



SOMAIYA
VIDYAVIHAR UNIVERSITY

Department of Library and Information Science

Syllabus

Certificate Course in Library & Information Science

Academic Year 2024– 25

Department of Library and Information Science

Somaiya Vidyavihar University, Vidyavihar, Mumbai – 400077

Preamble:

This programme has been designed to impart the basic knowledge of Library and Information Science and effective use of information and communication technology in carrying out the necessary inhouse library activities. Along with online teaching, hands-on practice will be provided, where students will learn to handle the library work by using computers.

Eligibility: HSC or Equivalent Examination

Duration: 6 Months

Fees: Rs.5000/-

Seats: 20

Credits: 18

Mode: Online

Internship: The candidate needs to seek an internship in an organisation, and that we will support them in the journey, to acquire internship opportunities in Mumbai. If outside Mumbai, the candidate will need to connect with any registered school, NGO, academic library, Special, Public library and we will provide validation of the internship program during the tenure of the coursework between July - December 2024.

Certificate Course in Library and Information Science

Credit Scheme

Course Code	Course Name	Teaching Scheme (Hrs.) TH – P – TUT	Total Hrs. (per week)	Credits Assigned TH – P – TUT	Total Credits
129C04C101	Basic Librarianship	2 – 0– 2	2 – 0– 2	2 – 0– 2	4
129C04C102	Organisation of Library Resources and ICT(Practical of Classification & Cataloguing)	2 – 0– 2	2 – 0– 2	2 – 0– 2	4
129C04C103	Reference Service in Libraries	2 – 0– 2	2 – 0– 2	2 – 0– 2	4
129C04C104	Internship	0– 6 – 0	4 week	0– 6– 0	6
Total		6– 6– 6		6– 6– 6	18

Examination Scheme

Course	Course Name	Examination						
		Continuous Assessment		End Semester Examination (ESE)	Term Work (TW)	Oral (O)	Practical and Oral (P and O)	Total
		In Semester Examination	Internal Assessment					
129C04C101	Basic Librarianship	-	50	50	-	-		100
129C04C102	Organisation of Library Resources and ICT	-	50	50	-	-		100
129C04C103	Reference Service In digital Libraries	-	50	50	-	-	-	100
129C04C104	Internship	-	-	-	-	-	-	100
Total			150	150			100	400

Syllabus

1.

Paper / Course Code	Paper / Course Title						
129C04C101	Basic Librarianship						
	TH		P		TUT		Total
Teaching Scheme (Hrs.)	2		—		2		04
Credits Assigned	2		—		2		04
Examination Scheme	Marks						
	Oral (O)	Book Review	Internal Assessment (IA)	Practical (P)	Term Work (TW)	End Semester Examination (ESE)	Total
	--	--	50	--	--	50	100

Course Objectives:

1. To familiarise the basic concept of library and LIS profession.
2. To provide a historical and disciplinary overview in order to set the context.

Course Outcomes:

- At the end of successful completion of the course the students will understand the foundations of Library & Information science and the LIS profession as well as study the impact of libraries on society.

Module No.	Unit No.	Topics	Hours
1.0		Unit 1 Basics of Library & Information Science & Society	15
	1.1	Library historical background, Libraries need and function in the society, Role of library in the modern society, Library & PR, ethical issues in library, What to do & what not to do, Types of libraries and its functions and services: Academic, Public & Special libraries in the digital age, Electronic library, Digital library, Virtual library, Hybrid library, Cloud computing, Librarianship function, Changing role in the 21st century, Framework of Libraries & Information Science centres, Public policies in libraries, Library securities, Concept of copyright, IPR	
2.0		Unit 2 Administration of library resource & centres	15
	2.1	Library Administration, Management of different sections of the library Human resource development, HRM, Budget	
3.0		Unit 3 Record keeping	30
	3.1	Record maintenance of all sections (Acquisition- Requisition file, Vendors file, Budget file, PO file, Invoices file, Accession Register) (Technical processing: Classification Master file, List of additions,) (Circulation Section: Orientation, Students, faculty Staff files, No due Certificate, Lost and replaced/	

		cost recovered, Books Missing, Visitors Register, List of overnight issued books, Confidential file, Stock verification File, Duty file, Binding file, Membership file, Feedback file) (Reference section: Reference tools, Long range reference, Short range references, SDI, Bibliography, Faculty- staff publications) (Serial Control: Suggestion file, databases, Vendor file, Budget File, Digital Library Usage report, records of Print journal, Magazines, Graties) (Stack Room Maintenance: Stock verification follow up work, shelf Rectification and record) (Library Administration: stationary file, Bill register file, Personal files of the staff, Leave records, Inward outward register, Deadstock register) etc.	
		Total	60

Recommended books:

Sr No	Name/s of Author/s	Title of Book	Name of Publisher with country	Edition and Year of Publication
1	Kumar, P. S. G.	Foundations of library and information science: Paper I of UGC model curriculum	Manohar, New Delhi	2003
2	Ranganathan, S.R.	The Five Laws of Library Science	Ess Ess Publications, New Delhi	2006
3	Krishna Kumar	Library And Information Science Education In India	Har-Anand Publication Pvt Ltd, Delhi	2009
4	Kumar, P. S. G.	Information Sources and Services	B. R. Publishing, New Delhi	2004
5	Mittal, R. L.	Library Administration: Theory and Practice	Metropolitan Books, New Delhi	5th rev. Ed 1983
6	Kumar, P S G.	Management of Library and Information Centres	B R Publications, Delhi	2003
7	Koontz, H and Weitghric, H.	Essentials of Management	Tata McGraw Hill Publishing Co.Ltd, New Delhi	(5th ed) 1998

8	Krishna Kumar	Library administration and management.	Vikas Pub. House, New Delhi	1987
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2.

