"Syllabus for the Certificate Course in Library & Information Science at Peoples’ (Janata) College, Banipur, North 24 Pgs."

Paper-I : Library and Society

Full Marks : 100
Final Exam Marks - 80
Sessional Marks - 20

Topics to be covered:

1. Concept of Library, its short history, Objective and different services to be rendered from Library, Role of Libraries in Modern Society,
3. Different types of Libraries, (enumeration only) National Library,
   Academic Library(School, College, University Library), Special Library, Public Library - its objectives and functions, UNESCO Manifesto for Public Libraries(as available).
4. Information, Information Centres, Community Library cum Information Centres running in West Bengal - salient features.
5. Knowing users of Libraries – types of users and their requirements – Different types of Extension work to be done in Libraries for development of Reading habits and more use of the libraries.
6. Public Library Legislations in India (Enumeration only), West Bengal Public Libraries Act – salient features, State Library Council, Directorate of Library Services, West Bengal and Local Library Authorities; Different levels of Public Libraries exists in West Bengal under the Directorate of Library Services.
7. Public Library development in India with reference to West Bengal. Role of BLA and IASLIC.
   Role of Raja Rammohun Roy Library Foundation (RRRLF) in Public Library development in India.

(For Sessional Marks the concerned teacher may take Class Test or make arrangement for Visit and reporting of any type of library by each student)
Paper-II : Library Administration and Management
Full Marks : 100
Final Exam Marks - 80
Sessional Marks – 20

Paper-II(A) : Library Administration
Full Marks : 50
Final Exam Marks - 40
Sessional Marks - 10

Topics to be covered :
1. Types of Documents
2. Acquisition of documents- different methods
5. Ordering / Subscription and Organisation of Periodicals / newspapers.
6. Registration of Members, Membership Register, Membership card.
7. Circulation work, Different types of Charging and Discharging systems, Overdue, Reminder.
8. Reading Room Services, Seat Arrangements, Display of Books and Periodicals.
10. Stock Verification.

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Paper-II(B) : Library Management
Full Marks : 50
Final Exam Marks - 40
Sessional Marks – 10

Topics to be covered :
1. Qualities of a good Librarian. Role of a Librarian for development of Library Services and also for development of Reading habits and more use of the libraries, Library hour.
2. Library Building, Furniture and Equipments, their location / arrangement .
3. Library Finance, Preparation of Library Budget, Maintenance of Library Accounts, Cashbook, Ledger, Vouchers, Govt. Grants, Utilisation Certificates,
4. Library Records, Correspondences, Files.
7. Library Rules with special reference to Public Library Management Rules,W.B.
(For Sessional Marks the concerned teacher may take Class Test or make arrangement for any type of Workshop /Project for each student)
Paper-III : Classification and Cataloguing Theory

Full Marks : 100
Final Exam Marks - 80
Sessional Marks – 20

Paper-III(A) : Classification Theory

Full Marks : 50
Final Exam Marks - 40
Sessional Marks – 10

Topics to be covered :
1. Classification : its meaning, features, purpose and functions.
2. Knowledge and Book Classification, Special features of Book Classification : a) Generalia Class b) Form Class c) Form Division d) Notation e) Index
3. Different Classification schemes (enumeration only).
4. Call No. and its parts.
5. Dewey Decimal Classification Scheme (as available) : a study.

Paper- III(B) : Cataloguing Theory

Full Marks : 50
Final Exam Marks - 40
Sessional Marks – 10

Topics to be covered :
1. Cataloguing : Definition, Functions of a catalogue, How library catalogue differs from Bibliography, Shelf List and Accession Register.
2. Forms and types of Library Catalogue
   a) Outer Form (Book, Card, Sheaf and Computerised Forms)
   b) Inner Form (Dictionary and Classified Catalogue)
3. Physical Study of a Book from the point of view of a Cataloguer.
   a) Main Entry : Purpose of the different parts of Main Entry
   b) Added Entries c) Reference d) Analytical entries e) Tracing
5. Concept of Unit Card and Alternative Headings.
6. Concept of Subject Headings and Subject Heading Lists.
7. Cataloguing Codes.
8. Preliminary ideas about Simplified, Selective, Union Catalogues.
(For Sessional Marks the concerned teacher may take Class Test or make arrangement for any type of Workshop / Project for each student)

