

**Govt. of West Bengal
Directorate of Library Services,
Bikash Bhawan, 9th Floor, Salt Lake,
Kolkata-700091**

**"Syllabus for the Certificate Course in Library & Information Science at
Peoples' (Janata) College, Banipur, North 24 Pgs."**

Paper-I : Library and Society

Full Marks : 100

Final Exam Marks - 80

Sessional Marks - 20

Topics to be covered :

1. Concept of Library, its short history, Objective and different services to be rendered from Library, Role of Libraries in Modern Society,
2. Five Laws of Library Science and their implications.
3. Different types of Libraries, (enumeration only) National Library, Academic Library(School, College, University Library), Special Library, Public Library - its objectives and functions, UNESCO Manifesto for Public Libraries(as available).
4. Information, Information Centres, Community Library cum Information Centres running in West Bengal - salient features.
5. Knowing users of Libraries – types of users and their requirements – Different types of Extension work to be done in Libraries for development of Reading habits and more use of the libraries.
6. Public Library Legislations in India (Enumeration only), West Bengal Public Libraries Act – salient features, State Library Council, Directorate of Library Services, West Bengal and Local Library Authorities; Different levels of Public Libraries exists in West Bengal under the Directorate of Library Services.
7. Public Library development in India with reference to West Bengal. Role of BLA and IASLIC.
Role of Raja Rammohun Roy Library Foundation (RRRLF) in Public Library development in India.

(For Sessional Marks the concerned teacher may take Class Test or make arrangement for Visit and reporting of any type of library by each student)



Paper-II : Library Administration and Management

Full Marks : 100

Final Exam Marks - 80

Sessional Marks – 20

Paper-II(A) : Library Administration

Full Marks : 50

Final Exam Marks - 40

Sessional Marks - 10

Topics to be covered :

1. Types of Documents
2. Acquisition of documents- different methods
3. Book Ordering, Receiving, Checking and Payment of Bills.
4. Accessioning and Accession Register – Its importance. Different columns of a Standard Accession Register.
5. Ordering / Subscription and Organisation of Periodicals / newspapers.
6. Registration of Members, Membership Register, Membership card.
7. Circulation work, Different types of Charging and Discharging systems, Overdue, Reminder.
8. Reading Room Services, Seat Arrangements, Display of Books and Periodicals.
9. Open Access and Closed Access Systems.
10. Stock Verification.

Paper-II(B) : Library Management

Full Marks : 50

Final Exam Marks - 40

Sessional Marks – 10

Topics to be covered :

1. Qualities of a good Librarian. Role of a Librarian for development of Library Services and also for development of Reading habits and more use of the libraries, Library hour.
 2. Library Building, Furniture and Equipments, their location / arrangement .
 3. Library Finance, Preparation of Library Budget, Maintenance of Library Accounts, Cashbook, Ledger, Vouchers, Govt. Grants, Utilisation Certificates,
 4. Library Records, Correspondences, Files.
 5. Library Reports, Library Statistics, Annual Reports, Monthly Returns.
 6. Library Committee, Meetings, Notice, Agenda, Proceedings.
 7. Library Rules with special reference to Public Library Management Rules,W.B.
- (For Sessional Marks the concerned teacher may take Class Test or make arrangement for any type of Workshop /Project for each student)
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Paper-III : Classification and Cataloguing Theory

Full Marks : 100

Final Exam Marks - 80

Sessional Marks – 20

Paper-III(A) : Classification Theory

Full Marks : 50

Final Exam Marks - 40

Sessional Marks – 10

Topics to be covered :

1. Classification : its meaning, features, purpose and functions.
2. Knowledge and Book Classification, Special features of Book Classification : a) Generalia Class b) Form Class c) Form Division d) Notation e) Index
3. Different Classification schemes (enumeration only).
4. Call No. and its parts.
5. Dewey Decimal Classification Scheme (as available) : a study.
6. Classification Department : Essential reference tools and equipments.

Paper- III(B) : Cataloguing Theory

Full Marks : 50

Final Exam Marks - 40

Sessional Marks – 10

Topics to be covered :

1. Cataloguing : Definition, Functions of a catalogue, How library catalogue differs from Bibliography, Shelf List and Accession Register.
2. Forms and types of Library Catalogue
 - a) Outer Form (Book, Card, Sheaf and Computerised Forms)
 - b) Inner Form (Dictionary and Classified Catalogue)
3. Physical Study of a Book from the point of view of a Cataloguer.
4. Different kinds of catalogue entries with reference to Dictionary Catalogue.
 - a) Main Entry : Purpose of the different parts of Main Entry
 - b) Added Entries c) Reference d) Analytical entries e) Tracing
5. Concept of Unit Card and Alternative Headings.
6. Concept of Subject Headings and Subject Heading Lists.
7. Cataloguing Codes.
8. Preliminary ideas about Simplified, Selective, Union Catalogues.
9. Cataloguing Department : Essential reference tools and equipments.

