

Syllabus for the trade

Of

LIBRARY INFORMATION SCIENCE

(SEMESTER PATTERN)

UNDER

CRAFTSMAN TRAINING SCHEME (CTS)

Designed in: 2013

By

Government of India

CENTRAL STAFF TRAINING AND RESEARCH INSTITUTE

Directorate General of Employment & Training

Ministry of Labour & Employment

EN - 81, SECTOR – V, SALT LAKE CITY

Kolkata – 700 091

**List of members of Trade Committee Meeting for the Trade of
“Library Information Science”
held at Central Staff Training & Research Institute (CSTARI).**

Sl. No.	Name & Designation Shri/Smt.	Representing Organisation	Remarks
1.	S.J.Amalan, Director	CSTARI, EN-81, Salt Lake, Kolkata-91	Chairman
2.	Rabin Debnath, Asstt. Director of Industrial Trg.	DTE. Of Indl. Trg., TE&T Dept., Govt. of West Bengal.	Member
3.	Sougata Saha, Director	Comtel Electronics (P) Ltd. Salt Lake, Kolkata.	Member
4.	Pijush Chatterjee, Manager	Hotel Kamala Residency, New Digha. Paschim Midnapore	Member
5.	M.C.Sharma, JDT.	CSTARI, EN-81, Salt Lake, Kolkata-91	Member
6.	Dibyendu Paul, MD & CEO	PTIMA, BE-54, Salt Lake City, Sector-I, Kolkata-700 064	Member
7.	Dr. Ayan Dasgupta, Medical Practitioner	Dunlop, Kolkata-108.	Member
8.	Nisith Ranjan Seal, Director	Soft Tek, AB-19, Deshbandhu Nagar, Kolkata- 59.	Member
9.	Dr. Amarendu Mondal, Director	PTIMA, BE-54, Salt Lake City, Sector-I, Kolkata-700 064	Member
10.	Swami Nath Prasad, Director	Dream Merchant Privet Limited, Kolkata.	Member
11.	Kshetra Mohan Ghosh, Instructor	ITI, Howrah Homes, West Bengal.	Member
12.	Muktanand, Trg. Officer	RDAT (ER), Kolkata-64.	Member
13.	Gautam Sardar, Director	National Institute of Hotel Management, Kolkata.	Member
14.	Mrs. Mousami Panigrahi, Manager	SAPTAK Tour & Travels, Kolkata.	Member
15.	Ganesh Sen, Manager	Sunita Tourist & Travels, Andaman & Nicobar Island, Kolkata.	Member
16.	Pranabesh Maity, Officer	Life Insurance corporation of India, Kolkata.	Member
17.	Soma Das (Talukdar)	RVTI (W), Kolkata	member
18.	A.K.Mandal, ADT	ATI, Kolkata	Member
19.	L.K.Mukherjee, DDT	CSTARI, EN-81, Salt Lake, Kolkata-91	Member
20.	S.B.Sardar, ADT	CSTARI, EN-81, Salt Lake, Kolkata-91	Member
21.	Nirmalya Nath, ADT	CSTARI, EN-81, Salt Lake, Kolkata-91	Member
22.	Sipra Das, ADT	CSTARI, EN-81, Salt Lake, Kolkata-91	Member
23.	R.N.Manna, T.O.	CSTARI, EN-81, Salt Lake, Kolkata-91	Member
24.	Hemant Kujur, D/Man	CSTARI, EN-81, Salt Lake, Kolkata-91	Member
25.	Pradip Biswas, D/Man	CSTARI, EN-81, Salt Lake, Kolkata-91	Member

List of members attended the Workshop to finalize the syllabi of existing CTS into Semester Pattern held from 6th to 10th May'2013 at CSTARI, Kolkata.

