



**PERIYAR UNIVERSITY, SALEM – 11**  
**DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE**  
**Certificate Programme in Library and Information Science (CLIS)**  
**Six Months –Programme**  
**Regulations and Syllabus**

**1. Objectives of the Course:**

To impart Basic knowledge in Library and Information Science and to provide the required employability skills for serving at Academic, Public, and Special library and Information centres.

**2. Eligibility for Admission and Total Intake:**

A Candidate who has passed +2 Examination or \*SSLC (\*in the old pattern or PUC or an equivalent examination) or successfully completed the Foundation Course of this University or any other Universities/Institutions approved and accepted by the Syndicate of this University as equivalent thereto. There is no age limit for taking admission to C.L.I.S. **The total intake is 30.**

**3. Duration of the Course and Distribution of Credit Points:**

The duration of the Course shall be **Six Months**, which shall be calculated from November to April (one Batch per Academic year).

- Theory Courses : 2 Nos.
- Practical Course : 1 No.

**4. Course of Study:**

The Course of study for the degree shall be in Certificate in Library and Information Science (CLIS) with internal assessment according to the syllabus prescribed from time to time.

Total Marks : 300 Marks

For each Theory course : 100 Marks ( IA: 25 + ESE : 75)

For each Practical course : 100 Marks ( IA: 40 + ESE :60)

**\*IA** : Internal Assessment  
**ESE**: End Semester Examination

**5. Scheme of Examination:**

CORE COURSE	Paper Code	Title of the Paper	Class Hours	Credits	Internal Assessment	End Semester Exam	Total
CORE-I	14CLISC01	Library Organisation, Management and Reference Service	4	4	25	75	100
CORE-II	14CLISC02	Information Processing–Classification and Cataloguing Theory	4	4	25	75	100
CORE-III	14CLISP01	Information Processing–Classification and Cataloguing Practical	7	7	40	60	100
		<b>Total</b>	<b>15</b>	<b>15</b>	<b>90</b>	<b>210</b>	<b>300</b>

**1. Core Courses Including Theory, Practical**

a. No of Courses: 3

b. **Total Credits: 15**

**6. Examination:**

The Examination shall be of three hours duration for each course. Examination will be held at the end of the academic year. The Candidates failing in any subject(s) may be permitted to reappear in the subsequent examinations.

**Evaluation of Internal Assessment: 25 Marks**

Test : 15 Marks ( Best one out of Two Tests – 5 Marks & Model Exam – 5)

Assignment : 5 Marks

Attendance : 5 Marks

Passing minimum shall be 50% out of 25 marks ( 13 Marks)

## **7. Question Paper Pattern:**

### **A. Theory:**

Time: 3 Hours

Max. Marks : 75

#### **PART – A: 5 X 5 = 25**

Answer all the questions

All questions carry Equal marks

Choice Based Questions (Out of 8 questions 5 shall be answered)

#### **PART – B: 5 X 10 = 50**

Answer all the questions

All questions carry Equal marks

Section A: Classification Practical - Choice Based Questions (Out of 8 questions 5 shall be answered)

Passing minimum marks shall be 50% out of 75 ( 38 Marks)

### **B. 1. Practical – Section A: Classification (Using DDC 23<sup>rd</sup> Edition)**

All questions carry Equal marks

PART – A: 5 x 1 = 05 (out of 8 questions)

PART – B: 5 x 2 = 10 (out of 8 questions)

PART – C: 5 x 3 = 15 (out of 8 questions)

Section B Cataloguing Practical - Choice Based Questions (Out of 5 questions 3 shall be answered)

#### **Section B : Cataloguing (AACR- II) : 3 x 10 = 30 Marks**

PART – A: 3 x 10 = 30 (out of 5 questions)

### **8. Passing Minimum:**

The Candidate shall be declared to have passed the examination, if they secure not less than 50 marks in each examination.

### **9. Classification of Successful Candidates:**

Successful Candidates should pass all the examinations securing the marks.

- i. 60% and above, and

ii. 50% and above but below 60% in the aggregate of the marks for all subjects shall be declared to have passed the examination in **I Class** and **II Class** respectively.

iii. Candidates who obtain 75% of the marks in the aggregate shall be deemed to have passed the examination in FIRST Class with Distinction provided they pass all the examinations prescribed for the programme at the first appearance.

#### **10. Commencement of the Regulations:**

The above regulations shall take effect from the academic year 2014-2015.

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### **14CLISC01: Library Organisation, Management and Reference Service**

#### **Unit -I**

Library – Definition – Types – Role of Libraries in the Society – Public Library System – National central Library – State Central Library – District Central Library - Academic Library System – School Library – College Library – University Library

#### **Unit -II**

Functions of Libraries and Services – Research and Special Libraries – Library services – SDI – CAS – Indexing and Abstracting Service – Translation Service – Referral Service – Reprographic Service – Documentation Service

#### **Unit – III**

Five Laws of Library Science – Implications of Five Laws of Library Science - Library Systems – Open Access System – Closed Access System – Need and Purpose – Library Extension Service – Methods of Extension services - Library Buildings – Furniture and Fittings

**Unit -IV**

Library Management – Sections of Library and their functions – Book charging Systems – Stock Verification – Budgeting – Types – Annual Report

**Unit – V**

Information Sources and Services – Need , Purpose and Types – Reference Sources - Types – Dictionaries – Encyclopedias - Bibliographical Sources – Indexes and Abstracting Sources -E-resources - Librarian – Qualities and Qualification.

