



Gujarat Council of Vocational Training

Gandhinagar



1. Name Of Course : CERTIFICATE COURSE IN LIBRARY & INFORMATION SCIENCE

N.C.O. No. for Skills covered
(Please refer National Classification of Occupations - 2004 available on www.dget.nic.in)

2. Engineering OR Non-engineering : NON-ENGINEERING
3. No. of students per batch : 20 TRAINEES
4. Duration in Hours : 720 Hours
5. Duration in Month : 120 Hours Per Month
- Duration in Month : 06 Months
6. Examination Scheme :

No.	Name of Subject	Teaching Hours during full course.	Maximum Marks. (Excluding	Minimum Marks required for Passing Sessional)	Sessional Marks if any. (Excluding Sessional)
Subject-1	TRADE THEORY	288	100	40	
Subject-2	TRADE PRACTICAL	432	300	180	

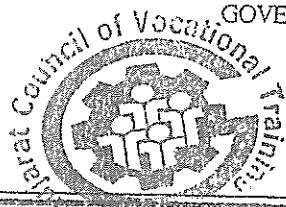
7. Entry qualification for Trainee :

Minimum entry qualification (Essential)	10 + 02 SYSTEM 10th Pass
Desirable	G. C. V. T. CERTIFICATE

8. Minimum qualification for Trainer :

Minimum qualification (Essential)	B. Lib. Sci.
Desirable	M. Lib. Sci.

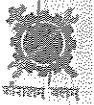
8.1. Objective of the Course : AFTER COMPLETION OF THE COURSE TRAINEES SHALL BE ABLE TO WORK AS LIBRARY ASSISTANT / LIBRARY TECHNICAL ASSISTANT / CATALOGUER IN PUBLIC, ACADEMIC AND GOVERNMENT LIBRARIES.





Gujarat Council of Vocational Training

Gandhinagar



9. Syllabus Committee Member :

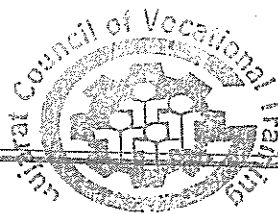
Sr. No.	Name	Organization	Designation	Technical Qualification	Experience in Years	Signature
1.	SHRI C. M. BHAIYA	M. LIB.	EX-LIBRARIAN	M. LIB.	32	<i>[Signature]</i>
2.	SMT. L. P. PANDYA	M. LIB.	LIBRARIAN	M. LIB.	28	<i>[Signature]</i>
3.	SHRI U. A. PAREKH	M. LIB.	LIBRARIAN	M. LIB.	28	<i>[Signature]</i>
4.	SMT. M. H. PUROHIT	B. LIB.	LIBRARIAN	B. LIB.	33	<i>[Signature]</i>
5.	DR. BATUKBHAI GOHEL	P. hd.	EX-BHAVNAGAR UNIVERSITY	B. LIB.	30	<i>[Signature]</i>
6.	DR. SHIVDAN CHARAN	P. hd.	VALLABH VIDHYANAGAR	B. LIB.	33	<i>[Signature]</i>
7.	DR. NILESH SONI	P. hd.	SAURASHTRA UNIVERSITY RAJKOT	B. LIB.	20	<i>[Signature]</i>
8.	DR. MANUBHAI PATEL	P. hd.	HEMCHANDRA-CHARYA UNIVERSITY	B. LIB.	30	<i>[Signature]</i>
9.	SHRI P. A. REVAR	B. LIB.	I. T. I. KUBERNAGAR	B. LIB.	22	

10. Terminal Skills of trainees : (Should be well defined and having reference to NCO) :

The Trainee, after successful completion of training, will have following skills.....

1. TRAINEES WILL BE ABLE TO MANAGE AND HANDLE A LIBRARY AFTER
2. COMPLETION OF COURSE.
- 3.
- 4.
- 5.
- 6.
- 7.

(Please attach separate sheet, if more space is required)





Gujarat Council of Vocational Training
Gandhinagar



11.	Approximate cost of Tools / Equipment / Machinery for Starting one batch of the course	:	Rupees 5 Lacs	Reference Year 2014-2015
12.	Area required for practical / Workshop for one batch	:	75 Sq. Meter	
13.	Minimum Power Connection required	:	4.0 K. W.	
14.1	No. of items in Standard list of Machinery	:	13	
14.1.1	Page No. from 4 to 9	:		
14.2	No. of items in Standard list of Shop outfit	:	83	
14.2.1	Page No. from 4 to 9	:		
14.3	No. of items in Standard list of Trainee Toll-Kit	:	64	
14.3.1	Page No. from 5 to 9	:		

***** FOR OFFICIAL USE *****

Approved by GCVT in Governing Body meeting on : 26-2-2015

Syllabus implemented w.e.f. admission session : next session

Syllabus implemented w.e.f. admission session :

Revision History : 1. Revision No. Revision Date

2. Revision No. Revision Date

3. Revision No. Revision Date





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Gandhinagar



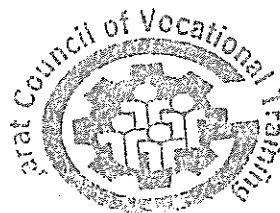
Standard List of Machinery - Equipment / Shop-outfit / or Trainee Toolkit

For Trade of

CERTIFICATE COURSE IN LIBRARY & INFORMATION SCIENCE

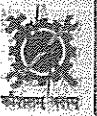
Furniture requirement for CERTIFICATE COURSE IN LIBRARY & INFORMATION SCIENCE