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Paper- IV : Bibliography and Book Preservation

Full Marks : 100
Project Work - 40
Final Exam Marks – 40
Viva & Sessional Marks - 20

Paper- IV(A) : Bibliography and Book Preservation theory
Full Marks : 50
Final Exam Marks - 40
Sessional Marks – 10

Topics to be covered :

2. Importance of Bibliographies in Library Services.
3. Physical Bibliography – A brief idea on Book Production.
5. Systematic Bibliography : a) Universal Bibliography b) Bibliography of Bibliographies c) National Bibliography – India d) Regional and Local Bibliographies e) Subject Bibliography and f) Author Bibliography g) Bibliography of Periodicals.

Paper- IV(B) : Compilation of a Bibliography
Full Marks : 50
Project Work - 40
Viva – 10

Topics to be covered :

Each student will be assigned a specific topic (different from other and to be advised to prepare a brief introductory note on the assigned topic and to compile a bibliography of documents on it (including books, periodicals, articles, reference tools etc.). The Bibliography should be selective as decided by the concerned teacher. The teacher concerned will guide the students in every phase of the work. The said project must be completed during the session and be submitted before 15 days of the final examination.

(For Sessional Marks the concerned teacher may take Class Test or make arrangement for any type of Workshop / Project for each student)
Paper- V : Reference Service & Book Selection

Full Marks : 50
Final Exam Marks - 40
Sessional Marks – 10

Paper- V(A) : Reference Service & Book Selection theory

Full Marks : 50
Final Exam Marks - 40
Sessional Marks – 10

Topics to be covered :

2. Reference Process.
3. Reference Interview.
5. Types of Reference Book and their uses : a) Bibliographies b) Indexes, Abstracts, News Summaries c) Encyclopaedias d) Directories e) Hand Books, Manuals f) Biographical Sources g) Geographical Sources h) Dictionaries and others
7. Organisation of a Reference Department.

Paper- V(B) : Reference Practice

Full Marks : 50

Topics to be covered :

1. Handling of 25 Reference tools (at least 15 Indian reference tools) out of a prescribed list of reference tools filling up of prescribed printed forms to be supplied for this purpose. – 30 marks
2. Handling of at least 15 Reference Queries to be supplied for this purpose. – 20 marks
3. Viva-voce – 10 marks

(For Sessional Marks the concerned teacher may take Class Test or make arrangement for any type of Workshop / Project for each student)

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Full Marks : 100
Final Exam Marks - 40
Final Practice - 40
Sessional Marks - 20

Paper-VI(A) : Basics of Computers

Full Marks : 50
Final Exam Marks - 40
Sessional Marks – 10

Topics to be covered :

2. Types and Characteristics of Computer, Different works to be done in Computer.
4. Hardware : Concept and accessories.
5. Software : Concept and programmes.
6. Operating Systems and Application Software.
7. Network : Definition, objective, types.
9. Concept of Internet, E-mail.

Paper-VI(B) : Computer Practice

Full Marks : 50
Final Exam Marks - 40
Sessional Marks – 10

Topics to be covered :

4. WIN/ISIS

(For Sessional Marks the concerned teacher may take Class Test or make arrangement for any type of Workshop / Project for each student)

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Paper-VII : Classification Practice

Full Marks : 100
Final Exam Marks - 80
Sessional Marks – 20

Topics to be covered:

1. Assigning Class numbers of documents on various subjects according
to Dewey Decimal Classification.
2. Construction of Book Numbers : a) By alphabet  b) By alphabet &
numerals  c) By date of Publication.

