

INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

(Established by the Government of Kerala) PRAJO'E TOWERS,
VAZHUTHACAUD, THIRUVANANTHAPURAM - 695 014
Phone: 0471-2322985/2323597 Fax: 0471-2322035
Email : director@ihrdkerala.org Web: www.ihrdkerala.org



No.D5/4462/2009/HRD

19th May 2010

From

The Director

To

The head of all institutions under IHRD

Sir,

*Sub: IHRD - Conduct of Certificate Course in Library and information
Science - Govt order, scheme & syllabus forwarding of - reg-*

Ref: G.O (MS) No. 66/2010/H.Edn dtd 7.4.10

I am forwarding herewith the copy of the Government Order, wherein Government have accorded sanction to Conduct Certificate Courses in Library and Information Science in the centres of IHRD. The approved copy of the scheme and syllabus (with modifications suggested in the G.O) is also enclosed for reference. The institutions having facilities to conduct the said course are requested to report the fact at this centre on or before 30/5/10, in order to prepare a common prospectus from this office.

Your faithfully
Sd/-
DIRECTOR

Approved for issue

JUNIOR SUPERINTENDENT

23.



005166 Not WRS

GOVERNMENT OF KERALA

Abstract



Higher Education Department - Institute of Human Resources Development - Conduct of Certificate Course in Library & Information Science - Sanction accorded - Orders issued.

HIGHER EDUCATION (J) DEPARTMENT

G.O.(Ms)No.66 /2010/H.Edn.

Dated, Thiruvananthapuram 07-04-2010.

Read:- Letter No.D5/4462/09/HRD dated.2-11-2009 from the Director, IHRD, Thiruvananthapuram.

ORDER

In the circumstances reported by the Director, Institute of Human Resources Development (IHRD) in the letter read above, sanction is accorded for conducting Certificate Course in Library & Information Science in IHRD Centers with the Syllabus and prospectus as proposed by the Director, IHRD therein, with the following modification to the Syllabus in Paper VI viz, Information Technology.

- a) Information Technology : What is Information Technology/ Components of Information Technology, Importance of Information technology.
- b) Evolution of Computers, Generation of Computers. Types of Computers.
- c) Fundamental of Computers. Components a Computer. Input/Output devices. Types of Printers, Secondary Storage Devices. Computer Language.
- d) Computer Software, Operating Systems-Windows, Word, Excel. Application Software (General).
- e) Library Automation. Need for library Automation. Areas of Library Automation.
- f) Internet Browsing"

(BY ORDER OF THE GOVERNOR)

K.LALITHAMBIKA,
Additional Secretary to Government,

To

✓ The Director, IHRD, Thiruvananthapuram.
State Librarian, Central State Library, Thiruvananthapuram.
Higher Education (A) Department (UO No.40084/A1/2009/H.Edn.dated.4-3-2010)
Stock file/Office copy

Forwarded/By Order

(Signature)
Section Officer

I Name of course : Certificate course in Library and Information Science (CLISc.)

1. Objective

To give training in the basic principles of library and information science including fundamental laws, library organization, management and library and information service.

2. 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.

II Duration and scheme of study of the course

The duration of the course shall be six months and it should be considered as part time course the scheme of study shall be two semester patterns consists of I Trimester 250 hours theory and II Trimester 150 hours practical.

III Eligibility for Admission

The minimum qualification for admission to the course shall be a second class in SSLC weight age will be given to candidates with graduation and post graduation and persons working in libraries as per the rules formulated by the selection committee.

IV. Courses of study

The course of study shall consist of

1. Library organization and management.
2. Library classification and cataloguing (theory)
3. Library classification (practice)
4. Library catalogue (practice)
5. Information sources and services.
6. Information technology

V. Scheme of examination

At the end of the course consisting of six papers of two hours duration as detailed below

<u>Name of paper</u>	<u>Duration of exam (hrs.)</u>	<u>Marks</u>
1. Library organization and management	2	100
2. Library classification & cataloguing (theory)	2	100
3. Library classification (practice)	2	50
4. Library catalogue (practice)	2	50
5. Information sources and services	2	100
6. Information technology (Theory) }	2	100
7. Information technology (Lab) }		-----
Total		<u>500</u>

VI. Syllabus

Papers I : Library organization & management

a). Modern concept of Library, Library information & Society, laws of Library Science. Their implications to organization & management of Libraries.

b). Types of Libraries & functions public library system : State, District, Rural Libraries.