(For Sessional Marks the concerned teacher may take Class Test or make arrangement for any type of Workshop / Project for each student)

Paper- IV : Bibliography and Book Preservation

Full Marks : 100

Project Work - 40

Final Exam Marks – 40

Viva & Sessional Marks - 20

Paper- IV(A) : Bibliography and Book Preservation theory

Full Marks : 50

Final Exam Marks - 40

Sessional Marks – 10

Topics to be covered :

1. Bibliography : Definition, Types of Bibliographies : Physical, Analytical, Historical, Systematic and Enumerative.
2. Importance of Bibliographies in Library Services.
3. Physical Bibliography – A brief idea on Book Production.
4. Analytical Bibliography : Description of various parts of a book.
5. Systematic Bibliography : a) Universal Bibliography b) Bibliography of Bibliographies c) National Bibliography – India d) Regional and Local Bibliographies e) Subject Bibliography and f) Author Bibliography g) Bibliography of Periodicals.
6. Book Preservation – a) Common sources of enemies of Books – Physical, Chemical and Biological factors b) General principles of Book Preservation c) Common preventive and curative methods d) Specifications for rebinding (library binding)

Paper- IV(B) : Compilation of a Bibliography

Full Marks : 50

Project Work - 40

Viva – 10

Topics to be covered :

Each student will be assigned a specific topic (different from other and to be advised to prepare a brief introductory note on the assigned topic and to compile a bibliography of documents on it (including books, periodicals, articles, reference tools etc.). The Bibliography should be selective as decided by the concerned teacher. The teacher concerned will guide the students in every phase of the work. The said project must be completed during the session and be submitted before 15 days of the final examination.

(For Sessional Marks the concerned teacher may take Class Test or make arrangement for any type of Workshop / Project for each student)

Paper- V : Reference Service & Book Selection

Full Marks : 50

Final Exam Marks - 40

Sessional Marks – 10

Paper- V(A) : Reference Service & Book Selection theory

Full Marks : 50

Final Exam Marks - 40

Sessional Marks – 10

Topics to be covered :

1. Reference Services : Definition, Need of Reference Service in a Library.
2. Reference Process.
3. Reference Interview.
4. Reference Book : Definition, Qualities of a Reference Book, Study and Evaluation of reference Book.
5. Types of Reference Book and their uses : a) Bibliographies b) Indexes, Abstracts, News Summaries c) Encyclopaedias d) Directories e) Hand Books, Manuals f) Biographical Sources g) Geographical Sources h) Dictionaries and others
6. Reference Question : Definition, Factors, Types : Fact Finding / Material Finding / Research. Handling the Reference Questions.
7. Organisation of a Reference Department.
8. Book Selection : a) Purpose, Factors to be considered for Book Selection b) Principles of Book Selection c) Book Selection Tools : Emphasis on Indian Tools.

Paper- V(B) : Reference Practice

Full Marks : 50

Topics to be covered :

1. Handling of 25 Reference tools (at least 15 Indian reference tools) out of a prescribed list of reference tools filling up of prescribed printed forms to be supplied for this purpose. – 30 marks
2. Handling of at least 15 Reference Queries to be supplied for this purpose. – 20 marks
3. Viva-voce – 10 marks

(For Sessional Marks the concerned teacher may take Class Test or make arrangement for any type of Workshop / Project for each student)

Paper-VI : Basics of Computers and Computer applications in libraries.

Full Marks : 100

Final Exam Marks - 40

Final Practice - 40

Sessional Marks - 20

Paper-VI(A) : Basics of Computers

Full Marks : 50

Final Exam Marks - 40

Sessional Marks – 10

Topics to be covered :

1. Computers and its components.
2. Types and Characteristics of Computer, Different works to be done in Computer.
3. Need of Computer in a Library.
4. Hardware : Concept and accessories.
5. Software : Concept and programmes.
6. Operating Systems and Application Software.
7. Network : Definition, objective, types.
8. Application of Network in Library Services.
9. Concept of Internet, E-mail.