Sr. No.	Description of item with detailed specification	Item type i. e. Machinery / Equipment OR Shop Out-fit OR Trainee Toolkit	Quantity Required Per one Batch of Students	Quantity Required per one Batch of Students for Instructor	Total Quantity Required (Total of previous two Columns)
1.	DESK / TABLE	Shop Out-fit	20	-	20
2.	CLASS CHAIR	Shop Out-fit	20	-	20
3.	TEACHER'S TABLE	Shop Out-fit	-	05	05
4.	TEACHER'S CHAIR	Shop Out-fit	-	05	05
5.	BLACK BOARD	Shop Out-fit	02	-	02
6.	STEEL ALMIRAH	Shop Out-fit	04	-	04
7.	FILING CABINET	Shop Out-fit	01	-	01
8.	COMPUTER CHAIR	Shop Out-fit	10	-	10
9.	COMPUTER TABLE	Shop Out-fit	10	-	10
10.	CHARGING TRAYS	Shop Out-fit	02	-	02
11.	PRINTER TABLE	Shop Out-fit	02	-	02
12.	MODEM	Shop Out-fit	01	-	01
13.	TELEPHONE	Shop Out-fit	01	-	01
14.	OVERHEAD PROJECTOR	Machinery	01	-	01
15.	T. V. / V. C. D.	Machinery	01	-	01
16.	PRINTER (DOT MATRIX & LASER)	Machinery	01	-	01
17.	COMPUTERS	Machinery	10	-	10





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Gandhinagar



Standard List of Tools Requirement

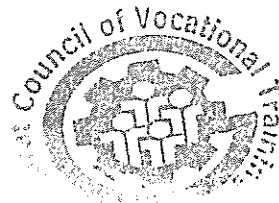
For Trade of

CERTIFICATE COURSE IN LIBRARY & INFORMATION SCIENCE

Tools requirement for CERTIFICATE COURSE IN LIBRARY & INFORMATION SCIENCE

Sr. No.	Description of item with detailed specification	Item type i. e. Machinery / Equipment OR Shop Out-fit OR Trainee Toolkit	Quantity Required Per one Batch of Students	Quantity Required per one Batch of Students for Instructor	Total Quantity Required (Total of previous two Columns)
1.	DEWARY DECIMAL CLASSIFICATION	Toolkit	20	-	20
2.	COLON CLASSIFICATION	Toolkit	20	-	20
3.	SEAR'S LIST SUBJECT HEADING	Toolkit	10	-	10
4.	LIBRARY OF CONGRESS SUB-HEADING	Toolkit	-	01	01
5.	CLASSIFIED CATALOGUE CODE	Toolkit	10	-	10
6.	ENCYCLOPEDIAS	Toolkit	-	01	01
7.	HAND BOOK	Toolkit	-	01	01
8.	DICTIONARY	Toolkit	-	01	01

(As many sheets as required should be used to accommodate all items)





GUJARAT COUNCIL OF VOCATIONAL TRAINING

GANDHINAGAR

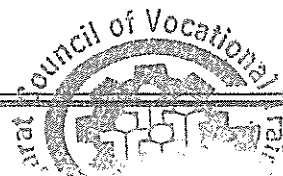
Name of Syllabus : CERTIFICATE COURSE IN LIBRARY & INFORMATION SCIENCE

Sector :

Terminal Competency :

Week Nos.	Trade practical	Trade theory
1-2	<p><u>INFORMATION LIBRARY AND SOCIETY:</u></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, RRRLE, DESIDOC, NASSDOC, and NISSAT <p>(At least visit of 3 standard Libraries of different types Including Library which have different Sections)</p>	<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.
3-4	<p><u>LIBRARY ORGANIZATION & MANAGEMENT:</u></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>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

Signature :

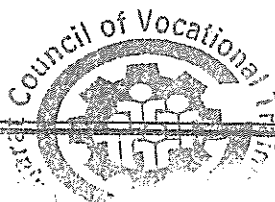


Gujarat Council of Vocational Training

Gandhinagar



<p>5-9</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>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>	<p>and equipments of Periodical Section, Routine of Circulation Section; Methods of charging and discharging.</p> <ul style="list-style-type: none"> ➤ Rules and regulations of library ➤ Library Committee: Types and functions. ➤ Library Finance and Budget Allocation. ➤ Stock Verification. <p>➤ Meaning, Purpose and functions of Library Classification.</p> <p>➤ Features of Book classification:</p> <ul style="list-style-type: none"> ➤ Concept of subject; types of subjects; Simple, Compound and complex. <p>➤ Notation in classification: Need of notation, Base of notation, and Qualities of good notation.</p> <ul style="list-style-type: none"> ➤ 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>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





15-18

N.B. For internal Assessment trainees are required to submit class work, Properly filed with guide cards.

INFORMATION SOURCES, SYSTEMS & SERVICES:

Study of Information Sources:
Study of ready reference sources using a prescribed format and making a comparative study of those tools.

Answering specific reference questions using different categories of ready reference sources.

General overview of On-Line database services and CD-ROM

- 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.

Organization of cataloguing department:

Essential tools and equipments.

- Information sources: Definition and importance of information sources.
- Types of information sources- documentary, human and institutional.
- 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.

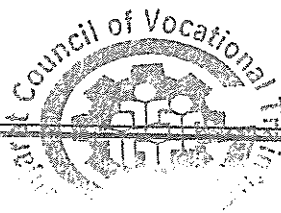
Reference Service:

Definition and need for reference service in library.

Reference book: 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.

Reference question:

Definition, Factors. Types: Fact finding/ Material finding/research. Reference Department.





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<p>19-20</p>	<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>Book selection: 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>Book Preservation: 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>
<p>21-26</p>	<p>Computer Application in Library & Information Science 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. E-mail services. Practice on CDS/ISIS.</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 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.</p>
<p>27-30</p>	<p>Revision & Test</p>	

