ANDHRA CHRISTIAN COLLEGE :: GUNTUR

(Day, Evening & P.G.)

NOTICE

Date : 15-8-2022

All the 1st, 2nd and 3rd year PPS AND B.A students are hereby informed to submit their names for the certified course on **"Foundation Course in Library Science"** for the academic year 2022- 23 to the H.O.D., Department of Sociology, Guntur on or before 20-8-2022. The Course will commence from 1-09-2022 and the duration of the course is 30 days.

H.O.D.

Dept of Sociology

PRINCIPAL

ANDHRA CHRISTIAN COLLEGE GUNTUR, ANDHRA PRADESH
Department of Sociology
Certificate Course V - Library and Information Science
30 working hours

AIMS of the Course

The Certificate Programme in Library and Information Science (CLIS) is being launched with an objective to cater to the staffing needs of rural libraries as well as for imparting basic skills and training in library management. Since most rural libraries are being managed by untrained persons, it will provide them an opportunity to take up basic training in library and information science profession.

Trained human resources are required to occupy various lower positions in libraries. For instance, professionally trained human resource at different levels is necessary to manage libraries in schools, colleges, universities, government departments, commercial and industrial establishments, scientific research institutions, R&D establishments, public libraries, etc., set up by central, state governments, local and corporate bodies.

Objectives

The CLIS Programme is meant to impart skills and training necessary for the effective organisation and management of libraries and information units in the country in the present day context and providing varieties of library and information services with the help of IT wherever possible. The main objectives of the Programme are to:

- Sensitise library and information science professionals at grassroot level.
- Impart basic skills and training in library management and information handling.
- Give an opportunity of professional skill development to those who are already working in libraries and not having any professional qualifications

Programme Syllbus:

UNIT I   LIBRARIES: BASICS AND CONTEXTS

1. Role of Libraries in Society

2. Types of Libraries and their Functions

3. Functional Unit and Operational

   Aspects

4. Library Staff: Role and Responsibilities

UNIT II   LIBRARYROUTINES
5. Document Selection and Acquisition
6. Physical Processing
7. Library Records
8. Library Maintenance

UNIT III CLASSIFICATION

9. Basics of Classification
10. Classifying Documents using DDC (Dewey Decimal Classification)

UNIT IV CATALOGUING

11. Basics of Cataloguing

12. Different Types of Selection Tools and their Importance

UNIT V FILINGAND SHELVING

13. Filing Rules
14. Shelving and Shelf Rectification

UNIT VI INFORMATION SOURCES AND THEIR USE
15. Categories of Information Sources
16. Types of Information Sources

DURATION 30 HOURS

S.No	TOPIC'S	HOURS
1	LIBRARIES: BASICS AND CONTEXTS	8
2	LIBRARYROUTINES	5
3	CLASSIFICATION	5
4	CATALOGUING	4
5	FILINGAND SHELVING	5
6	INFORMATION SOURCES AND THEIR USE	3

ANDHRA CHRISTIAN COLLEGE GUNTUR – ANDHRA RADESH
CERTIFICATE COURSE EXAMINATION
Library and Information Science

Time: 2 hours   Maximum: 50 marks

SECTION – A (5 x 2 = 10 marks)

➢ Write the answers the following questions
➢ Each question carry 2 marks

1. Name any two services provided in "Current Awareness Services."
2. Who heads the University Library Committee
3. Who formulated five laws of Library Science?
4. List any two responsive services of documentation /information centers.
5. Library Promotes the desire for?

SECTION – B (6 x 5 = 30 marks)

➢ Write the answers the following questions
➢ Each question carry 5 marks

6. Give the Reason for categorizing the libraries.

7. Library is a "People's University." Justify this statement

8. How is a Ready Reference Service different from Long Range Reference Service?

9. Define a Library and discuss its role as social institution

10. How is a library different from Documentation and Information Centre?

11. Does user orientation help the user to know how to use Library Services?

SECTION – C (1 x 10 = 10 marks)

➢ Write the answers the following question
➢ The question carry 10 marks
➢ Answer Not Exceed 4 pages (or) 80 Lines

12. "All Academic Libraries do not provide same library services." Justify this statement in view of academic library services.

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