in the question paper by the paper setter.

Cataloguing practice of simple books by classification Catalogue Code (5th ed.), by SR Ranganathan and by Anglo American Cataloguing Rules 12th Ed.) supplemented by Sears. List of Subject Headings (latest Edition).

Note : Cataloguing of corporate authors, composite books, Multivolume books, and periodical publications are excluded.

List of Readings

1. Classified catalogue code with additional rules for dictionary catalogue , 5 th edition , Bombay : Asia , 1964
2. Anglo American Cataloguing Rules , 2 nd Ed.
3. Sears List of Subject Readings , Latest Ed.

Time allowed : 3 hours.**Max. Marks. :100**

1. All questions carry equal marks.
2. Catalogue fully five titles in all, selecting at least two titles from each part.
3. All Catalogue entries for title should be completed before attempting the next title.
4. Copies of colon classification (6th rev. ed.), Dewey decimal classification (18th Ed.) , and sears list of subject headings are available for use.

Part I Classified Catalogue Code**Part II Anglo American Cataloguing Rules**

1. For subject headings Sears list of subject headings should be used.
2. For added entries, follow 'UNIT CARD' method.

List of requirements in the examination centre

The following books are to be provided to the candidates.

1. Ranganathan , SR	Colon Classification Schedule , 6 th Rev. Ed.
2. Dewey, Melvil	Decimal Classification Schedule , 18 th Ed.
3. Sears List of subject headings	

APPENDIX
List of Important Information Sources

ENCYLOPAEDIAS**General**

1. New Encyclopaedia Britannica
2. Encyclopaedia American
3. Collier's Encyclopaedia

Subject

4. International Encyclopaedia of Social Sciences
5. Encyclopaedia of Religion and Ethics
6. McGraw Hill Encyclopaedia of Science and Technology
7. Encyclopaedia of Library and Information Science

II. Dictionaries

8. Oxford English Dictionary
9. Webster's Third new International Dictionary of the English Language.
10. Raghuvira comprehensive English – Hindi Dictionary
11. English Punjabi Dictionary (Punjab State University Text Book Board, Chandigarh)
12. Cassels's new French – English, English –French Dictionary
13. Webster's Dictionary of Synonyms

III. Biographical Sources

14. Chamber's Biographical Dictionary
15. Webster's Biographical Dictionary
16. International who's who
17. India' Who's who
18. Dictionary of National Biography (Calcutta)

IV. Geographical Sources

19. Columbia Lippincott Gazetteer of the World
20. Gazetteer of India
21. Foder's Guide to India
22. Times Atlas of the World

V. Years Books

23. European Years Book
24. Statesman's Year Book
25. India – A Reference Annual
26. World of Learning
27. Common Wealth Universities Year Book

VI. Bibliographies

28. British National Bibliography
29. India National Bibliography
30. Cumulative Book Index
31. Books in Print
32. Whitakar's Books in Print
33. Indian Books in Print
34. Ulrich's International periodicals Directory

VII. Indexes

35. Guide to Indian periodical Literature (Gurgaon)
36. Library Literature
37. Reader's Guide to periodical Literature
43. Index India.