Sl. No.	Name & Designation	Organisation	Remarks
1.	R.N. Bandyopadhyaya, Director	CSTARI, Kolkata-91	Chairman
2.	K. L. Kuli, Joint Director of Training	CSTARI, Kolkata-91	Member
3.	K. Srinivasa Rao, Joint Director of Training	CSTARI, Kolkata-91	Member
4.	L.K. Mukherjee, Deputy Director of Training	CSTARI, Kolkata-91	Member
5.	Ashoke Rarhi, Deputy Director of Training	ATI-EPI, Dehradun	Member
6.	N. Nath, Assistant Director of Training	CSTARI, Kolkata-91	Member
7.	S. Srinivasu, Assistant Director of Training	ATI-EPI, Hyderabad-13	Member
8.	Sharanappa, Assistant Director of Training	ATI-EPI, Hyderabad-13	Member
9.	Ramakrishne Gowda, Assistant Director of Training	FTI, Bangalore	Member
10.	Goutam Das Modak, Assistant Director of Trg./Principal	RVTI, Kolkata-91	Member
11.	Venketesh. Ch. , Principal	Govt. ITI, Dollygunj, Andaman & Nicobar Island	Member
12.	A.K. Ghate, Training Officer	ATI, Mumbai	Member
13.	V.B. Zumbre, Training Officer	ATI, Mumbai	Member
14.	P.M. Radhakrishna pillai, Training Officer	CTI, Chennai-32	Member
15.	A.Jayaraman, Training officer	CTI Chennai-32,	Member
16.	S. Bandyopadhyay, Training Officer	ATI, Kanpur	Member
17.	Suriya Kumari .K , Training Officer	RVTI, Kolkata-91	Member
18.	R.K. Bhattacharyya, Training Officer	RVTI, Trivandrum	Member
19.	Vijay Kumar, Training Officer	ATI, Ludhiana	Member
20.	Anil Kumar, Training Officer	ATI, Ludhiana	Member
21.	Sunil M.K. Training Officer	ATI, Kolkata	Member
22.	Devender, Training Officer	ATI, Kolkata	Member
23.	R. N. Manna, Training Officer	CSTARI, Kolkata-91	Member
24.	Mrs. S. Das, Training Officer	CSTARI, Kolkata-91	Member
25.	Jyoti Balwani, Training Officer	RVTI, Kolkata-91	Member
26.	Pragna H. Ravat, Training Officer	RVTI, Kolkata-91	Member
27.	Sarbojit Neogi, Vocational Instructor	RVTI, Kolkata-91	Member
28.	Nilotpal Saha, Vocational Instructor	I.T.I., Berhampore, Murshidabad, (W.B.)	Member
29.	Vijay Kumar, Data Entry Operator	RVTI, Kolkata-91	Member

GENERAL INFORMATION

1. **Name of the Trade** : LIBRARY & INFORMATION SCIENCE
2. **N.C.O. Coded No** : 134.10
3. **Duration** : 06 months (1 Semester)
4. **Power Norms** : 3 kw
5. **Space Norms** : 15 sq. mt.
6. **Entry qualification** : Passed 10th Class Examination
7. **Unit size (No. of Students)** : 20
8. **Instructor 's/Trainer's Qualification** : Degree in Library Science with one year Experience in the relevant field.
OR
Diploma in Library Science with Two year Experience in the relevant field.
OR
NAC/NTC in the trade of Library & Information Science with three years experience in the relevant field
9. **Desirable Qualification** : Preference will be given to a candidate with CITS in relevant field.

Syllabus for the Trade of “Library & Information Science” under CTS

Duration: Six Months

First Semester

Semester Code :LIS:SEM I

Week Nos.	Trade practical	Trade theory
1 – 3	<p>INFORMATION , LIBRARY AND SOCIETY:</p> <ul style="list-style-type: none"> • Visit different libraries and note down the functions of different sections • Make a chart showing the difference between an Academic Library and a Special Library. • Make a comparative chart showing the functions of NISCAIR, RRRLF, DESIDOC, NASSDOC, and NISSAT <p>(At least visit of 3 standard Libraries of different types Including Library which have different Sections)</p> <ul style="list-style-type: none"> ➤ Knowledge of General Safety, Occupational health and hygiene 	<p>Definition of Library, its objectives and services. Impact of Library and Information Service on Society. Social functions of libraries.</p> <ul style="list-style-type: none"> ➤ Eminent thinkers of Library Science: Rabindra Nath Tagore, S.R.Ranganathan and Melvil Dewey. ➤ Laws of Library Science: Basic laws, Five laws of library Science and their application. ➤ Different types libraries and their functions: National Libraries and copyright Libraries, Academic Libraries: University, College and School Libraries, Special (Technical) Libraries and Information centres and Departmental Libraries. ➤ Library Legislation: Salient features of library legislation in India (at least two) ➤ Library Movement and Development ➤ Library movement in India and role of Library Associations. ➤ Organization involved in development of Library and information Science in India: INSDOC, DESIDOC, NASSDOC, NISSAT etc.
4-6	<p>LIBRARY ORGANIZATION & MANAGEMENT:</p> <p>Prepare organizational chart of various types of libraries.</p> <p>Practice with various forms such as book selection slips, Accession Register, Periodical Registration Cards, & other records.</p> <p>Placing the orders for books and periodicals.</p> <p>Entering the bills in the bill receipt register.</p> <p>Book completion work: Stamping, Labeling etc.</p>	<p>Concept of Library Organization and Management. Library organization structures /different sections of Libraries.</p> <ul style="list-style-type: none"> ➤ Sub-systems of Library: Routines, records and equipments of Technical Section. ➤ Routines, records and equipments of reference and Documentation Section. Routines, Records and Equipments of Maintenance Section. Routines, Records and equipments of Periodical Section, Routine of Circulation Section; Methods of charging and discharging. ➤ Rules and regulations of library ➤ Library Committee: Types and functions. ➤ Library Finance and Budget Allocation. ➤ Stock Verification.