Paper-VIII : Cataloguing Practice

Full Marks : 100
Final Exam Marks - 80
Sessional Marks – 20

Topics to be covered:

1. Cataloguing of books and periodical publications according to Anglo-
American Cataloguing rules 2nd Ed.
   (Types of documents to be catalogued)
   - Works of single authorship.
   - Works of shared authorship.
   - Works produced under editorial direction.
   - Adapter or original author.
   - Translator, Commentator, Revisor or author.
   - Anonymous classics.
   - Some simple works of corporate authorship – such as,
     publication of Govt. or its Departments, publication of an
     institution, etc.
   - Some religious publication
2. Construction of Subject Headings.
3. Filing of Cards.
4. Preparation of guide cards and instruction regarding use of catalogue.

(For Sessional Marks the concerned teacher may take Class Test or make
arrangement for any type of Workshop / Project for each student)

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RECOMMENDED TEXT AND REFERENCE DOCUMENTS:

General Reference:

1. American Library Association
   ALA Glossary of library terms. Chicago, ALA, 1943

2. Banerjee, Birendra Chandra

3. Banerjee, Birendra Chandra
   Granthagar Vidya. Calcutta, General, 1984. (in Bengali)

4. Brown, J. D.

5. Dutta, B. K.


7. Harrod, L. M.


9. Mahapatra, P. K.

10. Mukherjee, R. K.

11. Mukherjee, R. K.

12. Mukhopadhyay, S. K.
    Granthagar Darpan, Calcutta, World Press, 1981 (in Bengali)

13. Ranganathan, S. R.
    Library manual., 2nd ed. Bombay, Asia, 1960


15. Sen, B. K.

Paper-I : Library and Society
   & Paper-II : Library Administration and Management

1. Khanna, J.K.
Fundamental of Library Organisation, New Delhi, ESS, 1984

2. Mahapatra, P.K.

3. Mittal, R.L.
   Library Administration : theory and Practice, 2\textsuperscript{nd} rev. ed. Delhi, Metropolitan Book Co., 1969

4. Mukherjee, S.K.

5. Public Library Operation and Services : a short manual. 2\textsuperscript{nd} ed., Bombay, Asia, 1967

6. Sen, Satyabrata
   Granthagar : Swarup O Sangathan, by Satyabrata Sen and Anil Kumar Dutta. 2\textsuperscript{nd} ed. Calcutta, Prakash O Prachar Pratisthan, 1983. (In Bengali)

7. Sen, Satyabrata

8. Viswanathan, C.G.
   Introduction to Public library Organisation with special reference to India. 2\textsuperscript{nd} ed. Bombay, Asia, 1961

9. Chakraborty, N.C.

10. Heintze, I.
    Organisation of small public library. Paris, Unesco, 1953

    Code of Practice relating to primary elements in the design of library building (IS :1953 -67), Delhi, BIS, 1960

12. Librachine (mobile library)(IS :2661 -1978), New Delhi, BIS, 1960


14. Mc Colvin, L.R.
    Public library extension. Paris, Unesco, 1950

15. Mukhopadhyay, B.N.
    Granthagar O Loksiksha, Kolkata, BLA, 1956

16. Thomson, C.
    Adult Education activities for public libraries. Paris, Unesco, 1950

17. Roy, Swapna
    Public Library Act in Indian Perspective. Kolkata, Prava Publication, 2006

**Paper-III : Classification and Cataloguing Theory**

1. Mills, J

2. Philips, H. W.
3. Sayers, W. C. B.

4. Banerjee, P. C.
   Bargikaran. Calcutta, W. B. State Book Board, 1984 (in Bengali)

5. Bureau of Indian Standards.
   Glossary of Classification terms (IS: 2550-1963), New Delhi, BIS, 1963

6. Chakraborty, B.

7. Krishan Kumar.
   Theory of Classification. Vikas, 1979

8. Mann, Margaret
   Introduction to cataloguing and classification. 2nd ed. Chicago, ALA, 1943

9. Mills, J

10. Ohdedar, A. K.

11. Ranganathan, S. R.
    Elements of library classification. 3rd ed. Bombay, Asia, 1960

12. Sayers, W. C. B.

13. Sen, Satyabrata

14. Sengupta, B.

15. Akers, S. G.

16. Sengupta, B

17. Bureau of Indian Standards.

18. Dutt, D. N.
19. Krishan Kumar
   Theory of cataloguing, by Girija Kumar and Krishan Kumar, New Delhi, World Press, 1982