National Library :

Library movement and public Library legislation in Kerala. Broad acquaintance with other types of Libraries, Academic and special Libraries.

c). Organization of a small Library : Finance Building Furniture & Fittings

d). Selection, ordering and accessioning of books and periodicals, withdrawals of books maintenance of books & periodicals stock room and Display methods.

Circulation work : Issue method

e). Library rules, Library Accounts, Library Statistics Annual Report, Library Committees Public relation and extension activities

Library and Literacy Program

f). Stock Verification Preservation of books binding

Reference : Library Manual by Krishan Kumar.

Paper II : Library classification and cataloguing (Theory)

a). Need for and purpose of Library classifications . 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.

b). The critical foundation of Library classification schemes salient features of Dewey Decimal classification and Colon classification. Mapping of subjects in the schemes.

c). Purpose and functions of Library catalogue classified and Dictionary catalogues
Entry : Heading and description access point . Descriptive cataloguing ISBO (G).

d). 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 entries.

Cross reference entry ; Book index entry

Cross reference index entry , Class index entry ' see ' and ' see ' also entries.

e). Subject cataloguing chain procedure physical forms of catalogue. Book form and card form alphabetical arrangements of entries.

**Reference : Library Classification theory by Deric Austine Colon Classification
by Ranganathan.**

Paper III : Library classification (Practical)

Classification of simple books According to colon classification and Dewey Decimal classification (Note less than 150 exercises to be done by each scheme of classification)

Reference : Colon Classification by Krishan Kumar Library Manual by Ranganathan.

Paper IV : Library Catalogue (Practical)

Cataloguing of simple books for classified and Dictionary catalogues according to classified catalogue code.. and AACR2 (Not less than 50 books to be catalogued using each catalogue code)

Reference : Cataloguing Practical AACR2 by Krishan Kumar Cataloguing practical according to CCC by Ranganathan.

Paper V : Information sources and services.

- a). Information and its users
Information sources ; Primary, Secondary and tertiary , Non documentary sources.
- b). Detailed study of reference books : Dictionary encyclopedia ; year books & Maps :
Biographical sources geographical sources and statistical sources
- c). Information services nature and variety of information services in libraries reference services ready reference and long range reference services current awareness and selective Dissemination of information services.
- d). User Education : Information for rural people information guidance centres.
- e). Computerisation and networking.

Reference : Library management by Ranganathan, Library Manual by Ranganathan.

Paper VI : Information technology

- a). Information Technology : What is information Technology / Components of Information Technology, Importance of Information Technology.
- b). Evolution of Computers, Generation of Computers. Types of Computers.
- c). Fundamental of Computers. Components of Computers.

- d). Computer Software, Operating Systems-Windows, Word, Excel application Software (General).
- e). Library Automation. Need for library Automation. Areas of Library Automation.
- f). Internet Browsing

Reference : 1. Fundamentals of Computers by Rajaraman

2. Introduction to Information Technology, ITL Education Solutions, Pearson Education

3. B Rajaraman Introduction to Information technology Prentice Hall

Estimate of Total Expenditure for the Course :-

Total hours needs to six papers 400 hrs, Total hours for theory papers (250 hrs.) Total hours for classification & Cataloguing Practical paper (150 hrs).

Remuneration for Staff	400X75	-	30000/-
Estimating cost for books & other purchase		-	25000/-

Examination expenditure

Question paper setting	200X6	-	1200/-
Answer Key	100X6	-	600/-
Valuation for answer papers	40X6X4	-	960/-
Preparation of certificate for course issued		-	5000/-
Miscellaneous (Tabulation work, seating Arrangement, Office staff etc.)		-	10000/-
			<u>72760/-</u>

Expecting total income from Course

Total Nos. of Candidate for Course shall be 40

Course fees	-	Rs.10000 X 40	-	<u>Rs.4,00000/-</u>
-------------	---	---------------	---	---------------------