<p>7-9</p>	<p>CLASSIFICATION:</p> <ul style="list-style-type: none"> ➤ Ideas about Principles of Practical classification. ➤ Steps in construction of class number. ➤ Classification of documents by Dewey decimal classification or classification of documents by colon classification. ➤ Assigning of call number <p>N.B. sessional tests will be taken on DDC or CC for Internal Assessment.</p>	<ul style="list-style-type: none"> ➤ Meaning, Purpose and functions of Library Classification. ➤ Features of Book classification: ➤ Concept of subject; types of subjects; Simple, Compound and complex. ➤ Notation in classification: Need of notation, Base of notation, and Qualities of good notation. ➤ Book classification schedules. ➤ Types and characteristics of classification scheme. ➤ Rules for filing cards. ➤ ISBD, ISBN, ISSN; classification schemes. ➤ Introduction to DDC, UDC and CC: their salient features. ➤ Call number and its parts.
<p>10 – 14</p>	<p>CATALOGING:</p> <ul style="list-style-type: none"> ➤ Cataloguing of books, Serials, Periodicals and cartographic materials by AACR-II(R) or ➤ Cataloging of books, Serials, Periodicals and Cartographic materials by CCC, 5th edition (with Amendments). ➤ Subject heading through Sear’s list of subject heading. Comparative study of entries made according to AACR and CCC. ➤ Filing of cards. ➤ Preparation of guide cards and instruction regarding use of catalogue. <p>N.B. For internal Assessment trainees are required to submit class work, Properly filed with guide cards.</p>	<p>Definition, objectives and functions of catalogue. Difference between catalogue, Accession Register, bibliography and Shelf list.</p> <ul style="list-style-type: none"> ➤ Forms and types of Library Catalogue: ➤ Outer form: Book, card and Sheaf forms. ➤ Inner form (Types of catalogue): Author, Title, Subject, and Dictionary & Classified catalogue. ➤ Different Kinds of Cataloguing entries with reference to Dictionary and classified catalogue. <ul style="list-style-type: none"> ○ Main entry. Purpose of the different parts of a main entry. ○ Added entries ○ Reference ○ Analytical entries ○ Tracing ➤ Cataloguing Codes: ➤ Definition, need and components. ➤ Subject Cataloguing: Concept, Purpose, Problems and general principles. ➤ Ideas about simplified, selective and Union Catalogues. ➤ Rules for filing cards. ➤ Introduction to classification skill. <p>Organization of cataloguing department:</p> <p>Essential tools and equipments.</p>
<p>15 – 18</p>	<p>INFORMATION SOURCES, SYSTEMS & SERVICES:</p> <p>Study of Information Sources: Study of ready reference sources</p>	<ul style="list-style-type: none"> ➤ Information sources: Definition and importance of information sources. ➤ Types of information sources- documentary, human and institutional.