Paper-VI(B) : Computer Practice

Full Marks : 50

Final Exam Marks - 40

Sessional Marks – 10

Topics to be covered :

1. Operating Systems-DOS, Windows.
2. Ms-Word.
3. Ms-Excel.
4. WIN/ISIS

(For Sessional Marks the concerned teacher may take Class Test or make arrangement for any type of Workshop / Project for each student)

Paper-VII : Classification Practice

Full Marks : 100

Final Exam Marks - 80

Sessional Marks – 20

Topics to be covered :

1. Assigning Class numbers of documents on various subjects according to Dewey Decimal Classification.
2. Construction of Book Numbers : a) By alphabet b) By alphabet & numerals c) By date of Publication.

Paper-VIII : Cataloguing Practice

Full Marks : 100

Final Exam Marks - 80

Sessional Marks – 20

Topics to be covered :

1. Cataloguing of books and periodical publications according to Anglo-American Cataloguing rules 2nd Ed.
(Types of documents to be catalogued)
 - Works of single authorship.
 - Works of shared authorship.
 - Works produced under editorial direction.
 - Adapter or original author.
 - Translator, Commentator, Revisor or author.
 - Anonymous classics.
 - Some simple works of corporate authorship – such as, publication of Govt. or its Departments, publication of an institution, etc.
 - Some religious publication
2. Construction of Subject Headings.
3. Filing of Cards.
4. Preparation of guide cards and instruction regarding use of catalogue.

(For Sessional Marks the concerned teacher may take Class Test or make arrangement for any type of Workshop / Project for each student)

RECOMMENDED TEXT AND REFERENCE DOCUMENTS :

General Reference:

1. American Library Association
ALA Glossary of library terms. Chicago, ALA, 1943
2. Banerjee, Birendra Chandra
Grantha O Granthagar. Calcutta, Prajna, 1987. (in Bengali)
3. Banerjee, Birendra Chandra
Granthagar Vidya. Calcutta, General, 1984. (in Bengali)
4. Brown, J. D.
Manual of library economy by R. Lock. 7th rev. ed. London, Grafton, 1961
5. Dutta, B. K.
Rabindra Sahitye Granthagar. Calcutta, BLA, 1989. (in Bengali)
6. Granthagar, V.I -; 1358 B. S. – . Calcutta, B. L. A. Monthly
7. Harrod, L. M.
Librarian's Glossary of terms used in librarianship and the book crafts and reference book. 5th ed. Aldershot, Gower, 1984
8. Kent, A., ed.
Encyclopedia of library and information science. New York, Marcel Dekker, 1968
9. Mahapatra, P. K.
Granthagar Bigjan Parichay by P. K. Mahapatra and B. Chakraborty. Calcutta, World Press, 1986 (in Bengali)
10. Mukherjee, R. K.
Granthagar Bijjaner abhidhan, Calcutta, World Press, 1963. (in Bengali)
11. Mukherjee, R. K.
Granthagar-O-Granthagaric. 2nd ed. Calcutta. Orient Book, 1961 (in Bengali)
12. Mukhopadhyay, S. K.
Granthagar Darpan, Calcutta, World Press, 1981 (in Bengali)
13. Ranganathan, S. R.
Library manual., 2nd ed. Bombay, Asia, 1960
14. Saha, R. K., ed.
Rabindranath O Granthagar. Calcutta, B. L. A., 1988 (in Bengali)
15. Sen, B. K.
Granthagar O Tathya Bigjaner Paribhasa Kosh, by B. K. Sen, S. Roy and A. Poddar. Calcutta, B. L. A., 1988 (English to Bengali)

Paper-I : Library and Society

& Paper-II : Library Administration and Management

1. Khanna, J.K.

- Fundamental of Library Organisation, New Delhi, ESS, 1984
2. Mahapatra, P.K.
Granthagar Sangathan. Calcutta, World Press, 1987(In Bengali)
 3. Mittal, R.L.
Library Administration : theory and Practice, 2nd rev. ed. Delhi, Metropolitan Book Co., 1969
 4. Mukherjee, S.K.
Library Organisation and Administration, by S.K.Mukherjee and B. Sengupta. Calcutta, World Press, 1977
 5. Public Library Operation and Services : a short manual. 2nd ed., Bombay, Asia, 1967
 6. Sen, Satyabrata
Granthagar : Swarup O Sangathan, by Satyabrata Sen and Anil Kumar Dutta. 2nd ed. Calcutta, Prakash O Prachar Pratisthan, 1983.(In Bengali)
 7. Sen, Satyabrata
Paschimbanger Sadharaner Granthagar : apnar – amar jnatavya O Kartabya. Calcutta, Prakash O Prachar Pratisthan, 1983.(In Bengali)
 8. Viswanathan, C.G.
Introduction to Public library Organisation with special reference to India. 2nd ed. Bombay, Asia, 1961
 9. Chakraborty, N.C.
Library Movement in India. Delhi. Hindusthan, 1962
 10. Heintze, I.
Organisation of small public library. Paris, Unesco, 1953
 11. Bureau of Indian Standard.
Code of Practice relating to primary elements in the design of library building (IS :1953 -67), Delhi, BIS, 1960
 12. Librachine (mobile library)(IS :2661 -1978), New Delhi, BIS, 1960
 13. Library furniture and fittings (Pt. – I) : Timber (IS : 1829) (Pt. – I) -1976(Pt. – II) – 1977. New Delhi, BIS, 1977
 14. Mc Colvin, L.R.
Public library extension. Paris, Unesco, 1950
 15. Mukhopadhyay, B.N.
Granthagar O Loksiksha, Kolkata, BLA, 1956
 16. Thomson, C.
Adult Education activities for public libraries. Paris, Unesco, 1950
 17. Roy, Swapna
Public Library Act in Indian Perspective. Kolkata, Prava Publication, 2006

