



PERIYAR UNIVERSITY

Salem-636011

(Reaccredited with 'A++' Grade by the NAAC)

CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE)

[CHOICE BASED CREDIT SYSTEM (CBCS)]

**CERTIFICATE PROGRAMME IN LIBRARY AND
INFORMATION SCIENCE**



OBE REGULATIONS AND SYLLABUS

(Effective from the Academic year 2025-2026 onwards)

PERIYAR UNIVERSITY, SALEM-11
DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE
Certificate Programme in Library and Information Science (CLIS)
Six Months – Programme
Regulations and Syllabus

1. Objectives of the Course:

To impart Basic knowledge in Library and Information Science and to provide the required employability skills for serving at Academic, Public, and Special library and Information centres.

2. Eligibility for Admission and Total Intake:

A Candidate who has passed +2 Examination or SSLC (in the old pattern or PUC or an equivalent examination) or equivalent thereto. There is no age limit for taking admission to C.L.I.S.

3. Duration of the Course and Distribution of Credit Points:

The duration of the Course shall be **Six Months**, which shall be calculated from June to December.

- Theory Courses : 2 Nos.
- Practical Course : 1 No.

4. Course of Study:

The Course of study for the degree shall be in Certificate in Library and Information Science (CLIS) with internal assessment according to the syllabus prescribed from time to time.

Core Course	Title of the Paper	Credits	Internal Assessment	External Assessment	Total
CORE - I	Fundamentals of Library and Information Science -Theory	5	25	75	100
CORE - II	Information Processing – Classification And Cataloguing - Theory	5	25	75	100
Practical	Information Processing – Classification And Cataloguing Practice	10	40	60	100

5. Scheme of Examination:

Internal:

Approaches	Marks
Continuous Internal Assessment (CIA)	20
Assignment (1)	5
Total	25

External:

Question Paper Pattern

Time: 3 Hours

Max. Marks: 75

Part A (5 × 5 = 25 Marks)

Answer any five questions out of eight questions

Part B (5 × 10 = 50 Marks)

Answer any five questions out of eight questions

6. Passing Minimum

A candidate will be declared as pass, if they secure at least 30 marks in the End Semester Examination (ESE) for each theory paper and an overall aggregate of 40 marks combining both external and internal assessments.

7. Practical–Section A : Classification (Using DDC 23rd Edition)

All questions carry Equal marks

PART - A : $5 \times 1 = 05$ (out of 8 questions)

PART - B : $5 \times 2 = 10$ (out of 8 questions)

PART - C : $5 \times 3 = 15$ (out of 8 questions)

Section B Cataloguing Practical - Choice Based Questions (Out of 5 questions 3 shall be answered)

Section B: Cataloguing (AACR-II & CCC): $3 \times 10 = 30$ Marks

PART – A : $3 \times 10 = 30$ (out of 5 questions)

8. Commencement of the Regulations:

The above regulations shall take effect from the academic year 2025-26.

Core – I Fundamentals of Library and Information Science - Theory

Unit –I

Library – Definition – Types of Libraries – Role of Libraries in the Society – Role of Library Professional Associations- Librarian–Qualities and Qualifications

Unit–II

Functions of Libraries and Services – Research and Special Libraries – Library services - Indexing and Abstracting Service –Translation Service – Referral Service – Reprographic Service – Documentation Service

Unit–III

Five Laws of Library Science–Implications of Five Laws of Library Science- Library Systems–Open Access System–Closed Access System – Need and Purpose – Library Extension Service – Methods of Extension services-Library Buildings–Furniture and Fittings

Unit-IV

Library Management – Sections of Library and their functions – Book charging Systems–Stock Verification–Budgeting–Types–Annual Report-Human Resource Management

Unit–V

Information Sources and Services – Need, Purpose and Types – Reference Sources- Types –E-resources-Information Systems

Texts & References:

1. Gurdev, Singh, Information Sources, Services and Systems, Delhi, PHI Learning Private Limited, 2013.
2. Devarajan, G. and Pulikuthiel, Joseph Kurien, Information Access, Tools, Services and Systems, Ess Ess Publishers, New Delhi, 2011.
3. <https://egyankosh.ac.in/bitstream/123456789/35284/3/BLI-222%20B1-E.pdf>
4. Mittal, RL Library Administration: Theory and Practice. ESS ESS Publications, 2nd Edition, New Delhi,2007.
5. Information Science, Information, Knowledge Communication and Libraries By C.A. Augustine, Ess Ess Publications, New Delhi, 2021.
6. Next Generation Libraries Emerging Technologies, Community Engagement & Future Librarianship by Bhojaraju Gunjal, Dibya Kishor Pradhan, Vinod Kumar Mishra , Pushpita Mishra & Kshirod Das, Ess Ess Publications, New Delhi, 2020
7. Rubin, Richard, Foundations of Library and Information Science, Neal-Schuman Publishers, Incorporated, 2010.
8. Ranganathan, S. R. Five Laws of Library Science. 5th ed. Bangalore: Sarada Ranganathan Endowment for Library Science, 2006.
9. <http://epgp.inflibnet.ac.in/ahl.php?csrno=21>
10. Gurudev Singh, Academic Library system and services, Ess Ess Publications New Delhi, 2015.
11. Jha, Pavankumar. Library Networks and Network based Information Services in India at <http://pavankumarjha.prepod.com/dissertation/chapter3.html>

Core – II Information Processing–Classification and Cataloguing - Theory

Unit-I

General Classification–Definition– Need and Purpose–Schemes of Library Classification– Decimal Classification – Colon Classification.

Unit-II

Colon Classification- Fundamental Categories – Postulates – Rounds and Levels - Notation in Classification – Qualities of Notation - Mnemonics in Classification - Types.

Unit–III

Library Catalogue –Definition–Objectives–Functions–Library Catalogue and Bibliography – Difference between Library Catalogue and Bibliography.

Unit–IV

Normative Principles of Cataloguing - Canons Laws Principles and their Implications.

Unit–V

Physical Forms of Library Catalogue – Advantages and Disadvantages of each form of Library Catalogue – Inner forms of Library Catalogue – Criteria for a good catalogue – Entries and arrangement of catalogues – AACR2

Texts &References

1. Krishna Kumar, Theory of Classification, 2nd rev.ed. Delhi, Vikas, 2001.
2. Kumar, P.S.G...Knowledge organization, information processing, and retrieval theory, Delhi: B. R. Publishing,2003.
3. Maxwell, R. L. & Connell, T. H. (Eds,) Future of cataloguing. Chicago: ALA, 2000.
4. Shalini Lihitkar and Veeranjanyulu, Cataloguing Theory and Practice. B.S.Publications, 2017.
5. Rohit Manglik, Library Classification and Cataloguing Theory, EduGorilla Publication, 2024.
6. https://ebooks.lpude.in/library_and_info_sciences/BLIS/year_1/DLIS103_LIBRARY_CLASSIFICATION_AND_CATALOGUING_THEORY.pdf
7. https://ebooks.lpude.in/library_and_info_sciences/DLIS/Year_1/DLIS002_KNOWLEDGE_ORGANIZATION_CLASSIFICATION_AND_CATALOGUING_THEORY.pdf.
8. https://epgp.inflibnet.ac.in/epgpdata/uploads/epgp_content/s000021li/p000100/m001952/et/14609779922et.pdf.

Core – III : Information Processing–Classification and Cataloguing Practice

Classification of Books and Other Documents Using Colon Classification and Dewey Decimal Classification (23rd Edition) and Preparation of Catalogue entries for Books and Serials using AACR- II Rev. (2008) and Classified Catalogue Code (CCC)

Texts References

1. DDCEd.23,OCLCOhio,2003
2. Satija.M.P. Exercise in the 23rd Edition of Dewey decimal classification. New Delhi, Ess Ess Publications, 2012.
3. Anglo American Cataloguing Rules. 2nd Edition Rev. New Delhi, Oxford, 1988
4. Sears List of Subject Headings.20th Edition.New York,H.W.Wilson,2010

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