

**MK UNIVERSITY PATAN**

**FACULTY OF HUMANITIES & ARTS**

**MK UNIVERSITY SCHOOL OF LIBRARY SCIENCE**

# **SYLLABUS**

## **Diploma of Library Science**

**(Annual Scheme)**

**Examination-2025-2026**

# Diploma of Library Science

2025-2026

The syllabus has been adopted from Department of Library and Information Science, Vardhaman Mahaveer Open University, Kota. The scheme of examination has been kept the same and is defined as below.

## Objective:

The main objectives of this program are: to provide initial knowledge of the field of library and information science; Providing training in procedures and routine related to library operations; To provide knowledge of application of information technology in the field of library and information science; And to prepare Librarians for school libraries and semi-professional level skilled technicians with the ability to work in different types of libraries.

## Scheme of Examination

For a pass, a candidate shall be required to secure a minimum of 40% marks in each paper and 40% marks in the aggregate of all the papers. Successful candidates securing 60% marks in the aggregate shall be placed in First division and those securing 50% marks in the aggregate in Second division. All the rest will be declared to have passed the examination. A candidate for the examination shall be required to offer theory and practical paper mentioned below. The maximum marks of each paper shall be as noted against each and the duration of each theory paper and practical paper shall be 3 hours.

Papers	Title	Maximum Marks
I.	Library Classification & Cataloguing Theory	100
II.	Library Classification (Practical)	100
III.	Library Cataloguing (Practical)	100
IV.	Library Routine and Reference Service	100
V.	School & Public Library	100
VI.	Information Service & Computer Application	100

# **DetailsofSyllabus**

## **PaperI:LibraryClassification&Cataloguing (Theory)**

**MaxMarks:100**

**PassingMarks:40**

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: 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.

Principles and Rules on Cataloguing Principles (ICCP), 1961, Features of Anglo-American Cataloguing Rules (AACR), Features of Classified Catalogue Code (CCC) and Rendering of Indic names and use of vocabulary control devices in cataloguing. Knowledge Cataloguing and Book Cataloguing, Basic concepts Meanings, purpose and function of Cataloguing schedule and its components, Notation Kinds.

## **PaperII:LibraryClassification(Practical)**

**MaxMarks :100**

**PassingMarks: 40**

DeweyDecimalClassification;19<sup>th</sup>edition Colon

Classification; 6<sup>th</sup> edition

## **PaperIII:LibraryCataloguing(Practical)**

**MaxMarks:100**

**PassingMarks: 40**

Anglo-American Cataloguing Rules-II

ClassificationCataloguingCode5<sup>th</sup>edition

## **Paper IV: Library Routine and Reference Service**

**Max Marks: 100**

**Passing Marks: 40**

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 Services: Definitions, Meaning, Need and Type

Library orientations, Need, Importance and methods and types

Reference services in School and Public libraries, Characteristics of Reference Librarian, Reference sources and brief description of these sources.

## **Paper V: School & Public Library**

**Max Marks : 100**

**Passing Marks: 40**

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

Public 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

## **Paper VI: Information Service & Computer Application**

**MaxMarks:100**

**PassingMarks:40**

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

Information and Communication Technology: ICT definition, scope, application in human activities, Information and knowledge, social implication, Application of ICT in activities of library and information centers,

Computers: 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: Housekeeping Operations in Library system, future of Libraries and Library automation software in India.