Paper-III : Classification and Cataloguing Theory

1. Mills, J
Modern outline library classification. London, Chapman, 1960
2. Philips, H. W.
Primer of book classification. 5th ed. London. Association of Assistant Librarians, 1961.

3. Sayers, W. C. B.
Introduction to library classification. 9th ed. London. Graften, 1958
4. Banerjee, P. C.
Bargikaran. Calcutta, W. B. State Book Board, 1984 (in Bengali)
5. Bureau of Indian Standards.
Glossary of Classification terms (IS: 2550-1963), New Delhi, BIS, 1963
6. Chakraborty, B.
Bargikaran. Calcutta, World Press, 1986. (in Bengali)
7. Krishan Kumar.
Theory of Classification. Vikas, 1979
8. Mann, Margaret
Introduction to cataloguing and classification. 2nd ed. Chicago, ALA, 1943
9. Mills, J
Modern outline library classification. London, Chapman, 1960
10. Ohdedar, A. K.
Grantha Bargikaran. Calcutta, B. L. A. 1986. (in Bengali)
11. Ranganathan, S. R.
Elements of library classification. 3rd ed. Bombay, Asia, 1960
12. Sayers, W. C. B.
Manual classification for librarians. Rev. by Arthur Maltby. 4th ed. London, Deutsch. 1957
13. Sen, Satyabrata
Granthagare Pustak bargikaran tattwa prasanga, 2nd . Calcutta, Prakash O Prachar Pratishtan, 1981. (in Bengali)
14. Sengupta, B.
Library classification, by B. Sengupta & A. K. Ohdedar. Calcutta, World Press, 1971
15. Akers, S. G.
Simple Library Cataloguing, 5th ed. N. J. Scarecrow, 1969
16. Sengupta, B
Cataloguing : its theory and practice. 2nd rev. ed. Calcutta, World Press, 1970
17. Bureau of Indian Standards.
Glossary of Cataloguing Terms (1st rev.). (IS: 796-1966) New Delhi, BIS, 1967
18. Dutt, D. N.
Introduction to Library Cataloguing. Calcutta, World Press, 1960

19. Krishan Kumar
Theory of cataloguing, by Girija Kumar and Krishan Kumar, New Delhi, World Press, 1982
20. Mahapatra, P. K.
Catalogue Tattwa. Calcutta, World Press, 1985 (in Bengali)
21. Mann, M
Introduction to cataloguing and classification. 2nd ed. Chicago, ALA, 1943
22. Sharp, H. A.
Cataloguing, 5th ed. Bombay, Allied, 1964.

Paper- IV : Bibliography and Book Preservation

1. Chakraborty, M.L.
Bibliography in theory and Practice, Kolkata, World Press, 1971
2. Mahapatra, P.K.
Granthavidya. Kolkata, World Press, 1988 (In Bengali)
3. Girja Kumar
Bibliography, by Girja Kumar and Krishan Kumar. Kolkata, Vikas, 1976
4. Ohdedar, A.K.
Granthavidya. 3rd ed., Kolkata, BLA, 1983 (In Bengali)
5. Esdaile, A.
Student's manual of bibliography. Rev. by Roy Stakes. 3rd ed., London, Allen and Unwin, 1954
6. Mahapatra, P.K.
Granthavidya. Kolkata, World Press, 1988 (In Bengali)
7. Mukhopadhyay, A.K.
Book Selection and Systematic Bibliography. Kolkata. World Press, 1960
8. Basu, M.M.
Library and preservation. Calcutta, Prajnashree, 1951
9. Basu, M.M.
Library Sanrakshan, by M.M. Basu and K.B. Pakrashi. Calcutta, B.L.A. 1949
(in Bengali).
10. Mukherjee, Kalyan K.
Granthagar Sanrakshan, by K.K. Mukherjee and P.S. Guha, Calcutta, Roy's Pub. House, 1987.(in Bengali)

