

Syllabus
For the trade of
LIBRARY & INFORMATION SCIENCE
Under CTS

2002

Designed by
Government of India
Ministry of Labour (D.G.E.&T.)
CENTRAL STAFF TRAINING AND RESEARCH
INSTITUTE
EN – Block, Sector – V, Salt Lake,
Kolkata-700091.

**List of members of the Trade Committee Meeting to approve the syllabus
for the Trade of “Library & Information Science” under CTS held on
26.11.2002 at CSTARI**

<u>S/Shri</u>			
1.	H. Somasundaram, Director	C.S.T.A.R.I., Kolkata	Chairman
2.	V.S.Gour, Jt. Director	-do-	Member
3.	Prof. Bhubaneswar Chakraborty	University of Calcutta	Member
4.	Subrana Kumar Das	Jadavpur University	Member
5.	Ramkrishna Saha	Bengal Library Association	Member
6.	Ambujaksha Mondal	State Central Library	Member
7.	Mrs. Manisha Chakraborty	TTTI, Kolkata	Member
8.	T. Mukhopadhyay, DDT	CSTARI, Kolkata	Member
9.	P. Mathur, DDT	-do-	Member
10.	M.S.Ekambaram, ADT	-do-	Member
11.	P.K.Koley, T.O.	-do-	Member
12.	R.N.Manna, T.O.	-do-	Member
13.	S.K.Das, Sr. Librarian	-do-	Member
14.	G.Nandi, Jr. D'man	-do-	Member
15.	H.D.Pakhira, Projec.	-do-	Member

GENERAL INFORMATION

1. Name of the Trade : Library & Information Science
2. N.C.O. Coded No : 134.10
3. Duration of Craftsmen Training : 06 months (26 weeks)
4. Entry qualification : 12th Std. passed under 10+2 system of Education or its equivalent.
5. Unit size : 20 Trainees
6. Space Required : 750 sq. ft.

Objective of the course: After completion of the course trainees should be able to work as Library Assistant/ Library Technical Assistant/ Cataloguer in public, Academic and Government Libraries.

Note: Course should be started with the Institute, which is having good library.

COURSE CONTENTS

Sl. No.	Subject	No of weeks
1	Information of Library & Society	02
2	Library organization & Management	02
3	Classification	05
4	Cataloguing	05
5	Information sources, systems & services	04
6	Book Selection & Book Preservation	02
7	Computer Application in Library & Information Science	06
	TOTAL:	26

Syllabus for the Trade of “Library & Information Science” under CTS

Duration: Six Months

Week Nos.	Trade practical	Trade theory
1-2	<p><u>INFORMATION OF LIBRARY AND SOCIETY:</u></p> <ul style="list-style-type: none"> • Visit different libraries and note down the functions of different sections • Make a chart showing the difference between an Academic Library and a Special Library. • Make a comparative chart showing the functions of INSDOC, DESIDOC, NASSDOC, and NISSAT <p>(At least visit of 3 standard Libraries of different types Including Library which have different Sections)</p>	<p>Definition of Library, its objectives and services. Impact of Library and Information Service on Society. Social functions of libraries.</p> <ul style="list-style-type: none"> ➤ Eminent thinkers of Library Science: Rabindra Nath Tagore, S.R.Ranganathan and Melvil Dewey. ➤ Laws of Library Science: Basic laws, Five laws of library Science and their application. ➤ Different types libraries and their functions: National Libraries and copyright Libraries, Academic Libraries: University, College and School Libraries, Special (Technical) Libraries and Information centres and Departmental Libraries. ➤ Library Legislation: Salient features of library legislation in India (at least two) ➤ Library Movement and Development ➤ Library movement in India and role of Library Associations. ➤ Organization involved in development of Library and information Science in India: INSDOC, DESIDOC, NASSDOC, NISSAT etc.
3 - 4	<p>LIBRARY ORGANIZATION & MANAGEMENT:</p> <p>Prepare organizational chart of various types of libraries.</p> <p>Practice with various forms such as book selection slips, Accession Register, Periodical Registration</p>	<p>Concept of Library Organization and Management. Library organization structures /different sections of Libraries.</p> <ul style="list-style-type: none"> ➤ Sub-systems of Library: Routines, records and equipments of Technical Section. ➤ Routines, records and equipments of reference and Documentation Section.