Paper / Course Code	Paper / Course Title						
129C04C102	Organisation of Library and Information Resources and ICT						
	TH		P		TUT		Total
Teaching Scheme (Hrs.)	2		–		2		04
Credits Assigned	2		–		2		04
Examination Scheme	Marks						
	Oral (O)	Book Review	Internal Assessment (IA)	Practical (P)	Term Work (TW)	End Semester Examination (ESE)	Total
	--	--	50	--	--	50	100

Course Objectives:

1. To familiarise the students with the concept and importance of “order and organisation”.
2. To acquaint and train students in the principle and processes of organising information and information resources.

Course Outcomes:

- To familiarise with the basics of knowledge organisation i.e. Classification and Cataloguing.

Module No.	Unit No.	Topics	Hours
1.0		Unit 1 Library Classification	20
	1.1	Introduction and need of knowledge organisation, An overview of classification systems: DDC	
2.0		Unit 2 Library Cataloguing	20
	2.1	An overview of cataloguing systems, Use of ICT for knowledge organisation and search strategies	
3.0		Unit 3 Use of Information and Communication Technologies (ICTs) in organising Libraries	20
	3.1	Tools and techniques used in different sections of libraries.	
		Total	60

Practical in Cataloguing and Classification

- Classification of Library Resources
- Cataloguing of Library Resources- Cataloguing of Library Documents as per AACR2, Different types of document cataloguing and MARC format.
- Application of ICT in Library Organisation

Recommended books:

Sr No	Name/s of Author/s	Title of Book	Name of Publisher with Country	Edition and Year of Publication
1	Kumbhar, Rajendra	Library Classification Trends in the 21st Century	Chandos, UK	2011
2	Ranganathan S. R.	Elements of library classification	Sarda Ranganathan endowment for library science, Bangalore	1989
3	Gopinath M. A.	Construction of depth version of colon classification – a manual	Wiley Eastern, New Delhi	1986
4	Sayers W. C. B.	A manual of classification for librarians and bibliographies	Rupa & Co., India	1962
5	Spalding, C. Sumner (ed.)	Anglo American Cataloguing Rules	Oxford, New Delhi	(2nd Rev ed.) 2002
6	S. R. Ranganathan	Classified Catalogue Code with Additional Rules for a Dictionary Catalogue	Asia Publishing House, Bombay	(5th ed.) 1964
7	Chan, Lois Mai	Cataloging & Classification.: An Introduction	McGraw-Hill Inc., New Delhi	(2d ed.) 1997
8	Krishan Kumar	Cataloguing	Har-Anand Publication New Delhi	1993

3.

Paper / Course Code	Paper / Course Title						
129C04C103	Reference Service in Libraries						
	TH		P		TUT		Total
Teaching Scheme (Hrs.)	2		—		2		04
Credits Assigned	2		—		2		04
Examination Scheme	Marks						
	Oral (O)	Book Review	Internal Assessment (IA)	Practical (P)	Term Work (TW)	End Semester Examination (ESE)	Total
	--	--	50	--	--	50	100

Course Objectives:

1. To familiarise with various print and digital reference tools.
2. To provide efficient reference services as per requirement of the library users.

Course Outcomes:

1. Students will understand various print and digital reference tools and will gain expertise in providing reference service.

Module No.	Unit No.	Topics	Hours
1.0		Unit 1 Library Reference Sources	15
	1.1	Reference services, meaning, definition & characteristics, Sources of Information- Primary, Secondary, & Tertiary, Reference Books & its Features, Difference between reference book & other reading material.	
2.0		Unit 2: Types of Reference Sources	
	2.1	Types of Reference Sources - print and digital Dictionary, Encyclopedia, Bibliography & Geographical References, Census report, Annuals, Maps, Atlas, Almanacs etc.	20
3.0		Unit 3: Reference services	15
	3.1	Reference Service and its need in the Library, Different types of reference services- Short and Long range reference services, Digital Library Services like library chatbot, FAQ	
4.0		Unit 4:	
	4.1	Digital Reference Sources like open access reference tools.	10
		Total	60

Recommended books:

Sr No	Name/s of Author/s	Title of Book	Name of Publisher with country	Edition and Year of Publication
1	Dollah, Wan Ab Kadir Wan	Digital reference services in academic libraries	The University of Malaya Press	2012
2	Cassell, Kay Ann, and Uma Hiremath	Reference and information services: An introduction	American Library Association	2023
3	Amjad, Ali	Reference service and the digital sources of information	Ess Ess Publications	2004
4	Dhiman, Anil K., and Yashoda Rani	Learn information and reference sources and services	Ess Ess Publications	2005

4.

Paper / Course Code	Paper / Course Title						
129C04C104	Internship						
	TH		P		TUT		Total
Teaching Scheme (Hrs.)	—		—		—		—
Credits Assigned	—		—		—		—
Examination Scheme	Marks						
	Oral (O)	Book Review	Internal Assessment (IA)	Practical (P)	Term Work (TW)	End Semester Evaluation (ESE)	Total
	--	--	—	--	—	—	100

Course Objectives:

- To build confidence through practical knowledge gained from the libraries.

Course Outcomes:

- At the end of this course students will be able to work and handle different types of library.