11. Repair and preservation of records. National Archives of India New Delhi, 1978
12. Bureau of Indian Standard.
Code of practice for reinforced binding of library books and periodicals(IS : 3050 – 1956) New Delhi, BIS,1965.
13. Bureau of Indian Standard.
Practice for alphabetical arrangement(IS : 382-1952), New Delhi, BIS, 1952
14. Rules for making alphabetical indexes(IS : 1275 – 1958). New Delhi,BIS, 1952
15. Systematic bibliography : a practical guide to the work of compilation, Bombay, Asia 1966
16. Bureau of Indian Standard.
Practice for table of contents(tentative)(IS :794 – 1956) New Delhi, BIS,1963.
17. Recommendations for bibliographical reference(IS : 2381 – 1978)New Delhi, BIS, 1963

Paper- V : Reference Service & Book Selection

1. Chakraborty, B.
Fundamentals of reference service, by B. Chakrabarty and B. Sengupta. Calcutta, World Press, 1985
2. Chakrabarty, B
Reference Service O Bangla Akar Grantha, by B. Chakrabarty and S.S. Chakrabarty. Calcutta, World Press, 1987. 197(in Bengali)
3. Krishan Kumar
Reference Service. New Delhi, Vikas, 1978
4. Mukhopadhyay, A.K.
Reference work and its tools. 2nd rev. ed. Calcutta, World Press, 1971
5. Roy, D.K.
Reference service prasanga, by D.K. Roy and B.K. Ghosh. Calcutta, Gutenbergs,1983
6. Katz, N.A.
Introduction to reference work. New Work, McGraw Hill, 1969
7. Ranganathan, S.R.
Reference service, 2nd ed. Bombay, Asia, 1961
8. Shores, L.
Basic reference sources, Chicago, ALA, 1954
9. Chakrabarty, A.K.
A treatise on book selection. Delhi, D.K.P., 1983

10. Mukhopadhyaya, A.K.
Book selection and systematic bibliography. Calcutta, World Press, 1960.
11. Drury, F.W.K.
Book selection, Chicago, ALA, 1930
12. Ranganathan, S.R.
Library book selection. Assisted by M.A. Gopinath, Bombay, Asia, 1966
13. Walford, A.J.
Guide to reference material, with supplements. 8th ed. Chicago, ALA, 1967
14. Winchel, A.M.
Guide to reference book : with supplements. 8th ed. Chicago, ALA, 1967.

Paper-VI : Basics of Computers and Computer applications in libraries.

As suggested by the concerned teacher

Paper-VII : Classification Practice

1. Basu, P. C.
Granthakarnama. Calcutta. B. L. A. 1985 (in Bengali)
2. Cutter, C. A.
Cutter-Sanborn three figure author table, by C. A. Cutter and K. Sanborn. Rev. ed.
Mass, Hanting, 1969
3. Guide to the use of Dewy Decimal Classification. New York, Lake Placid Club, 1962
4. Merrill, W. S.
Code for classification. 2nd ed. Chicago, ALA, 1939
5. Ranganathan, S. R.
Colon Classification. 6th ed. Bombay, Asia, 1963, Chapter – 02

Paper-VIII : Cataloguing Practice

1. Anglo- American Cataloguing Rules, Chicago, ALA, 1978
2. Bengal Library Association
Cataloguing practice: a brief manual based on Anglo-American Cataloguing Rules,
2nd ed. 1988 revision. Calcutta, BLA, 1996 (Memograph)

3. Akers, S. G.
Simple Library Cataloguing. 5th ed. N. J., Scarecrow, 1969
4. American Library Association.
ALA. Rules for filling library cards. Chicago, ALA. 1968
5. Ohl, J.J.
Introducing to Cataloguing. New York, McGrawhill, 1970, V.1.
6. Bureau of Indian Standard.
Practice for alphabetical arrangement. (IS :382 -1952, New Delhi, BIS, 1968
7. Westby, B.M., ed.
Sears list of Subject Heading. 11th ed. New York, Wilson, 1977
8. Wyner, B.S.
Introduction to Cataloguing and Classification. 3rd ed. Calorado, Libraries Unlimited,
1967
(Students are requested to consult the latest editions of the mentioned above).