<p>5 – 9</p>	<p>Cards, & other records.</p> <p>Placing the orders for books and periodicals.</p> <p>Entering the bills in the bill receipt register.</p> <p>Book completion work: Stamping, Labeling etc.</p> <p><u>CLASSIFICATION:</u></p> <ul style="list-style-type: none"> ➤ Ideas about Principles of Practical classification. ➤ Steps in construction of class number. ➤ Classification of documents by Dewey decimal classification or classification of documents by colon classification. ➤ Assigning of call number <p>N.B. sessional tests will be taken on DDC or CC for Internal Assessment.</p>	<p>Routines, Records and Equipments of Maintenance Section. Routines, Records and equipments of Periodical Section, Routine of Circulation Section; Methods of charging and discharging.</p> <ul style="list-style-type: none"> ➤ Rules and regulations of library ➤ Library Committee: Types and functions. ➤ Library Finance and Budget Allocation. ➤ Stock Verification. <p>➤ Meaning, Purpose and functions of Library Classification.</p> <p>➤ Features of Book classification:</p> <p>➤ Concept of subject; types of subjects; Simple, Compound and complex.</p> <p>➤ Notation in classification: Need of notation, Base of notation, and Qualities of good notation.</p> <p>➤ Book classification schedules.</p> <p>➤ Types and characteristics of classification scheme.</p> <p>➤ Rules for filing cards.</p> <p>➤ ISBD, ISBN, ISSN; classification schemes.</p> <p>➤ Introduction to DDC, UDC and CC: their salient features.</p> <p>Call number and its parts.</p>
<p>10 – 14</p>	<p><u>CATALOGING:</u></p> <ul style="list-style-type: none"> ➤ Cataloguing of books, Serials, Periodicals and cartographic materials by AACR-II(R) or ➤ Cataloging of books, Serials, Periodicals and Cartographic materials by CCC, 5th edition (with Amendments). ➤ Subject heading through Sear’s list of subject heading. Comparative study of entries made according to AACR and CCC. ➤ Filing of cards. ➤ Preparation of guide cards and instruction regarding use of 	<p>Definition, objectives and functions of catalogue. Difference between catalogue, Accession Register, bibliography and Shelf list.</p> <ul style="list-style-type: none"> ➤ Forms and types of Library Catalogue: ➤ Outer form: Book, card and Sheaf forms. ➤ Inner form (Types of catalogue): Author, Title, Subject, and Dictionary & Classified catalogue. ➤ Different Kinds of Cataloguing entries with reference to Dictionary and classified catalogue. <ul style="list-style-type: none"> ○ Main entry. Purpose of the different parts of a main entry. ○ Added entries ○ Reference

