Scheme of Examination
(D. Lib.)

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Details of Syllabus

DLIS-101 : Library Classification & Cataloguing (Theory)

Classification:-Meanings, purpose and function, Classification Knowledge, Need and Type of Class, Qualities and role in classification, Subject and disciplines: concept, features and formation, Modes of formation of subjects.

Subjects: Basic Subjects, Primary and Non-primary, Compound subjects, Complex subjects, Isolates and auxiliaries: Common (ACI and PCI) and special, Facets and Facet Analysis.

Schemes of Library Classification, Major Classification Schemes: structure and features (CC) Indicator digits: Study of different subjects treated in CC, Steps involved in practical classification and Call Number and its parts.

Knowledge Cataloguing and Book Cataloguing, Basic concepts Meanings, purpose and function of Cataloguing schedule and its components, Notation Kinds.

Reference Books-

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DLIS-102: Library Classification (Practical)

Dewey Decimal Classification
Colon Classification

Reference Books-

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DLIS-103: Library Cataloguing (Practical)

Anglo-American Cataloguing Rules-II
Colon Classification

Reference Books-

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DLIS-104 : Fundamental of Library Management

Book Selection: Need, Topic, Book Select Paper

Different sections of libraries and information centers and their functions, Acquisition and technical processing of library materials, Serials control and Circulation control, Stock maintenance and Stock verification – policies and procedures;

Collection development – policies, procedures, evaluation and weeding, Managerial Tasks of Library Administration, Library committee and Library authority – types, functions and need, Librarian and his role in decision making, Library rules and regulations, Library records and reports: Records management, Reports – types, compilation, annual reports and Library statistics.

Reference Books-

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DLIS-105 : School & Government Library

School Library: Management School Libraray of library and Budgeting techniques and methods, budgetary control, Financial estimation and cost benefit analysis;

Government Library management – Staff formula, Job analysis and deployment, Job evaluation and Performance appraisal Delegation, communication, training and development, Planning and Resource Sharing.

Types of Library, steps and procedure of Materials planning, Building and space management, Library furniture;

Library standards, Library Co-operation and resource sharing, Conservation and Preservation of Library Materials
Library Factors and deteriorations of documents, Maintenance of documents, Preservation and curative measures, Restoration of print, Non-print and electronic materials and Digital preservation.

Reference Books-

DLIS-106 : Information Service & Computer Application

Introduction to Information and Reference Sources-Nature, Definition, Functions and importance of reference and information sources, Characteristics of reference and information sources

ICT – definition, scope, application in human activities, Information and knowledge, social implication, Application of ICT in activities of library and information centres,

History of computer development, Generation of computers, Characteristics and classification of digital computers, System hardware, Memory units and auxiliary storage devices, Peripheral devices (Input and output devices).

Operating Systems – Types and functions, Basic concepts related to MSDOS, Windows and Linux operating system, Open source software and open standards, Software and standards related to LIS domain, Computer Programming Languages, Definition, scope and use of programming languages.

Computer Networks and Distributed Information System, Computer networks – definition, scope, purpose, features and advantages.

Automation of Library Housekeeping Operations, Library system and future and Library automation software in India

Reference Books-