20. Mahapatra, P. K.

21. Mann, M
   Introduction to cataloguing and classification. 2nd ed. Chicago, ALA, 1943

22. Sharp, H. A.

Paper- IV : Bibliography and Book Preservation

1. Chakraborty, M.L.
   Bibliography in theory and Practice, Kolkata, World Press, 1971

2. Mahapatra, P.K.

3. Girja Kumar
   Bibliography, by Girja Kumar and Krishan Kumar. Kolkata, Vikas, 1976

4. Ohdedar, A.K.
   Granthavidya. 3rd ed., Kolkata, BLA, 1983 (In Bengali)

5. Esdaile, A.

6. Mahapatra, P.K.

7. Mukhopadhyay, A.K.

8. Basu, M.M.
   Library and preservation. Calcutta, Prajnashree, 1951

9. Basu, M.M.
   (in Bengali).

10. Mukherjee, Kalyan K.
11. Repair and preservation of records. National Archives of India New Delhi, 1978


   Practice for alphabetical arrangement(IS : 382-1952), New Delhi, BIS, 1952


15. Systematic bibliography : a practical guide to the work of compilation, Bombay, Asia 1966


**Paper- V : Reference Service & Book Selection**

1. Chakraborty, B.

2. Chakrabarty, B

3. Krishan Kumar
   Reference Service. New Delhi, Vikas, 1978

4. Mukhopadhyay, A.K.

5. Roy, D.K.

6. Katz, N.A.

7. Ranganathan, S.R.
   Reference service, 2nd ed. Bombay, Asia, 1961

8. Shores, L.
   Basic reference sources, Chicago, ALA, 1954

9. Chakrabarty, A.K.
10. Mukhopadhyaya, A.K.

11. Drury, F.W.K.
    Book selection, Chicago, ALA, 1930

12. Ranganathan, S.R.

13. Walford, A.J.
    Guide to reference material, with supplements. 8th ed. Chicago, ALA, 1967

14. Winchel, A.M.

**Paper-VI : Basics of Computers and Computer applications in libraries.**

As suggested by the concerned teacher

**Paper-VII : Classification Practice**

1. Basu, P. C.

2. Cutter, C. A.
   Mass, Hanting, 1969


4. Merrill, W. S.
   Code for classification. 2nd ed. Chicago, ALA, 1939

5. Ranganathan, S. R.
   Colon Classification. 6th ed. Bombay, Asia, 1963, Chapter – 02

**Paper-VIII : Cataloguing Practice**

1. Anglo- American Cataloguing Rules, Chicago, ALA, 1978

2. Bengal Library Association
   Cataloguing practice: a brief manual based on Anglo-American Cataloguing Rules,
   2nd ed. 1988 revision. Calcutta, BLA, 1996 (Memograph)
3. Akers, S. G.  
   Simple Library Cataloguing. 5th ed. N. J., Scarecrow, 1969

   ALA. Rules for filling library cards. Chicago, ALA. 1968

5. Ohl, J.J.  

   Practice for alphabetical arrangement. (IS :382 -1952, New Delhi, BIS, 1968

7. Westby, B.M., ed.  
   Sears list of Subject Heading. 11th ed. New York, Wilson, 1977

8. Wyner, B.S.  
   Introduction to Cataloguing and Classification. 3rd ed. Calorado, Libraries Unlimited, 1967  
   (Students are requested to consult the latest editions of the mentioned above).