	<p>using a prescribed format and making a comparative study of those tools.</p> <p>Answering specific reference questions using different categories of ready reference sources.</p> <p>General overview of On-Line database services and CD-ROM</p>	<ul style="list-style-type: none"> ➤ Ready reference sources: Categories and characteristics. Evaluation of ready reference sources. ➤ Information systems and centres. ➤ Information Services: ➤ Definition and need of reference, documentation and information services. ➤ Organization of information (documentation) work and information (documentation) service. ➤ Reference or Information Process ➤ Information service to generalists: User Orientation, Short-range information service, and long-range information service. <p><u>Reference Service:</u> Definition and need for reference service in library.</p> <p><u>Reference book:</u> Definition and qualities of a reference book. Types of reference books and their uses: (a) Bibliographies, (b) Indexes, abstracts, News summaries, (c) Encyclopedias, (d) Directories, (e) Hand books, manuals, (f) Biographical sources, (g) Geographical sources, (h) Dictionaries and others.</p> <p><u>Reference question:</u> Definition, Factors. Types: Fact finding/ Material finding/research. Reference Department.</p>
19 – 20	<p>BOOK SELECTION & BOOK PRESERVATION: Prepare a format for selection of books by different sections / staff members. Practice on various methods for Preserving documents.</p>	<p><u>Book selection:</u> Purpose of book selection, Factors of book selection – Books, Readers, Resources. Principles of book selection – Best book /Largest book/Least Cost. Book selection tools.</p> <p><u>Book Preservation:</u> Common sources of danger to books, physical, chemical and biological factors. General Principles of book preservation. Common curative methods. Specifications for rebinding (library binding).</p>
21 – 24	<p><u>Computer Application in Library & Information Science</u> Data entry and Print out one or two Software Packages. Modification of existing Database for different output. Practical with acquisition and circulation system. Generation of a reading list.</p>	<p>Study of Computer including concept of Hardware. Library Automation Need and Purpose. Need for computer applications, Areas of computer applications. Automation in library Management. Software</p>

	E-mail services. Practice on CDS/ISIS.	Packages for Library Management-Essential features. Computer and its Units, Computer and its classification. Study of Various operating systems. General-purpose application software: Word Processing such as MS-office, lotus. Special Purpose application software: CDS/ISIS. Library Networking: Needs & Purpose. Overview of Internet. Knowledge of printers.
25	Revision	
26	Examination	

TRADE: LIBRARY & INFORMATION SCIENCE

LIST OF TOOLS & EQUIPMENT

A. FURNITURE:

1 Desks/Class Tables	20 Nos.
2 Class chair	20 Nos.
3 Teacher's tables	05 Nos.
4 Teacher's Chairs	05 Nos.
5 Black Boards	02 Nos.
6 Charging Trays	02 Nos.
7 Overdue Charges Box	01 No.
8 Steel Almirah	01 No.
9 Book Racks	04 Nos.
10. Card Sorter	05 Nos.
11 Filing Cabinet	01 No.
12 Computer Chairs	05 Nos.
13 computer Tables	05Nos.
14 Printer Tables	02 Nos.

B. TOOLS:

Latest Edition of :

➤ Dewey Decimal Classification.	05 sets
➤ Colon Classification.	20 sets
➤ Sear's List of Subject Headings.	10 sets
➤ Library of Congress Subject Heading.	01 set
➤ Classified catalogue Code.	10 sets
➤ Anglo American Cataloguing Rules.	10 sets
➤ Anglo /American filing rules.	02 nos.
❖ Bibliographies.	
❖ Dictionaries.	
❖ Encyclopedias.	
❖ Directories.	
❖ Year Books.	
❖ Year Books.	
➤ Gazetteers/Maps/Globes.	
➤ Biographical Dictionaries.	
➤ Handbooks.	

- ❖ Comprehensive collection of reference tools of above subject must be procured. There should be adequate number of reference tools in regional languages.

C. EQUIPMENTS:**Hardware:**

➤ Computer (PC) – 5 Nos. with latest version
➤ Printers – 2 (1 Dot matrix Printer and 1 laser Printer)
➤ Internet connection -1 no
➤ Telephone –1 no
➤ Overhead Projector-1 no
LCD/LED TV – 01 no

D. EQUIPMENTS:**Software:**

Latest Version of:

➤ Word processor
➤ Spread Sheet
➤ D Base
➤ Windows
➤ Page Maker & multimedia software
➤ Communication Software for E-mail.
➤ Software for Library Automation.
➤ Software for Local Area Network (LAN).

E. STATIONERY:-->

Catalogue Cards, Accession Register, Book Selection Slips. Order Forms, Data Label, Borrower tickets, book Card, Book Pocket, Guide Cards, Floppies, Ribbons, Ink for Laser Printer, Computer Stationery, Transparencies, OHP Pens. Stock Verification Register, Chalks, Duster etc.

NOTE:-

If the institute already possess internet connection then separate connection to internet or separate LAN connection and associated items/software are not required.