

SINGHANIA UNIVERSITY Diploma in Library Science (D.Lib Sc.)

SYLLABUS & SCHEME

Subject Code	Subject Name	Sem.	Scheme			IA	ESE	Total Marks
			L	T	P			
DLIS~101	BASIC COMPUTER SKILLS	Year 1	4			30	70	100
DLIS~102	FOUNDATION OF LIBRARY AND INFORMATION SCIENCE	Year 1	4			30	70	100
DLIS~103	LIBRARY ADMINISTRATION AND MANAGEMENT	Year 1	4			30	70	100
DLIS~104	LIBRARY AUTOMATION	Year 1	4			30	70	100
DLIS~105	CLASSIFICATION AND CATALOGUING THEORY	Year 1	4			30	70	100
DLIS~106	INFORMATION SOURCES AND SERVICES	Year 1	4			30	70	100
DLIS~107	PRACTICAL	Year 1			4	0	100	100
	Total							700

DLIS~101

BASIC COMPUTER SKILLS

- * Computer Fundamentals
- * Introduction to Data Representations
- * Memory
- * Secondary Storage Devices
- * MS Window
- * Working with Windows Explorer
- * Microsoft Word Introduction
- * Microsoft Word-II
- * MS Word: Additional Features
- * Microsoft Excel
- * Operations of MS Excel
- * MS PowerPoint
- * Internet
- * Web Server Applications

DLIS~102

FOUNDATION OF LIBRARY AND INFORMATION SCIENCE

- * Concept of Library Science
- * Laws of Library Science
- * Place of Library in Dissemination of Information
- * Library Cooperation
- * Resource Sharing and Networking
- * Public Libraries
- * Academic Libraries
- * Special Libraries
- * National Libraries
- * Digital and Virtual Libraries
- * Library Associations: India, UK and USA
- * Library Legislation
- * Acts Related to Library Legislation
- * Library Profession
- * Promoters of Library and Information Services

DLIS~103

LIBRARY ADMINISTRATION AND MANAGEMENT

- * Library Administration and Management
- * Library Authority and Communities
- * Personnel Administration in Library
- * Job Analysis and Evaluation
- * Library Staffing
- * Library Finance
- * Budgeting
- * Library Accounting
- * Acquisition Section
- * Circulation Section
- * Library Rules and Maintenance Work
- * Periodical Section
- * Records and Reports
- * Library Statistics

DLIS~104

LIBRARY AUTOMATION

- * Library Automation: An Overview
- * Functions and Requirements of Library Automation
- * Basic Knowledge of Library Software
- * Problems, Evaluation and Trends in Library Automation Software
- * Management of Library Automation
- * Library Automation in Acquisition
- * Online Public Access Catalogue (OPAC)
- * Library Automation in Technical Processing
- * Library Automation in Circulation Section
- * Library Automation in Periodicals Section
- * Library Reports
- * Library Automation Services
- * Computerization in Information Services
- * Current Awareness Services (CAS)

DLIS~105

CLASSIFICATION AND CATALOGUING THEORY

- * Concept of Library Classification
- * Theory of Subjects
- * Notational System
- * Colon Classification and Dewey Decimal Classification
- * Universal Decimal Classification (UDC)
- * Concept of Call Number
- * Library Classification Canons and Principles
- * Library Cataloguing
- * Physical Forms and Types of Library Catalogues
- * Subject Heading List
- * Chain Procedure
- * Library Catalogue Codes
- * Filing Entries Rules: CCC and AACR2
- * Canons and Principles for Library Catalogue

DLIS~106

INFORMATION SOURCES AND SERVICES

- * Documentary Sources of Information
- * Reference Services
- * Reference Librarian
- * Information Services and Products
- * Alerting and Bibliographic Services
- * Document Delivery Services and Online Services
- * Translation and Reprographic Services
- * Encyclopaedia
- * Dictionaries
- * Directories
- * Geographical Sources
- * Bibliographical Sources
- * Indexing Services and Abstracting (I&A) Periodicals