**Texts & References:**

1. Khanna, J.K. Library and Society. Kurushetra: Research Publication, 1987, Atherton, Pauline. Handbook of Information systems and services. Paris: UNESCO, 1977.
2. Ranganathan, S.R. Five Laws of library science. Delhi: Vikas, 1957.
3. Krishan Kumar : Library Administration and Management . New Delhi : Vikas , 1987.
4. Mittal, RL Library Administration : Theory and Practice . 5<sup>th</sup> ed. Delhi . Metropolitan , 1984.
5. Narayana , G.J. Library and Information Management , New Delhi PHI 1991.
6. Ranganathan , S.R. : Library administration . 2<sup>nd</sup> ed. Bombay : Asia
7. Sharma , J.S. Library Organization . New Delhi : Vikas, 1978.
8. Krishan Kumar and Sesh Patel, Libraries and Librarianship in India, New Delhi, Viva Books, 2001
9. Devarajan, G, Resource Development in Academic Libraries, New Delhi, ESS ESS Publication, 2000
10. Usha Devi, S.P. University and College Libraries, New Delhi, ESS ESS Publication, 1999.

## **14CLISC02: Information Processing– Classification and Cataloguing Theory**

### **Unit-I**

General Classification –Definition – Need and Purpose – Schemes of Library Classification – Decimal Classification – Universal Classification – Colon Classification.

### **Unit II**

Colon Classification - Fundamental Categories – Postulates – Rounds and Levels - Notation in Classification – Qualities of Notation - Mnemonics in Classification - Types.

### **Unit – III**

Library Catalogue – Definition – Objectives – Functions – Library Catalogue and Bibliography – Distinction between Library Catalogue and Bibliography

### **Unit – IV**

Physical Forms of Library Catalogue – Advantages and Disadvantages of each form of Library Catalogue – Inner forms of Library Catalogue – Criteria for a good catalogue – Entries and arrangement of catalogues – AACR2 - CCC

### **Unit – V**

Basics of computer – Information Technology – Library Automation – Office Automation

### **Texts & References**

1. Raju, A.A.N. Colon Classification: Theory and Practice, New Delhi, ESS ESS Publication, 2001
2. Singh, Sewa: Colon Classification: Practice, New Delhi, ESS ESS Publication, 1999
3. Sharma, S.K. Colon Classification Made, New Delhi, ESS ESS Publication, 1999
4. Fosket, A.C. Subject Approach to Information, London, Clive Bingley, 1982
5. Khannan, J.K. Colon Classification: Theoretical Information Schedules, New Delhi, ESS ESS Publication, 2000
6. Seghal , R.C. Handbook of Classification, New Delhi, ESS ESS Publication, 1999
7. Singh, Sewa and Singh, Sukhbie,: Colon Classification: A Select Bibliography, New Delhi, ESS ESS Publication, 1994
8. Krishan Kumar, Theory of Classification, 4<sup>th</sup> Rev. Ed., Delhi, Vikas Publishing House, 1988.
9. Kumar. PSG. Knowledge Organization, Information Processing and Retrieval Theory, Delhi: BR, 2003.
10. Ranganathan, S. R. Prolegomena to Library Classification. Ed 3. Bangalore: SRELS, 2006.
11. Sinha, Suresh C and Dhiman, Anil K. Prolegomena to Universe of Knowledge. New Delhi: Ess Ess, 2002.

12. Srivastava, A P. Theory of Knowledge Classification in Libraries. New Delhi, Sage, 1993.
13. Anglo American Cataloguing Rules. 2<sup>nd</sup> Edition Rev. New Delhi, Oxford, 1988
14. Byrne, Deborah J. MARC Manual: Understanding and Using MARC Record. Englewood, Libraries Unlimited, 1998.
15. Girja Kumar and Krishen Kumar, Theory of Cataloguing, Ed.4 Vikas Publishing House – Delhi, 1986.
16. Ramalingam, M.S. Library Cataloguing and Classification Systems. Delhi: Kalpaz, 2000.
17. Ranganathan, S.R. Classified Catalogue Code. Madras, UBSPD, 1988

### **14CLISP01: Information Processing–Classification and Cataloguing Practical**

Classification of Books and Other Documents Using Dewey Decimal Classification (23<sup>rd</sup> Edition) and Preparation of Catalogue entries for Books and Serials using AACR- II Rev. (2008) and Subject Cataloguing using Sear’s List of Subject Headings

#### **Texts & References**

1. DDC Ed.23, OCLC Ohio,2003
2. Satija.M.P. Exercise in the 23rd Edition of Dewey Decimal Classification. New Delhi, Ess Ess Publications, 2012.
3. Anglo American Cataloguing Rules. 2<sup>nd</sup> Edition Rev. New Delhi, Oxford, 1988
4. Sears List of Subject Headings. 20<sup>th</sup> Edition. New York, H.W.Wilson,2010

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