3.1   LIBRARY AUTOMATION - I

L   T   P
-   -   6

RATIONALE

The modern libraries are heading towards automation and as such sufficient knowledge and skills related to library automation is necessary for diploma holders. It is required to develop skills in using Library Database software like CDS/ISIS, WINISIS and other Commercial Library Management Software.

DETAILED CONTENTS

Note: Theoretical instruction will be given in the lab or class room, along with practical exercises.

1.   Introduction of CDS/ISIS and WINISIS

2.   Demonstration of installation of CDS/ISIS and WINISIS

3.   Introduction to various menus - Database designing in CDS/ISIS and WINISIS

5.   Various features for designing worksheets, field definition (various fields), concept of repeatable fields and sub-fields

6.   Creation of Database in WINISIS
(Students in groups will design a simple database and create records of library holdings. At least 10 records will be created by each group of 4 students)

7.   Design of Output Formats
On the basis of the database developed by the students group, design various display formats according to AACR-2

8.   Simple and basic features of sorting and printing

9.   Practice Modules of Commercial Software
    -    Introduction to software
    -    Installation of the given software
    -    Acquisition
    -    Cataloguing
    -    Circulation
    -    Serial control
    -    Online Public Access Catalogue (OPAC)
    -    Reports
    -    System administration

NOTE: Students are to be given practice on CDS/ISIS or WINISIS or any Commercial Management Software i.e. LIBSYS, OASIS-Alice for Windows, SOUL and Slim++ etc.

INSTRUCTIONAL STRAGEGY

Teachers should use demonstration method for teaching this subject, followed by the practice by the students. Students may be taken to various libraries for understanding the concept and applications of various contents for library automation.

RECOMMENDED BOOKS

1.   Manual of CDS/ISIS and WINISIS

3.2   LIBRARY AND INFORMATION MANAGEMENT- I

L   T   P
5   -   2

RATIONALE

As the Diploma holders have to manage the libraries, there is a need to introduce the concept and principles of management and their applications to libraries.

DETAILED CONTENTS

1.   Concept of management: Principles and functions in relation to library and information centre   (15 hrs)

2.   Library Organization: Organizational structure of Library & Information Centre and library rules   (15 hrs)

3.   Library Committees : functions   (15 hrs)

4.   Library Building and Equipments, including safety measures and disaster management   (15 hrs)

5.   Library Finance : Sources of Finance, Methods of estimating Finance

                                                                                                          (10 hrs)
6.   Budgeting : Techniques & methods   (10 hrs)

LIST OF PRACTICALS

1.   Visit to various libraries and information centers to make the students familiar with the activities related to finance and Budgeting.

2.   Practice of preparing library Budget and registers related to Finance.

INSTRUCTIONAL STRAGEGY

The teacher should acquaint the students with management skills and invite some highly accomplished Managers from Industry, Big Libraries or Information centers to teach them practical aspects of management.

RECOMMENDED BOOKS

1. Library Administration and Management by Krishan Kumar, Vikas Publication House, Delhi
2. Library and Information Management by Narayana, GJ,. Tata McGraw Hill & Co. New Delhi
3. Library Administration by Mittal, RL
4. Steuart, Rahert and Eastilick, John I, Libraries Management 5th Colorado,
5. Libraries Unlimited, 2001

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted (Hrs)	Marks Allotted (%)
1	15	18
2	15	20
3	15	18
4	15	20
6	10	12
7	10	12
Total	**80**	**100**

3.3   BIBLIOGRAPHY AND DOCUMENTATION

L   T   P
4   -   4

RATIONALE

This subject aims at familiarizing the students with advanced Information Processing Techniques.

DETAILED CONTENTS

1.   Bibliography: Definition, need and purpose   (18 hrs)

Types:

- Subject Bibliographies

- Author Bibliographies

- Trade Bibliographies

- National Bibliographies (INB , BNB)

2.   Concept of Documentation, its Need, Purpose and Usage   (12 hrs)

3.   Indexing   (Pre Coordinate and Post Coordinate Indexing)   (16 hrs)

4.   Abstracts and Abstracting: a) Indicative and b) Informative   (12 hrs)

5.   Thesaurus   (06 hrs)

LIST OF PRACTICALS

1.   Preparation of Subject Bibliography (in any two subjects)

2.   Preparation of Author Bibliography (for any two authors)

3.   Preparation of Author/Subject Index on a given topic

4.   Use of Bibliographical tools.

5.   Use of Thesaurus

Note: A proper record of practical work is to be maintained by each students

INSTRUCTIONAL STRAGEGY

The teacher should make the students understand the concept of Documentation, its techniques and various tools. They will also be acquainted with Indexing and abstracting services. Various facets of User Education will also be taught in this subject.