<p>15 – 18</p>	<p>catalogue.</p> <p>N.B. For internal Assessment trainees are required to submit class work, Properly filed with guide cards.</p> <p><u>INFORMATION SOURCES, SYSTEMS & SERVICES:</u></p> <p>Study of Information Sources: Study of ready reference sources using a prescribed format and making a comparative study of those tools.</p> <p>Answering specific reference questions using different categories of ready reference sources. General overview of On-Line database services and CD-ROM</p>	<ul style="list-style-type: none"> ○ Analytical entries ○ Tracing <ul style="list-style-type: none"> ➤ Cataloguing Codes: ➤ Definition, need and components. ➤ Subject Cataloguing: Concept, Purpose, Problems and general principles. ➤ Ideas about simplified, selective and Union Catalogues. ➤ Rules for filing cards. ➤ Introduction to classification skill. <p>Organization of cataloguing department:</p> <p>Essential tools and equipments.</p> <ul style="list-style-type: none"> ➤ Information sources: Definition and importance of information sources. ➤ Types of information sources- documentary, human and institutional. ➤ Ready reference sources: Categories and characteristics. Evaluation of ready reference sources. ➤ Information systems and centres. ➤ Information Services: ➤ Definition and need of reference, documentation and information services. ➤ Organization of information (documentation) work and information (documentation) service. ➤ Reference or Information Process ➤ Information service to generalists: User Orientation, Short-range information service, and long-range information service. <p><u>Reference Service:</u> Definition and need for reference service in library.</p> <p><u>Reference book:</u> Definition and qualities of a reference book. Types of reference books and their uses: (a) Bibliographies, (b) Indexes, abstracts, News summaries, (c) Encyclopedias,(d) Directories, (e) Hand books, manuals, (f) Biographical sources, (g) Geographical sources, (h) Dictionaries and others.</p> <p>Reference question: Definition, Factors. Types: Fact finding/</p>
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<p>19-20</p>	<p>BOOK SELECTION & BOOK PRESERVATION: Prepare a format for selection of books by different sections / staff members. Practice on various methods for Preserving documents.</p>	<p>Material finding/research. Reference Department.</p> <p><u>Book selection:</u> Purpose of book selection, Factors of book selection – Books, Readers, Resources. Principles of book selection – Best book / Largest book/Least Cost. Book selection tools.</p> <p><u>Book Preservation:</u> Common sources of danger to books, physical, chemical and biological factors. General Principles of book preservation. Common curative methods. Specifications for rebinding (library binding).</p>
<p>21-26</p>	<p><u>Computer Application in Library & Information Science</u> Data entry and Print out one or two Software Packages. Modification of existing Database for different output. Practical with acquisition and circulation system. Generation of a reading list. E-mail services. Practice on CDS/ISIS.</p> <p>Revision & Test</p>	<p>Study of Computer including concept of Hardware. Library Automation Need and Purpose. Need for computer applications, Areas of computer applications. Automation in library Management. Software Packages for Library Management-Essential features. Computer and its Units, Computer and its classification. Study of Various operating systems. General-purpose application software: Word Processing such as MS-office, lotus. Special Purpose application software: CDS/ISIS. Library Networking: Needs & Purpose. Overview of Internet. Knowledge of printers.</p>

**LIST OF FURNITURE, TOOLS & EQUIPMENTS REQUIRED FOR THE
TRADE OF “LIBRARY & INFORMATION SCIENCE”**

A. FURNITURE:->

➤ Desks/Class Tables	20 Nos.
➤ Class chair	20 Nos.
➤ Teacher’s tables	05 Nos.
➤ Teacher’s Chairs	05 Nos.
➤ Black Boards	02 Nos.
➤ Charging Trays	02 Nos.
➤ Overdue Charges Box	01 No.
➤ Steel Almirah	04 Nos.
➤ Filing Cabinet	01 No.
➤ Computer Chairs	05 Nos.
➤ Computer Tables	05Nos.
➤ Printer Tables	02 Nos.

B. TOOLS:->

Latest Edition of :

➤ Dewey Decimal Classification.	20 sets
➤ Colon Classification.	20 sets
➤ Sear’s List of Subject Headings.	10 sets
➤ Library of Congress Subject Heading.	01 set
➤ Classified catalogue Code.	10 sets
➤ Anglo American Cataloguing Rules.	10 sets
➤ Anglo /American filing rules.	02 nos.
❖ Bibliographies.	
❖ Dictionaries.	
❖ Encyclopedias.	
❖ Directories.	
❖ Year Books.	
❖ Year Books.	
➤ Gazetteers/Maps/Globes.	
➤ Biographical Dictionaries.	
➤ Handbooks.	

- ❖ Comprehensive collection of reference tools of above subject must be procured. There should be adequate number of reference tools in regional languages.

C. EQUIPMENTS:→

Hardware:

- Computer (PC) – 5 Nos. with latest version
- Printers – 2 (1 Dot matrix Printer and 1 laser Printer)
- Modem-1
- Telephone –1
- Overhead Projector-1
- TV & VCP/VCD – 2 sets.

D. EQUIPMENTS:→

Software:

Latest Version of:

- Word processor (Lotus)
- Spread Sheet
- D Base
- Windows
- Page Maker & multimedia software
- Communication Software for E-mail.
- Software for C D ROM.
- Software for Library Automation.
- Basic Language Compiler.
- Software for Local Area Network (LAN).
- Internet connection

E. STATIONERY:-->

Catalogue Cards, Accession Register, Book Selection Slips. Order Forms, Data Label, Borrower tickets, book Card, Book Pocket, Guide Cards, Floppies, Ribbons, Ink for Laser Printer, Computer Stationery, Transparencies, OHP Pans. Stock Verification Register, Chalks, Duster etc.

Pal/Steno

