A.D.M.COLLEGE FOR WOMEN (Autonomous)

(Nationally Accredited with 'A' grade by NAAC – 4th Cycle)

NAGAPATTINAM – 611 001.

DEPARTMENT OF LIBRARY

EXTRA CREDIT COURSE IN LIBRARY AND INFORMATION SCIENCE REPORT
2024 - 2025

A.D.M. COLLEGE FOR WOMEN (Autonomous)
Nagapattinam – 611 001
Department of Library

Extra Credit Course Structure
Certificate Course in Library and Information Science

(Applicable to the candidates admitted from the academic year 2024-2025 onwards)

Programme : Department of Library
Semester : Second year, Two Semesters(Semester III, IV)
Course Name : Certificate Course in Library and Information Science
Objectives:
1.To enable the students to understand the concept of information and its characteristics.
2. To enable the students to understand the communication channels and barriers of communication.
3. To enable the students to understand the concept of information science as a discipline.
4. To enable the students to understand the importance of information in the context of social, political, cultural, economical and industrial environments.

TEACHING AND SCHEME OF EXAMINATION:

Subject	Instructions	
	Instruction Hours	Hours / Semester
Library and Information Science	6	90

Course	Title of the course	Instruction Hours	Exam Hrs.	Credit	Marks		Total
					Theory	Practical	
Semester III / Extra credit course	Library and Information Science	6		2	Theory	Practical	
Course – I Semester III	Paper - I Theory and Practical Foundation of Library and Information Science. Practical : Library Classification. Functions and activities of a National library in India.		3		40	60	100
Course – II Semester IV	Paper – II Theory and Practical Information and sources and services. Practical : Information Access from a Digital Library, Library cataloguing. .		3		40	60	100

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Course syllabus
Paper – I
Foundation of Library and Information Science – I

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Theory and Practical (Total hour: 90)
Practical : 60   **Theory : 40**

Unit - I

Library Basic concepts: Definition, General functions, Role of libraries in social and economic development- Brief History of Libraries.Type of Libraries: Public, Academic, Special; Sections of library; Important Services of Libraries, Stock verification, furniture, equipment.

Unit – II

Five laws of Library science and its implications-Library Legislation: Tamil Nadu Public Libraries Act, Delivery of books and News Paper Act.

Practical

Unit – III

To enable the students to apply their knowledge in preservation and conservation of library documents

Physical preservation

Digital preservation

Unit – IV

To enable the students to apply their knowledge in Classification and Cataloguing of reading materials

1. Classification
   1.1 Colon Classification 6th Revised Ed.
   1.2 Dewey Decimal Classification 19th Edition

   In the above said two classification systems only the simple titles are included in the syllabus.

Unit – V

Functions and activities of a National library in India.To know the functions and activities of a National Library.

You have learnt in Lesson 1 about the Types of Libraries. A National Libraryis defined as a library of a country to serve the pre-eminent repository ofinformation for that country. In this practical, you are required to visit thewebsite of any National Library and find out the functions and activities ofthe same.

PROCEDURE:
1. Search on the web for a national library, e.g.,
   ❖ The National Library of India (http://www.nationallibrary.gov.in/)
   ❖ The Library of Congress, USA (http://www.loc.gov/index.html)
   ❖ The British Library, UK (http://www.bl.uk/)
   ❖ The National Library of Canada, Canada (http:// ottawakiosk.com/ national_library.html
2. Visit the website of The British Library, UK (http://www.bl.uk/)
3. List the functions provided by the British Library.
4. Note down the activities of the British Library.
5. Write all the details in your practical notebook.

Recommended Books :
1. Khanna, J.K. Library and Society. Kurushektra: Research Publication, 1987
2. Gravey, William. D. Communication: Essence of Science facilitating information exchange among libraries, Scientists, Engineers and students. Oxford: Perganton Press, 1979
3. McGarry, Kevin. Communication, Knowledge and Libraries. London: Clive Bingley, 1981.
4. Ranganathan, S.R. Five Laws of library science. London: Vikas, 1957.
5. Kumaresan , S C Library Science Unleashed: Rockcity Publications, 2002.

