CERTIFICATE COURSE IN LIBRARY AND INFORMATION SCIENCE

CERTIFICATE IN LIBRARY AND INFORMATION SCIENCE

ABOUT THE COURSE

The Certificate Programme in Library and Information Science (C.Lib.I.Sc.,) is being launched with an objective to cater to the staffing needs of rural libraries as well as for imparting basic skills and training in library management.

INSTRUCTIONAL DESIGN

This Course is of twelve months duration which includes Theory Classes, Practical Sessions, Assignments and Project Work.

ELIGIBILITY

All students who have passed Higher Secondary are eligible to enroll for the course.

SCOPE OF THE COURSE

On completion of the Programme, the students will be able to pursue their career as practicing library professionals in various private and public sectors.

By undergoing this course, students will be in position to demonstrate their knowledge of setting up a library or information centre. There are opportunities in Educational Institutions, Colleges, Technical Institutions, Special Education's Institutions, Universities, all the Provincial and Federal Departments, Banks, Financial Organization, Scientific and Research Organization, Public Relation Organization, Mass Communication Organization.

SADAKATHULLAH APPA COLLEGE
DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

CERTIFICATE COURSE IN LIBRARY AND INFORMATION SCIENCE (C.Lib.I.Sc)			
PAPER I	**FOUNDATION OF LIBRARY AND INFORMATION SCIENCE**		**18NLSC11**
Total Hrs:45	**Hrs/week:2**	**Hrs./ UNIT : 9**	**Credit: 3**

UNIT –I

Evaluation, Growth and Development of Libraries, Types of Libraries.

UNIT –II

Five Laws of Library Science – its Implications.

UNIT –III

Library Legislation, Tamil Nadu Public Library Act 1948, Chronology of Various Libraries Acts in India.

UNIT –IV

Library Associations in Indian Context, National & International Library Associations.

UNIT –V

Library Routines and functions – Acquisition, Serial Control, Circulation, Charging Systems – Stock Verification – Budgeting – Annual Report – Library Buildings – Furniture and Equipments.

References:

1. M.S. Qureshi, Laws of Library Science, Rajat Publications, New Delhi, India 2018.
2. Pankaj Kumar Singh, Library Information Services and Systems, 1st ed., Tilak Wasan Discovery Publishing House Pvt. Lts., New Delhi 2014
3. K.S. Umapathy, Information Sources: An International Selective Guide, Vikas Publishing House Pvt. Lts., New Delhi.
4. K.G. Rastogi, Reference Services in Library Science – Alfa Publications, New Delhi 2006.
5. Raghunath Pandey, Libaray Management: New Concepts and Practices, Hnanadas Prakashan (P&D), New Delhi 2017.
6. Rajaraman, V., Fundamentals of Computers, 4th ed., PHI learning Pvt, Ltd., New Delhi 2008.
7. Prakash Nayaran Raj, Library Automation in Modern age, Random Publications, New Delhi 2018

CERTIFICATE COURSE IN LIBRARY AND INFORMATION SCIENCE (C.Lib.I.Sc)			
PAPER II	**INFORMATION SOURCES AND SERVICES**		**18NLSC12**
Total Hrs:45	**Hrs/week:2**	**Hrs./ UNIT : 9**	**Credit: 3**

UNIT –I

Information: Definition, Data, Knowledge, Nature and Characteristics of Information, Barriers to Communication.

UNIT –II

Sources of Information – Documentary and Non Documentary Sources, Types of Information Sources – Primary, Secondary, and Tertiary Sources. Electronic Resources – Open Access Educational Resources and Subscribed Academic Databases.

UNIT –III

Dictionaries, Directories, Encyclopedia, Year Books, Handbooks, Almanacs & Atlas, Online Learning Tools like MOOCs, NPTEL, SWAYAM etc. Consortia like UGC-INFONET (INFLIBNET), NLIST, E-ShodhSindhu, etc.

UNIT –IV

Types of Information Services: Types of Reference Services, Initiation to Fresh Man.

UNIT –V

Basics of Computers – Components, Input Output Devices – Library Automation Software – AUTOLIB, KOHA, DSPACE. Different Kinds of Search Strategies, Open Source Tools like DRUPAL, JOOMLA, WORDPRESS.

References:

1. Information Storage And Management: Storing , Managing, And Protecting Digital Information By EMC Education Services, Dec 23, 2009
2. The Invisible Web: Uncovering Information Sources Search Engines Can't See By Gary Price, Chris Sherman And Danny Sullivan Jul 1, 2001.
3. Reference And Information Services; An Introduction Library And Information Science Text Series Richard E Bopp Editor, Linda C. Smith Editor 2011.
4. The Concise AACR2 By Michael Gorman Oct 1, 2004.
5. Colon Classification: Basic Classification 6th Edition Ranganathan Series In Library Science By S.R. Rangantahn Apr 8, 2006.
6. Abridged Dewey Decimal Classification And Relative Index By Melvil Dewey, Joan S. Mitchell, Julianne Beall And Giles Martin Jan 2004.
7. A Guide To The Theory And Practice Of Colon Classification By M.P. Satija Mar 25, 2011

CERTIFICATE COURSE IN LIBRARY AND INFORMATION SCIENCE (C.Lib.I.Sc)		
PAPER III	**Information Processing – Classification and Cataloguing (Practical)**	**18NLSCP1**
Total Hrs:30		**Credit: 2**

1. CC Practice – Classification of Document Using Colon Classification (6th Edition).

2. CCC – Practical – Cataloguing of Titles of Documents Including Books And Periodicals Adopting Classified Catalogue Code (5th Edition).

References

1. Rangantahan S.R, Colon Classification Ed 6, Ess Ess Publication

2. Rangantahan S.R, Classified Catalogue Code With Additional Rules To Dictionary Catalogue, Ed. 5: Ess Ess Publication, 2006

Sadakathullah Appa College (Autonomous)

Rahmath Nagar, Tirunelveli -627 011.

Certificate Course in Library and Information Science

Offered by Department of Library Science

Upon completion of the Course students will be able to:

- Cater to the staffing needs of rural libraries.
- Develop skills and training necessary for the effective organization and management of libraries and information units with the help of ICT.
- Have experience in the day-to-day routine work involved in the running of small, public and academic libraries.
- Become a library professional.
- Be a semi-professional staff of the college and special libraries in the respective routine work of a modern Library.