



## Certificate in Library Science

Duration : 480 Hrs / 6 Months

### Papers I : Library organization & management

- a). Modern concept of Library, Library information & Society, laws of Library Science. Their implications to organization & management of Libraries.
- b). Types of Libraries & functions public library system : State, District, Rural Libraries. National Library : Library movement and public Library legislation in Kerala. Broad acquaintance with other types of Libraries, Academic and special Libraries.
- c). Organization of a small Library : Finance Building Furniture & Fittings
- d). Selection, ordering and accessioning of books and periodicals, withdrawals of books maintenance of books & periodicals stock room and Display methods. Circulation work : Issue method
- e). Library rules, Library Accounts, Library Statistics Annual Report, Library Committees Public relation and extension activities Library and Literacy Program
- f). Stock Verification Preservation of books binding

### Paper II : Library classification and cataloguing (Theory)

- a). Need for and purpose of Library classifications . class numbers ; Its structure and quality as an artificial language of ordinal numbers. Classified arrangement of books and its helpfulness. Books number, Collection number, Interpretation of class Number.
- b). The critical foundation of Library classification schemes salient features of Dewey Decimal classification and Colon classification. Mapping of subjects in the schemes.
- c). Purpose and functions of Library catalogue classified and Dictionary catalogues Entry : Heading and description access point . Descriptive cataloguing ISBO (G).
- d). Cataloguing of simple books according to classified catalogue code and AACR2 choice and rendering of headings of entries kinds of entries their format and functions. Main entry and added entries.

e). Subject cataloguing chain procedure physical forms of catalogue. Book form and card form alphabetical arrangements of entries.

### **Paper III : Library classification (Practical)**

Classification of simple books According to colon classification and Dewey Decimal classification (Note less than 150 exercises to be done by each scheme of classification)

### **Paper IV : Library Catalogue (Practical)**

Cataloguing of simple books for classified and Dictionary catalogues according to classified catalogue code.. and ACR2 (Not less than 50 books to be catalogued using each catalogue code)

### **Paper V : Information sources and services.**

- a). Information and its users Information sources ; Primary, Secondary and tertiary , Non documentary sources.
- b). Detailed study of reference books : Dictionary encyclopedia ; year books & Maps : Biographical sources geographical sources and statistical sources
- c). Information services nature and variety of information services in libraries reference services ready reference and long range reference services current awareness and selective Dissemination of information services.
- d). User Education : Information for rural people information guidance centres.
- e). Computerization and networking.

### **Paper VI : Information technology**

- a). Information Technology : What is information Technology / Components of Information Technology, Importance of Information Technology.
- b). Evolution of Computers, Generation of Computers. Types of Computers.
- c). Fundamental of Computers. Components of Computer
- d). Computer Software, Operating Systems-Windows, Word, Excel application Software (General).
- e). Library Automation. Need for library Automation. Areas of Library Automation. f). Internet Browsing