RECOMMENDED BOOKS

1.   Ranganathan, S R, and others documentation and its facets, Bombay: Asia
        Publishing, 1964

2.   Rajan, T N, Indexing Systems: Concepts methods and techniques, Calcuta,
        IASLIC, 1981

3.   Foskett, A G , Subject approach to information , ed. 5th , London: Bingley, 1996.

4.   Choudhary, C G, Introduction to modern information retrieval, London:, Library
        Association Publishing, 1999.

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted (Hrs)	Marks Allotted (%)
1	18	30
2	12	18
3	16	22
4	12	18
6	06	12
Total	**64**	**100**

3.4   LIBRARY CLASSIFICATION - III

L   T   P
3   -   4

RATIONALE

The basic function of a library is to arrange books, periodicals and other reading materials in helpful sequence to facilitate easy retrieval. Classification is the devise by which helpful sequence is obtained. The aim of this paper is to familiarize the students with the procedure involved in document classification through the various skills of classification.

DETAILED CONTENTS

1.   Mnemonics: Definition, Types   (6 hrs)

2.   Call Number: Class number, Book number (Cutters Book Number & Ranganathan Book   Number), Collection number   (12 hrs)

3.   Common Isolates   (08 hrs)

4.   Devices :   (12 hrs)

- Subject Device
- Alphabetical Device
- Chronological Device
- Geographical Device

5.   Postulational approach   (10 hrs)

LIST OF PRACTICALS

Classification of documents representing subject using Dewey Decimal Classification (Latest ed.). Using I – VII tables

Note: For the practical work students will make and keep a proper record.

INSTRUCTIONAL STRAGEGY

Teacher should train students to generate Class Numbers with the help of Colon Classification. Students may also be taken to various types of libraries and information centers for understanding the concept and applications of various schemes of classification.

RECOMMENDED BOOKS

1.   Balty, CD, Introduction to Colon Classification, Bombay, Asia, 1967.

2.   Introduction to 21st ed. Dewey Decimal Classification, Bombay, Asia 1965.

3.   Bhargava, GD and Sood SP, Colon Classification, Theory and Practice, Ujjain,
        Vijay Prakash, 1975.

4.   Mills J, Modern outline of Library Classification, Bombay, Asia, 1962.

5.   Parkhi, RS, Decimal classification and colon classification in perspective
        Bombay, Asia, 1964 VII, 526

6.   Ranganathan SR, Colon Classification, 6th rev. ed. Bombay Asis, 1966.

7.   Tripathi, SM and Shokeen NS; Fundamentals of Library Classification (Hindi)
        YK Publishers, Agra, 1999

8.   Sharma, UC and Shokeen, NS, Colon Classification Practice (Hindi); YK
        Publishers Agra, 2003

9.   Gautam JN and Niranjan Singh; Dewey Decimal Classification Practice (Hindi);
        YK Publisher, Agra 1998

10.   Ranganathan SR, Elements of Library Classification, 3rd Ed. Bombay, Asia 1969

11.   Krishan Kumar, Theory of Library Classification Ed. 2, Vikas Publishing House
        Pvt. Ltd., New Delhi, 1981

12.   Raju AAN, Decimal, Universal Decimal and Colon Classification, 1984

13.   Srivastava AP, Theory of Knowledge Classification in Libraries, New Delhi
        Lakshmi, 1964

14.   Dewey Decimal Classification (Latest ed)

15.   Tripathi, SM , and others: Colon Classification Practice (Hindi), YK Publishers,
        Agra, 1999

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted (Hrs)	Marks Allotted (%)
1	06	10
2	12	20
3	08	10
4	12	32
6	10	28
Total	**48**	**100**

3.5   LIBRARY CATALOGUING – III

L   T   P
3   -   4

RATIONALE

Along with classification, cataloguing is the most important techniques, which helps quick retrieval of documents. A catalogue entry is the bridge between the users and the documents in library. Methods of cataloguing various types of books and journals by different cataloguing codes have therefore, to be taught in order to catalogue documents. Topics giving knowledge and skills of various types of catalogues, cataloguing codes and their practices have been included in the subject. The topics like cooperative, Centralized Cataloguing and the procedure of compiling Union Catalogue and filing of entries have been included in this subject to enable the students to work efficiently in the libraries. Skills of cataloguing documents of Corporate Authorship will be imparted.