6. Ranagnathan, S.R, Colon Classification, 6[th]Edi,New Delhi: EssEss Publications

Paper – II
Information Sources and Services - II

Theory and Practical (Total hour: 90)

Practical : 60   **Theory : 40**
Unit - I

   Hierarchy of Information- Data, Information, Knowledge and Wisdom, Nature and characteristics of Information, Information Transfer, Barriers to Communication.Sources of Information-Documentary and Non Documentary sources, Types of Information Sources-Primary, Secondary and Tertiary.

Unit – II
   Reference sources: Dictionary, Encyclopedias, Year Books, Handbooks, Almanacs, Atlases, Directories, Web reference sources and Evaluation of reference sources.

Practical

Unit – III
Literature search and Compiling Subject Bibliography.Compiling Subject Bibliography.To carry out search in a catalogue and compile a subject bibliography.

About the various Library and Information Services and one of the Responsive Information Services is 'Literature search and Compiling Subject Bibliography. In this practical, you are required to search for a specific subject in a library catalogue and compile a bibliography of books on that subject. You may compile a bibliography on any one of the following subjects:
   ❖ Chemistry
   ❖ Computer Science
   ❖ Economics
   ❖ Commerce
   ❖ Mathematics
   ❖ English
   ❖ Physics

PROCEDURE:
1. Go to a library and search for the books in the catalogue for any one ofthe above subjects.
2. Note down the call numbers of books available in the library on thatsubject.
3. Go to the respective Shelves and take select 10 books from the collection.
4. Prepare an entry for each book on a card in the following format:-
Last Name of the Author, First, Name of the Author, Title of the Book,Subtitle of the Book, edition, Place of Publication, Publisher, Year ofPublication.
Example- Das, P.C. and Verma, A.K. Plant Ecology; First Edition; New
Delhi: Jaico Publishing House, 2007.
5. Write down similar entries for all the 10 books and arrange these cardsin alphabetical order by author's last name.
6. Write down this compiled list in the same alphabetical order in thepractical book under a heading 'Subject Bibliography on ComputerScience' or any other subject you have searched.

Unit – IV

Information Access from a Digital Library.To understand a Digital Library (DL) and its functions and services

About a Digital Library (DL) and its salient features. Through this practical, you will learn how information access is possible from a Digital Library. Digital libraries, like traditional libraries, select, acquire, make available and preserve collections. Only difference is that traditional concept of collection is revised to accommodate materials that are accessible electronically. A digital library thus is a structured, processed and organised digital repository of knowledge. In this practical, you are required to visit the website of any Digital Library(DL) and find out the functions, activities and services of the same.

PROCEDURE:

1. Search on the web for a digital library, e.g.,
   - ❖ Digital Library of India (http://www.dli.ernet.in)
   - ❖ Indira Gandhi National Centre for the Arts (IGNCA) Digital Library,
   - ❖ New Delhi (http://www.ignca.nic.in)
   - ❖ Vidyanidhi Digital Library, Mysore University Library, Mysore (http://www.vidyanidhi.org.in/home/index.html)
2. Search on the web for Digital Library of India (http://www.dli.ernet.in)
3. List the functions provided by the Digital Library of India.

4. Note down the activities of the Digital Library of India.
5. Search the services provided by the Digital Library of India.
6. Write all the details in your practical notebook

Unit – V

To enable the students to apply their knowledge in Classification and Book Review

1. Cataloguing
   Dr.S.R.Ranganathan's Classified Catalogue Code (CCC) (Simple Titles)
   1. Single Author
   2. Single Author with Sub-title
   3. Joint Authors- Two Authors
   4. Joint Authors- More than Two Authors
   5. Single Collaborator
   6. Series Publication
   7. Pseudonym Publication
   8. Periodical publication simple type.

Recommended Books :
1. Atherton, .Pauline. Handbook of Information, system and services. Paris: UNESCO, 1977.
2. Benge, R.C. Libraries and cultural change. London: Clive Bingley, 1983.
3. Ranganathan, S.R. Five Laws of library science. London: Vikas, 1957.