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.
S/Shri

1. H. Somasundaram, Director C.S.T.A.R.I., Kolkata Chairman
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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

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

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<tr>
<th>Sl. No.</th>
<th>Subject</th>
<th>No of weeks</th>
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<tr>
<td>1</td>
<td>Information of Library &amp; Society</td>
<td>02</td>
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<tr>
<td>2</td>
<td>Library organization &amp; Management</td>
<td>02</td>
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<td>3</td>
<td>Classification</td>
<td>05</td>
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<td>4</td>
<td>Cataloguing</td>
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<td>5</td>
<td>Information sources, systems &amp; services</td>
<td>04</td>
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<td>6</td>
<td>Book Selection &amp; Book Preservation</td>
<td>02</td>
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<tr>
<td>7</td>
<td>Computer Application in Library &amp; Information Science</td>
<td>06</td>
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<td></td>
<td><strong>TOTAL:</strong></td>
<td><strong>26</strong></td>
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Syllabus for the Trade of "Library & Information Science" under CTS

Duration: Six Months

<table>
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<tr>
<th>Week Nos.</th>
<th>Trade practical</th>
<th>Trade theory</th>
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<tr>
<td>1-2</td>
<td>INFORMATION, LIBRARY AND SOCIETY:</td>
<td>Definition of Library, its objectives and services. Impact of Library and Information Service on Society. Social functions of libraries.</td>
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<td></td>
<td>• Visit different libraries and note down the functions of different sections</td>
<td>➢ Eminent thinkers of Library Science: Rabindra Nath Tagore, S.R. Ranganathan and Melvil Dewey.</td>
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<td>• Make a chart showing the difference between an Academic Library and a Special Library.</td>
<td>➢ Laws of Library Science: Basic laws, Five laws of library science and their application.</td>
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<td>(At least visit of 3 standard Libraries of different types Including Library which have different Sections)</td>
<td>➢ Library Legislation: Salient features of library legislation in India (at least two)</td>
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<tr>
<td>3 - 4</td>
<td>LIBRARY ORGANIZATION &amp; MANAGEMENT:</td>
<td>➢ Library Movement and Development</td>
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<td></td>
<td>Prepare organizational chart of various types of libraries.</td>
<td>➢ Library movement in India and role of Library Associations.</td>
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<td>Practice with various forms such as book selection slips, Accession Register, Periodical Registration Cards, &amp; other records.</td>
<td>➢ Organization involved in development of Library and information Science in India: INSDOC, DESIDOC, NASSDOC, NISSAT etc.</td>
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Concept of Library Organization and Management. Library organization structures / different sections of Libraries.

➢ Sub-systems of Library: Routines, records and equipments of Technical Section.
➢ Routines, records and equipments of Reference and Documentation Section. Routines, Records and Equipments of Maintenance Section. Routines, Records...
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<th>5 – 9</th>
<th>10 – 14</th>
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<tr>
<td><strong>CLASSIFICATION:</strong></td>
<td><strong>CATALOGING:</strong></td>
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<tr>
<td>- Placing the orders for books and periodicals.</td>
<td>- Definition, objectives and functions of catalogue. Difference between catalogue, Accession Register, bibliography and Shelf list.</td>
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<td>- Entering the bills in the bill receipt register.</td>
<td>- Forms and types of Library Catalogue:</td>
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<td>- Book completion work: Stamping, Labeling etc.</td>
<td>- Outer form: Book, card and Sheaf forms.</td>
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<td>- N.B. sessional tests will be taken on DDC or CC for Internal Assessment.</td>
<td>- Inner form (Types of catalogue): Author, Title, Subject, and Dictionary &amp; Classified catalogue.</td>
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<td>- Steps in construction of class number.</td>
<td>- Main entry. Purpose of the different parts of a main entry.</td>
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<td>- Classification of documents by Dewey decimal classification or classification of documents by colon classification.</td>
<td>- Added entries</td>
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<td>- Assigning of call number</td>
<td>- Reference</td>
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<td>- Analytical entries</td>
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<td>- Tracing</td>
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- Notation in classification: Need of notation, Base of notation, and Qualities of good notation. |
- Book classification schedules. |
- Types and characteristics of classification scheme. |
- Rules for filing cards. |
- ISBD, ISBN, ISSN; classification schemes. |
- Introduction to DDC, UDC and CC: their salient features. |
- Call number and its parts. |
N.B. For internal Assessment trainees are required to submit class work. Properly filed with guide cards.

INFORMATION SOURCES, SYSTEMS & SERVICES:

Study of Information Sources:
Study of ready reference sources using a prescribed format and making a comparative study of those tools.

Answering specific reference questions using different categories of ready reference sources.

General overview of On-Line database services and CD-ROM

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.

Organization of cataloguing department:

Essential tools and equipments.

Information sources: Definition and importance of information sources.
Types of information sources- documentary, human and institutional.
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.

Reference Service:
Definition and need for reference service in library.
Reference question:
### BOOK SELECTION & BOOK PRESERVATION:
- Prepare a format for selection of books by different sections/staff members.
- Practice on various methods for preserving documents.

### Book selection:
- Book selection tools.

### Book Preservation:
- Common sources of danger to books, physical, chemical and biological factors.
- General Principles of book preservation.
- Common curative methods. Specifications for rebinding (library binding).

### Computer Application in Library & Information Science
- 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.

### Revision & Test
- Study of Computer including concept of Hardware.
- Library Automation Need and Purpose.
- Need for computer applications, Areas of computer applications.
- 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.
- Overview of Internet.
- Knowledge of printers.
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 01 No.
- Book Racks 04 Nos.
- Card Sorter 05 Nos.
- Filing Cabinet 01 No.
- Computer Chairs 05 Nos.
- Computer Tables 05 Nos.
- Printer Tables 02 Nos.

B. TOOLS:

Latest Edition of:

- Dewey Decimal Classification. 05 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.

NOTE:-

If the institute already possess internet connection then separate connection to internet or separate LAN connection and associated items/software are not required.