DETAILED CONTENTS

1.   Cooperative and Centralized cataloguing   (12 hrs)

2.   Compilation Union Catalogue   (10 hrs)

3.   Filing of entries   (10 hrs)

4.   Study of rules for description, choice and rendering of headings of Main and Added entries according to AACR-II   (16 hrs)

     Corporate Authorship
     - Government
     - Institutions
     - Conferences
     - Multivolumed publications

LIST OF PRACTICALS

1.   Cataloguing of documents according to AACR-II

     Corporate Authorship
     - Government
     - Institutions
     - Conferences
     - Multivolumed publications (simple cases)

2.   At least five titles to be given for each problem for which students are to keep a record.

INSTRUCTIONAL STRAGEGY

Teachers must practically show the students various forms of catalogue cards. Students should know how to prepare classified and dictionary catalogue and they must be able to differentiate between two skills of drawing subject heading with the help of chain in describing.

RECOMMENDED BOOKS

1.   Krishan Kumar and Girja Kumar; Cataloguing Practice, Vikas Publishers, New Delhi

2.   Tripathi SM and Shokeen, NS; Fundamentals of Library cataloguing; YK Publishers, Agra, 1999

3.   Shokeen, NS [et al.]; Cataloguing Practice: CCC and AACR-II (Hindi); YK Publishers Agra, 2000

4.   Anglo – American Cataloguing Rules – 2, 1979 or latest edition

5.   Girija Kumar and Krishan Kumar, Theory of Cataloguing 2nd Rev. Ed., New Delhi, Vikas, 1977

6.   Ranganathan, SR; Theory of Library cataloguing, 1938

7.   Ranganathan, SR, Cataloguing Practice, New York, Asia, 1974

8.   Vishwanathan, CG, Cataloguing: Theory and Practice 4th Ed., New Delhi; Today and Tomorrow, 1970

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted (Hrs)	Marks Allotted (%)
1	12	24
2	10	18
3	10	18
4	16	40
Total	**48**	**100**

4.1   LIBRARY AUTOMATION – II

L T P
- - 6

RATIONALE

The modern libraries are getting bigger and wider with increasing emphasis on ICT applications. The personnel working in libraries need to have sufficient knowledge and skills related to information technology with respect to library management software.

DETAILED CONTENTS OF PRACTICAL EXERCISES

Students to be given exercises on any Open Source Software i.e. Koha, New Gen Lib, ABCD etc.

1.   Introduction to free & Open Source Software
2.   Open Source Software for Library Integrated System
3.   Practice Modules

- Introduction to available software, its scope of application
- Installation of the given software
- Acquisition
- Cataloguing
- Circulation
- Serial Control
- Online Public Access Catalogue (OPAC)
- Reports
- Administration

INSTRUCTIONAL STRATEGY

Teachers should use demonstration method for teaching this subject, followed by the practice by the students. Students may be taken to various libraries for understanding the concept and applications of various contents for library automation.

RECOMMENDED WEBSITES

1.   www.koha.org
2.   www.verussolutions.biz

4.2   LIBRARY & INFORMATION MANAGEMENT – II

$$\begin{array}{ccc} \text{L} & \text{T} & \text{P} \\ 5 & \text{-} & 2 \end{array}$$

RATIONALE

Basic knowledge about various administrative procedures of the different library sections will be imparted to enable the students to perform library operations.

DETALIED CONTENTS

1. Acquisition Section :   (16 hrs)

    *   Book Selection, Including Principles of Book Selection.
    *   Book Procurement
    *   Accessioning

2. Technical Section :   (12 hrs)
    *   Physical Processing
    *   Classification
    *   Cataloguing

3. Circulation Section: (16 hrs)
    *   Registration of New members
    *   Charging & Discharging: both conventional and ICT based methods
    *   Renewal of Books
    *   Inter Library Loan

4. Reference Section: Organization and its functions   (12 hrs)

5. Maintenance Section : Shelf arrangement , shelf rectification and binding work
                                                                        (12 hrs)
6. Periodical Section : Organization and it functions   (12 hrs)

LIST OF PRACTICALS

*   Labeling, pasting and processing of books
*   Accessioning and withdrawals
*   Periodical management
*   Preparation of membership cards

INSTRUCTIONAL STRAGEGY

Visit to standard libraries using library management software should be arranged to enable students appreciate working of different sections. Preparation of organization chart of library through assignment may be done.

