UNIVERSITY OF MADRAS
INSTITUTE OF DISTANCE EDUCATION

PROPOSAL

NAME OF THE PROGRAMME : Certificate Course in Library
and Information Science (CLIS)

ELIGIBILITY : +2 Or Equivalent programme

DURATION OF THE PROGRAMME : 6 Months

NO. OF SEMESTER : 1

TOTAL NO. OF CREDITS : 20

NO. OF COURSES : 4

S.NO.	COURSE CODE	COURSE TITLE	THEORY / PRACTICAL	NO. OF CREDITS	LEARNING HOURS
1.	CLS 101	Library Management and Services	Theory	4	15
2.	CLS 102	Knowledge Organisation	Theory	4	15
3.	CLS 103	Classification Practice	Practical	6	20
4.	CLS 104	Cataloguing Practice	Practical	6	20
		Total		**20**	**50**

SCHEME OF EXAMINATION

S.NO.	COURSE CODE	COURSE TITLE	INTERNAL ASSESMENT	END SEMESTER EXAMINATION	TOTAL
1.	CLS 101	Library Management and Services	25	75	100
2.	CLS 102	Knowledge Organisation	25	75	100
3.	CLS 103	Classification Practice	25	75	100
4.	CLS 104	Cataloguing Practice	25	75	100

The candidate should obtain 20 credits as minimum credits to get the Certificate in Library and Information Science. The minimum marks required to pass the particular course is 40.

SYLLABUS

CLS 101   LIBRARY MANAGEMENT AND SERVICES   4 CREDITS

UNIT	CONTENT	LEARNING HOURS
Unit – 1	Historical development of Libraries, Evolution of the Information Society, Roles and Responsibilities of Library & Information Professionals	3
Unit – 2	Functions of the Library, Acquisition, Technical, Maintenance – Stock Verification, Circulation, Periodicals and Reference Sections of the Library, Automation in Libraries	3
Unit – 3	Budgeting Techniques, Report Preparation, Stock Verification, Documentation	3
Unit – 4	Information Sources – Primary, Secondary and Tertiary, Electronic Resources, Evaluation Techniques	3
Unit – 5	Document Delivery Service, ILL, Reference Service, CAS, SDI, User Orientation and Information Systems	3

Suggested Readings:

1. Ranganathan, S.R. (1999). The Five Laws of Library Science, 2nd Ed., Bangalore: SaradaRanganathan Endowment for Library Science.

2. Chapman, E. A and lynden, F. C. (2000). Advances in Librarianship. San Diego: Academic Press

3. Sewa Singh. (2001). Hand book of international sources on reference and Information. New Delhi: Crest Publication

4. Kumar, P.S.G. (2003). Management of Library and Information Centers. Delhi: B. R. Publishing Corporation.

5. Krishan Kumar. (2007). Library management in electronic environment. New Delhi: Har Anand Publications.

6. Feather J. (2008). The Information Society: a study of continuity and change. Ed. 5. London: Facet Publishing

CLS 102   KNOWLEDGE ORGANISATION   4 CREDITS

UNIT	CONTENT	LEARNING HOURS
Unit – 1	Need for Library Classification, Purpose, Need for Shelf Arrangement, Subject Arrangement	3
Unit – 2	Types of Classification Schemes, Notation – Types and Qualities, Canons of Classification	3
Unit – 3	Outline of Colon Classification and Dewey Decimal Classification	3
Unit – 4	Purpose and functions of a library catalogue, History and Types of catalogues, Bibliographic records and Metadata	3
Unit – 5	Dictionary Catalogue, Subject Catalogue, MARC, Overview of AACR and CCC	3

Suggested Readings

1. Anglo American Cataloguing Rules (2002). 2nd Ed. Rev. available online at http://www.oclc.org/oclc/bib/toc.htm)

2. Foskett, A. C. (1996). Subject Approach to Information. 5th ed. London: Library Association

3. Krishan Kumar. (1998). Theory of Classification. 4th rev. ed. Delhi: Vikas Publishing House

4. OCLC. (2002). Bibliographic formats and standards. 3rd ed. Dublin, Ohio: OCLC.

5. Ranganathan, S.R. (1957). Prolegomena to Library Classification. Library Association

6. Ranganathan, S.R. (1989). *Classified Catalogue Code with Additional Rulesfor Dictionary CatalogueCode.Ed.5*(with amendments).Bangalore :SaradaRanganathanEndowment for Library Science.

CLS 103   CLASSIFICATION PRACTICE   6 CREDITS

- Classification of documents by using Colon Classification – 6th Edition.

- Classification of documents by using Dewey Decimal Classification – 23rd Edition.

Suggested Readings

1. Dhyani, P. (1998). Library Classification: Theory and practice. New Delhi: VishwaPrakashan.

2. Hunter, Eric Joseph. (1978). Examples Illustrating AACR2: Anglo-American Cataloguing Rules. 2nd Ed. London: Library Association

3. Kumbhar, Rajendra. (2011). Library Classification Trends in the 21st Century. Oxford: Chandos.

4. Kaushik, Sanjay K. (2004). DDC 22: a practical approach. New Delhi: EssEss Publications.

5. Mitchell, Joan S.ed. (2011). *Dewey Decimal Classification and Relative Index*. 23rd ed. Dublin: OCLC

CLS 104   CATALOGUING PRACTICE   6 CREDITS

- Preparation of author and title catalogue records for Monographs and Serial publications using AACR-2 1998 Revised Edition
- Preparation of subject catalogue for Books and Serial publications using Sears List of Subject Cataloguing.

Suggested Readings

1. American Library Association (1998).*Anglo-American Cataloguing Rules*. Rev Ed. London: Library Association.

2. Bristow, Barbara A. (2018). *Sear's List of Subject Headings. 22nd ed*. New york: Grey House Publishing

3. Carmen, Rovira& Reyes, Caroline, Reyes (ed). (1986). Sear's List of Subject Headings. 13th ed. New York: Wilson

4. Ranganathan, S.R. (1989).*Classified Catalogue Code with Additional Rulesfor Dictionary CatalogueCode.Ed.5*(with amendments).Bangalore :SaradaRanganathanEndowment for Library Science.

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