



S.R.R. Government Arts & Science College, Karimnagar
Sri Sathavahana Library
Broucher of C.L.I.Sc. course - 2017

Name of course: Certificate course in Library and Information Science (C.L.I.Sc.)

1. Objective of the course

- a. To give training in the basic principles of library and information science including... Fundamental Laws, Library Organization, Management and Library and Information Services and Information Technology applications in Library.
- b. To train persons in the day-to-day work involved in the running of small Public and Academic libraries in the respective routine work of a modern automated library.
- c. To suggest the students to do further LIS courses such as B.L.I. Sc. and M.L.I.Sc. courses.

2. Satavahana Library

Library is a treasure house of knowledge, and it is considered as the heart of any educational institution. The Library in SRR Govt. Degree College was inaugurated along with the college in July 1956 as Sri Sathavahana Library. Library has an independent building in the college premises. The total collection of the Library is about 50,786 volumes and good collection of National & International Journals. The library consists of a spacious Reading room, Reference Section, e-Library, Textbook Section and Classroom for Mana TV programmes. C.L.I.Sc. Students will get the sufficient hands-on practice in E- Library. Every student must work for a 20 days as an internship in our Library.

After Successful completion of these course students can get an opportunity to serve as Book Bearer, Library Assistants, in various private college libraries located surroundings of Karimnagar as well as in Hyderabad.

3. Course of the study

The course of study shall consist of

- a. Library Organization and Management
- b. Library Classification and Cataloguing (Theory)
- c. Library Classification (Practice)
- d. Library Catalogue (Practice)
- e. Information Sources & Services
- f. Information Technology

4. 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 semester 250 Hour's of theory and II semester 150 hours of practical.

5. Eligibility for Admission

The minimum qualification for admission into the course shall be at least Second class in Intermediate (10+2) course. Preference will be given to candidates with graduation and post graduation and persons working in libraries as per the rules formulated by the selection committee. Admission is based on the Entrance test and seats are limited to 50 only.

6. Scheme of examination

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

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

Total = 500

MODEL QUESTION PAPER (ENTRANCE)

1. What is a Library and its importance in this competitive society?
2. What is the role of Library in Higher Education?
3. What is the role of the INTERNET in Daily Life?
4. Explain about any one News Paper or Magazine?
5. What do you know about a Computer? Explain about Office Automation or Library Automation?
6. Do you visit any Library? Give few lines what you observed in that Library?
7. What is meant by Current Affairs? Give five Currents awareness questions you observed in the year 2016?
8. Explain about Dictionary, Autobiography and Map?
9. What is Public Library? Write few lines about any public library?
10. Why do you want to join in this course?

Certificate Course in Library & Inf. Sc. (C.L.I.Sc.) APPLICATION FORM

Name :

Father's name :

Address and Phone Number :



Qualification :

Date of birth :

Are you working any where :

Reasons for join in C.L.I.Sc. course :

Signature of the Student

S.R.R. GOVT ARTS & SCIENCE COLLEGE, KARIMNAGAR

CERTIFICATE COURSE IN LIBRARY & Inf. Science

ENTRANCE EXAM HALL TICKET

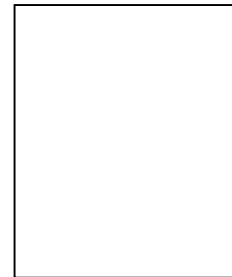
Application No. :

Name :

Fathers Name :

Phone No. :

Exam Date : 18/01/2017 2.00pm to 3.30pm



Signature of the Student

Signature of the Invigilator

Syllabus

Papers - I: Library Organization & Management

- a) Modern concept of Library, Library & Society, laws of Library Science and their implications to organization & management of Libraries.
- b) Types and functions of Libraries: National, Public, Academic and Special Libraries. library movement and public Library legislation in various States. Broad acquaintance with other types of Libraries.
- c) Organization of a Library: Finance Building Furniture & Fittings.
- d) Selection, ordering and accessioning of books and periodicals, withdrawals of books maintenance of books & periodicals and Display methods, circulation methods.
- e) Library rules, Library Accounts, Library Statistics and Annual Reports, Library Committees, Public relation and extension activities, Library and Literacy Programs.
- f) Stock Verification Preservation of books binding.

Reference: 1) Library Manual by Krishan Kumar
2) Library Organization by Krishna Kumar
3) Library Administration: Theory & Practice by Mithal (RL)

Paper - II: Library classification and cataloguing (Theory)

- a) Need and purpose of Library classifications; 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 of rendering of entries. Kinds of entries and their format, Main entry, added entries, cross reference entries, book index entry and cross reference index entries.
- e) Subject cataloguing. Chain procedure. Physical forms of catalogue - book form, card form. Alphabetical arrangement of entries.

Reference: 1) Library Classification by Krishan Kumar
2) Cataloguing and Classification by Chan, Luis M.

Paper - III: Library classification (Practical)

Construction of Class Numbers for books of different subjects using colon classification and DDC 20th Edition.

Reference: 1) Colon Classification by Ranganathan
2) Dewey Decimal classification, Ed.20, 4 Vols. by Melvil Dewey

Paper - IV: Library Catalogue (Practical)

Preparing Catalogue Entries (Main, Added and Reference Entries) for Books according to classified catalogue code and AACR2 (Not less than 50 books to be catalogued using each catalogue code)

Reference: 1) An introduction to AACR-2 by Krishan Kumar
2) Classified Catalogue code by SR 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: Dictionaries, Encyclopaedias, 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.

Reference: 1) Reference Service by Krishan Kumar
2) Documentation & Information by Guha, B.

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 Computer
- d) Computer Software, Operating Systems-Windows, Application Software - Word, Excel
- e) Library Automation. Need for library Automation. Areas of Library Automation.
- f) Internet Browsing, OPAC, Open Source Software and its application in Libraries.

Reference: 1. Fundamentals of Computers by Rajaraman
2. Introduction to Information Technology by ITL Education Solutions
3. Introduction to Information technology by B Rajaraman