RECOMMENDED BOOKS

1. Library and Information Management by Narayana, GT, Tata McGraw Hill

2. Publishers, New Delhi

3. Library Administration by Mittal, RL

4. Library Administration and Management by Krishan Kumar, Vikas Publication

5. House, Delhi

6. Steurt, Robert and Eastilick, John I. Libraries Management 5th edition, Colarado,

7. Libraries Unlimited 2001

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted (Hrs)	Marks Allotted (%)
1	16	20
2	12	15
3	16	20
4	12	15
5	12	15
6.	12	15
Total	**80**	**100**

4.3   LIBRARY CORRESPONDENCE

L   T   P
4   -   4

RATIONALE

To develop abilities of wiring and presentation of various forms of communication (oral and written). This subject will help to prepare the students to communicate effectively with authorities, staff and clientele. It will help librarians in effective presentation and marketing of library services.

DETAILIED CONTENTS

1.   Correspondence related to meeting   (12 hrs)
   - Staff meetings
   - Library Committee Meetings
   - Preparation of Agenda
   - Minutes of meetings

2.   Correspondence with Library suppliers: (10 hrs)
   - Library materials
   - Furniture and equipment
   - Inviting Tenders
   - Quotation for placing order
   - Reminders

3.   Correspondence related to acquisition of Book and Periodicals   (10 hrs)
   - Inviting Quotation
   - Placing Order
   - Reminder and cancellation
   - Payment

4.   Correspondence related to Bindings   (12 hrs)
   - Inviting Quotation
   - Placing Order
   - Payments

5.   Correspondence with Library members   (12 hrs)
   - Return of Books
   - Reservation of Books
   - Inter Library Loan
   - New Arrivals
   - Membership and Renewals

6.   Components of e-correspondence (e-mail)   (8 hrs)
   - Drafting, mailing and responding

LIST OF PRACTICALS

Presentation of the above topics using presentation software/equipments.

- MS Power Point
- Over head Projector
- LCD Projector

INSTRUCTIONAL STRAGEGY

Teachers should acquaint the students with the correspondence being done by library for various routines. Teacher would use demonstrative and participative methods for developing soft skills among students.

RECOMMENDED BOOKS

1. Library and Information Management by Narayana, GT, Tata McGraw Hill Publishers, New Delhi
2. Library Administration by Mittal, RL
3. Library Administration and Management by Krishan Kumar, Vikas Publication House, Delhi

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted (Hrs)	Marks Allotted (%)
1	12	18
2	10	16
3	10	18
4	12	18
5	12	18
6.	08	12
Total	**64**	**100**

4.4   LIBRARY CLASSIFICATION - IV

L   T   P
3   -   4

RATIONALE

The basic function of library is to arrange books, periodicals and other reading materials in helpful sequence to facilitate easy retrieval. Classification is the devise by which helpful sequence is obtained. After imparting the basic knowledge of various schemes, a comparative study of major schemes of classification is included in this subject.

DETAILED CONTENTS

1. Principles of helpful sequence   (12 hrs)

2. Facet analysis and principles for facet sequence   (8 hrs)

3. Principles of phase relation   (8 hrs)

4. Hospitality in Array and Chain (interpolation and extrapolation)   (10 hrs)

5. Dewey Decimal Classification and Colon Classification: A Comparative Study
                                                                               (10 hrs)

LIST OF PRACTICALS

Classification of documents by DDC and CC

INSTRUCTIONAL STRAGEGY

Teacher should train students to generate Class Numbers with the help of Colon Classification. Students may also be taken to various types of libraries and information centers for understanding the concept and applications of various schemes of classification.

RECOMMENDED BOOKS

1.   SM, and others: Colon Classification Practice (Hindi), YK Publishers, Classification of books and serial Publications by Colon Classification Scheme

2.   Balty, CD, Introduction to Colon Classification, Bombay, Asia,

3.   Introduction to 21st ed. Dewey Decimal Classification, Bombay, Asia.

4.   Bhargava, GD and Sood SP, Colon Classification, Theory and Practice, Ujjain, Vijay Prakash, 1975.

5.   Mills J, Modern outline of Library Classification, Bombay, Asia, 1962.

6.   Parkhi, RS, Decimal classification and colon classification in perspective Bombay, Asia, 1964 VII, 526

7.   Ranganathan SR, Colon Classification, 6th rev. ed. Bombay Asia, 1966.

8.   Tripathi, SM and Shokeen NS; Fundamentals of Library Classification (Hindi) YK Publishers, Agra, 1999

9.   Sharma, UC and Shokeen, NS, Colon Classification Practice (Hindi); YK Publishers Agra, 2003

10.   Gautam JN and Niranjan Singh; Dewey Decimal Classification Practice (Hindi); YK Publisher, Agra 1998

11.   Ranganathan SR, Elements of Library Classification, 3rd Ed. Bombay, Asia 1969

12.   Krishan Kumar, Theory of Library Classification Ed. 2, 1981

13.   Raju AAN, Decimal, Universal Decimal and Colon Classification, 1984

14.   Srivastava AP, Theory of Knowledge Classification in Libraries, New Delhi Lakshmi, 1964

15.   Dewey Decimal Classification (Latest ed)

16.   Tripathi, SM. And others: Colon Classification Practice (Hindi), YK Publishers, Agra, 1999

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted (Hrs)	Marks Allotted (%)
1	12	32
2	08	16
3	08	16
4	10	20
5	10	16
Total	**48**	**100**

