

RABINDRANATH TAGORE UNIVERSITY
HOJAI, ASSAM
One Year Diploma Course in Library & Information Science (DLIS)
A Self Financed Course with lateral exit and entry option as per NEP 2020
(Offline Mode)

Total Semester – 02
Total Credit – 40 (20 per Semester)
Total paper including Practical and Project – 10

SYLLABUS

Semester I			
Course Code	Course Title	Course Type	Credits
DLIS101	Library and Society	Core	04
DLIS102	Collection Development and Housekeeping Operations	Core	04
DLIS103	Knowledge Organization (Theory)	AECC	04
DLIS104	Knowledge Organization (Practical)	SEC	04
DLIS105	Practice Learning	-	04
Total			20
Semester II			
Course Code	Course Title	Course Type	Credits
DLIS201	Library Administration and Management	Core	04
DLIS202	Information Sources and Services	Core	04
DLIS203	Library Management Software(LMS) & Library Automation	AECC	04
DLIS204	Practical – SOUL, KOHA, D-SPACE	SEC	04
DLIS205	Project/Seminar/Educational Tour/ Report Writing	-	04
Total			20

DETAILED CURRICULUM

SEMESTER I

DLIS101: LIBRARY AND SOCIETY

Objective:

- (i) To provide foundational knowledge about libraries
- (ii) Functioning of a library, documentation and information centres
- (iii) Basic philosophy of five laws of library science
- (iv) Identify the role and impact of libraries in education and society and
- (v) Recent trends and development in the field of library science

Unit 1 – Library and its purpose: Definition, Purpose and Functions of a Library, Documentation Centre & Information Centres, Five Laws of Library Science

Unit 2 – Types of Libraries and their functions: Public Libraries, Academic Libraries, Special/Digital Libraries

Unit 3 – Society and Library's Role: Definition of Society, Library as a social institution, Role of Libraries in Teaching-learning process, Library Ethics

Unit 4 – Emerging Trends: Information and Communication Technology (ICT), Impact of ICT in Libraries, Changing Information Environment and Role of a Library

Learning outcomes:

After completing the lesson, you will be able to define and know the difference of a library, documentation centre and information centres along with the basic philosophy and principles of five laws of library science. You will know the functioning of different types of libraries, use of ICT in various activities and their impact on society and education system.

DLIS – 102: COLLECTION DEVELOPMENT AND HOUSE KEEPING OPERATIONS

Objective:

- (i) To identify the types of materials in the library
- (ii) Acquiring, processing and reviewing the collection
- (iii) To have a clear understanding of user needs, budget and resource allocation
- (iv) Learn circulation or the systems for movement of the documents

Unit 1 – Collection Development: Meaning, Key Aspects of Collection Development

Unit 2 – Acquisition: Meaning, Document Selection, Tools for Document Selection, Document selection Process, Budgeting, Ordering, Accessioning, Weeding, Serial Control

Unit 3 – Processing: Meaning, Classification, Cataloguing, Maintenance of Periodicals, E-resource management

Unit 4 – Circulation: Meaning, Circulation Systems, Registration, Charging, Discharging, Inter-library loan

Learning outcomes:

After completing the lesson, the students will be to know the systematic process of building and maintaining library collections to meet the needs of users.

DLIS –103: KNOWLEDGE ORGANIZATION (Theory)

Objective:

- (i) Discuss the meaning of classification and its need and purpose
- (ii) Hierarchy in classification
- (iii) Different schemes of library classification
- (iv) Classification schemes and knowledge classification
- (v) Purpose, objective and functions of library catalogue
- (vi) Cataloguing process and rules of catalogue

Unit 1 – Classification: Introduction to Classification, Needs of Classification, Schemes of Classification, Call numbers
Unit 2 – Cataloguing: Library Catalogue, Forms of Library Catalogue, Cataloguing Rules, OPAC, WebOPAC

Learning outcomes:

After completing this lesson, we will be able to describe notation, call number and different classification schemes. Also the learners will be able to know and explain the functions of library catalogue, structure of AACR-II and online bibliographical databases.

DLIS – 104: KNOWLEDGE ORGANIZATION (Practical)

Objective:

- (i) Get the practical knowledge of working with Dewey Decimal Classification Scheme
- (ii) Get the practical knowledge of cataloguing with AACR II

- i) Classification Practice
- ii) Cataloguing Practice

Learning outcomes:

After completing this lesson, you will have the practical knowledge of classifying and cataloguing library materials using DDC and AACR II.

DLIS – 105: PRACTICE LEARNING

Objective:

- (i) Observing a library to understand its functioning
- (ii) Learn basics of computer operation in libraries

- i) Know Your Library
- ii) Shelving and Filing
- iii) Computer Basics (Practical)

Learning outcomes:

After completing this lesson, learners will be able to understand the different sections of library and how they are operated. Also the use of computers in the library.

SEMESTER II

DLIS201: LIBRARY ADMINISTRATION AND MANAGEMENT

Objective:

- (i) To understand all aspect of a library management
- (ii) To know developing the long-term plans for library

Unit 1 – Principles of Management: Meaning, Objectives, Components of Library Management
Unit 2 – Planning: Meaning, Physical Planning
Unit 3 – Financial management: Principles, Budgeting, and reporting, library statistics and annual report, library rules and regulations
Unit 4 – Human Resources Management: Staff Pattern in libraries, Role of Professional Library Staff, Role of Non-Professional Library Staff

Learning outcomes:

After completing this lesson, you will be able to learn normal managerial tasks need to be performed in the library including planning, organizing and overseeing various functions to achieve library's goal and objectives.

DLIS202: INFORMATION SOURCES AND SERVICES

Objective:

- (i) To study about the information sources and services
- (ii) Different types of information sources
- (iii) Different kinds of services

Unit 1 – Information and Information Sources: Definition, Kinds of Information: Documentary and non-documentary Sources
Unit 2 – Information Sources and Indian Knowledge System
Unit 3 – Information Services: Meaning, Kinds of information services
Unit 4 – Reference Services: Meaning, Need, Types, Reference Sources, Indexing & Abstracting

Learning outcomes:

After completing this lesson, you will be able to gain knowledge regarding the information sources and services which are included in the field of library and information science. All these will help the student to manage information sources and provide services to the level of user satisfaction

DLIS203: LIBRARY MANAGEMENT SOFTWARE (LMS) & LIBRARY AUTOMATION

Objective:

- (i) Know features, kinds, requirements, advantages, steps & standards of LMS
- (ii) Discuss the concept and need & purpose of Library Automation
- (iii) To know recent trends and challenges in Library Automation

Unit 1– Library Management Software: Definition, Need, Basic knowledge of Library Software
Unit 2 – Library Automation: Meaning, Need & Purpose, Features of Library Automation, Automation Process and Challenges.
Unit 3 – LMS: SOUL, KOHA
Unit 4 – Resource Sharing and Library Networking in India, History and Activities of INFLIBNET Centre, NDLI

Learning outcomes:

After completing this lesson, learners will know the electronic based activity helpful to provide effective services in the library.

DLIS204: PRACTICAL

Objective:

- (i) Learn to perform library operations using different software.
- (ii) Library work practice and procedure

KOHA, SOUL, DSPACE

Learning outcomes:

After completing this practical you will learn the database management system using different software designed for day to day library activity.

DLIS205: PROJECT/SEMINAR/EDUCATIONAL TOUR/REPORT WRITING

Learning outcomes:

Making a project or writing a report will help the learners to achieve specific goals and objectives, learn new things and grow, and develop new skills and knowledge.