

## Library Science

### **DIPLOMA STANDARD**

#### 1. Library and Society

- i Modern concept of Library- Library as a Community Information Centre;
- ii Definition of Information & Characteristics of Information
- iii Library related Legislation - Public Library Act; Delivery of Books and Newspapers (Public Libraries) Act; intellectual Property Rights
- iv History of Library Movement in India
- v Library Associations & Professional Organisations

#### 2. Types of Libraries

- i Categories of Libraries - Government ;Private;Industrial
- ii Types of Libraries - Academic, Public, Special, contact
- iii Levels of Libraries- National, State, District, Local
- iv Role of Government Agencies such as UGC,RRRLF in Library Development
- v Rural Library Service- Outreach Programmes.

#### 3. Library Administration

- i Library Rules and Procedures
- ii Library Routines-such as Procurement, acquisition, processing & circulation
- iii Maintenance such as Binding,Replacement,Shelf rectification,Stock Verification Etc.,
- iv Library Statistics
- v Types of Access-open, closed , restricted etc.,

#### 4. Library Management

- i Library Budgeting - Types & Sources of fund (budgetary Control)
- ii Material Selection Policy- Sources of information etc.,
- iii Personnel Management - In -service training etc.,
- iv Public Relations
- v User Studies and User Education.

#### 5. Library Classification

- i Need & Purpose
- ii Different Schemes of library Classification
- iii Canons and Principles of Classification
- iv Notation
- v Species of Classification - Enumerative and Analytico-Synthetic

#### 6. Library Cataloguing /Indexing

- i Need and Purpose
- ii Different Types of library Catalogues /Bibliographic files
- iii Different Codes of Cataloguing
- iv International Standards relating to Cataloguing
- v Subject Cataloguing & Indexing.

#### 7. Information Sources

- i Types of Information Sources - Primary, Secondary, Tertiary
- ii Information Sources- documentary, Institutional and Human
- iii Basic Reference Sources Electronic Sources of Information
- iv Discipline-Oriented Information Sources - Medline, Lexis etc.,

#### 8. Library Services

- i Type of Reference Services - Ready Reference, Long Range Reference
- ii Role & qualities of a Reference Librarian

- iii SDI & CAS Services
- iv Literature Search and Bibliography Compilation
- v Reprography, Translation and other Specialized Services

#### 9. Library Networking & Resource Sharing

- i Inter Library Loan & Document Delivery Services
- ii Library Information Networks in India
- iii International Library Networks such as OCLC, WLN etc.,
- iv Internet ; Resources ; ISPs
- v Types of Networks Such as LAN, WAN, MAN etc.,

#### 10. Library Automation & Modernization

- i Computer & its peripherals ; Types etc.,
- ii Operating Systems
- iii Areas of Library Automation; bar coding, electronic surveillance etc.,
- iv Library Application Software
- v Basics of Database Management & Word Processing