4.5   LIBRARY CATALOGUING – IV

L   T   P
3   -   4

RATIONALE

In the present time, Data generation and exchange take place at different levels and the need is for exchange formats. Hence, this subject will familiarize the students the students with Bibliographic Record Format nature of Machine Readable Record Format. The practice will include cataloguing of multivolume and periodical publications according to AACR-II.

DETAILED CONTENTS

1.   Basic concepts of cataloguing formats   (12 hrs)
*   MARC-21
*   CCF

2.   Study of rules for description of choice and rendering of headings of Main and Added entries according to AACR-II in respect to following problems

*   Periodical Publications   (18 hrs)

*   Non Book Material   (18 hrs)
(Atlas, Maps, Sound Recordings, Motion Pictures etc.)

LIST OF PRACTICALS

1.   Cataloguing of documents according to AACR-II

*   Periodical Publications
*   Non-Book Material

2.   At least five titles to be given for each problem for which students are to keep a record.

INSTRUCTIONAL STRAGEGY

Preparation of catalogue entries, manual and through library software management module passed on AACR II/MARC, subject catalogue entries using subject heading books, riz sera's subject heading, lib of congress subject headings etc.

RECOMMENDED BOOKS

1. Krishan Kumar and Girja Kumar; Cataloguing Practice, Vikas Publishers, New Delhi

2. Tripathi SM and Shokeen, NS; Fundamentals of Library cataloguing; YK Publishers, Agra, 1999

3. Shokeen, NS [et al.]; Cataloguing Practice: CCC and AACR-II (Hindi); YK Publishers Agra, 2000

4. Anglo – American Cataloguing Rules – 2, 1979 or latest edition

5. Girija Kumar and Krishan Kumar, Theory of Cataloguing 2nd Rev. Ed., New Delhi, Vikas, 1977

6. Ranganathan, SR; Theory of Library cataloguing, 1938

7. Ranganathan, SR, Cataloguing Practice, New York, Asia, 1974

8. Vishwanathan, CG, Cataloguing: Theory and Practice 4th Ed., New Delhi; Today and Tomorrow, 1970

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted (Hrs)	Marks Allotted (%)
1	12	30
2 (a)	18	40
(b)	18	30
Total	**48**	**100**

INDUSTRIAL TRAINING OF STUDENTS
(during summer vacation after IV Semester)

It is needless to emphasize further the importance of Industrial Training of students during their 3 years of studies at Polytechnics. It is industrial training, which provides an opportunity to students to experience the environment and culture of industrial production units and commercial activities undertaken in field organizations. It prepares student for their future role as diploma engineers in the world of work and enables them to integrate theory with practice. Polytechnics have been arranging industrial training of students of various durations to meet the above objectives.

This document includes guided and supervised industrial training of a minimum of 6 weeks duration to be organised during the semester break starting after second year i.e. after IV Semester examinations. The concerned HODs along with other teachers will guide and help students in arranging appropriate training places relevant to their specific branch. It is suggested that a training schedule may be drawn for each student before starting of the training in consultation with the training providers. Students should also be briefed in advance about the organizational setup, product range, manufacturing process, important machines and materials used in the training organization.

Equally important with the guidance is supervision of students training in the industry/organization by the teachers. A minimum of one visit per week by the teacher is recommended. Students should be encouraged to write daily report in their diary to enable them to write final report and its presentation later on.

An internal assessment of 50 and external assessment of 50 marks have been provided in the study and evaluation scheme of V Semester. Evaluation of professional industrial training report through viva-voce/presentation aims at assessing students understanding of materials, industrial process, practices in industry/field organization and their ability to engage in activities related to problem solving in industrial setup as well as understanding of application of knowledge and skills learnt in real life situations. The formative and summative evaluation may comprise of weightage to performance in testing, general behaviour, quality of report and presentation during viva-voce examination. It is recommended that such evaluations may be carried out by a team comprising of concerned HOD, teachers and representative from industry.

Teachers and students are requested to see the footnote below the study and evaluation scheme of IV Semester for further details.