

# **SYLLABUS FOR THE BATCH FROM YEAR 2025 TO 2026**

**FOR**

## **Certificate in Library & Information Science** **(Credit Based Evaluation and Grading System)**

**Duration: 6 months**

**Semester-I**

**EXAMINATIONS: 2025-2026**



### **Program Outcomes:**

- Fundamental Knowledge of Librarianship** – Students will gain an understanding of the basics of librarianship, its importance and role in the society.
- Enhanced Technical Skills** – The program focuses on improving and enhancing students' skills in performing different operations in libraries and handling information.
- Career Readiness & Employability** – The program prepares students for entry-level jobs in different types of libraries.

**Name of the Department: Library and Information Science**

**In collaboration with**

**Directorate of Open & Distance Learning and Online Studies**

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**GURU NANAK DEV UNIVERSITY**  
**AMRITSAR**

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**Certificate in Library & Information Science Offered by Department of Library and Information Science in Collaboration with Directorate of Open & Distance Learning and Online Studies, Guru Nanak Dev University Amritsar.**

**Eligibility:**

- +2 in any stream or Equivalent exams
- Any student pursuing Bachelor Degree, Master Degree, M.Phil., Ph.D. from GNDU campus.

**Scheme of the Programme**

Paper Code	Subject	Marks			Credits
		Internal Assessment	End Term	Total	
ODLIS101T	Library, Information and Society (Theory)	30	70	100	4
ODLIS102T	Library Operations (Theory)	30	70	100	4
ODLIS103T	Information Sources and Services (Theory)	30	70	100	4
ODLIS104T	Information and Library Networking (Theory)	30	70	100	4
<b>Total Marks &amp; Credits</b>		<b>120</b>	<b>280</b>	<b>400</b>	<b>16</b>

**Subject Name: LIBRARY, INFORMATION AND SOCIETY (Theory)**

**Subject Code: ODLIS101T**

**Semester-I**

**Time: 03 Hours**

**Max. Marks: 100 Marks**

**Internal Assessment: 30 Marks**

**End Term: 70 Marks**

**Instructions for the Paper-Setter/examiner:**

1. Question paper shall consist of **Four sections**.
2. Paper setter shall set **Eight questions** in all by selecting **Two questions** of equal marks from each section. However, a question may have sub-parts (not exceeding four sub-parts) and appropriate allocation of marks should be done for each sub-part.
3. Candidates shall attempt **Five questions** in all, by at least selecting **One question** from each section and the **5<sup>th</sup> question** may be attempted from any of the **Four sections**.
4. The question paper should be strictly according to the instructions mentioned above. In no case a question should be asked outside the syllabus.

**Section-A**

- Role of Library and Information Centers in Modern Society
- Implications of Five Laws in digital era
- Library Services

**Section-B**

- Types of Libraries: Academic, Public and Special
- National Library of India: Functions and Services

**Section-C**

- Library and Information Science as a Profession
- Professional Skills and Competencies
- Professional Ethics of Librarianship

**Section-D**

- LIS Education in India
- User Education
- Users and their Information Needs

**Suggested Readings:**

1. Damrita, J. Future Concepts of Library & Information Science: Changes, Challenges and Role of Library Professionals. New Delhi: Ess Ess Publications, 2009.
2. Gerard, David. Ed. Libraries in Society: A Reader. London: Clive Bingley, 1978.
3. Kent, Allen, ed. Resource Sharing in Libraries, why, how, when, next action step New York: Bekker, 1974.
4. Khanna, J.K. Library & Society. Kurukshetra: Research Publications, 1987.
5. Kumar, P.S.G. Foundations of Library & Information Science. Delhi: B.R. Publishing Corporation, 2003.
6. Mukherjee, Bhaskar. Information Communication and Society. New Delhi: ESS ESS. Publication, 2012.
7. Ranganathan, S.R. Five Laws of Library Science, 2nd Ed., Reprint. Bangalore: Sharda Ranganathan Endowment for Library Science, 1986

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**Section-A**

- Library Housekeeping Operations
- Acquisition of Library Material: Selection, Ordering, Receiving and Accessioning
- Technical Processing: Classification, Cataloguing, Labeling and Shelving

**Section-B**

- Circulation: Membership/Registration
- Circulation System: Charging and Discharging
- Periodical Section

**Section-C**

- Reference and Information Section
- Stock Management: Rectification and Verification
- Library Access: Open and Closed

**Section-D**

- Planning a Library Building
- Library Rules
- Staff Manual

**Suggested Readings:**

1. Krishan Kumar. Library Administration and Management. New Delhi: Vikas, 1993.
2. Kumar, P. S. G. Management of Library and Information Centres. Delhi. B. R. Publishing Corp. 2003.
3. Mittal, R.I.. Library Administration: Theory and Practice. New Delhi: ESS ESS Publications, 2007.
4. Navlani,K Library management in changing scenario: concepts, operations and practices, Patiala: Madaan Publishing, 2006..
5. Ranganathan, S.R. Library Administration. 2<sup>nd</sup> ed. Bangalore: Sarda Ranganathan Endowment for Library Science.
6. Katz, William A. Introduction to Reference Work: Reference Services and Reference Processes. 2V. 3 Ed., New York: McGraw Hill.
7. Rastogi, K. G. Reference Services in Library Science. New Delhi: Alfa Publications, 2006.

**Subject Name: INFORMATION SOURCES AND SERVICES (Theory)**

**Subject Code: ODLIS103T**

**Semester-I**

**Time: 03 Hours**

**Max. Marks: 100 Marks**

**Internal Assessment: 30 Marks**

**End Term: 70 Marks**

**Instructions for the Paper-Setter/examiner:**

1. Question paper shall consist of **Four sections**.
2. Paper setter shall set **Eight questions** in all by selecting **Two questions** of equal marks from each section. However, a question may have sub-parts (not exceeding four sub-parts) and appropriate allocation of marks should be done for each sub-part.
3. Candidates shall attempt **Five questions** in all, by at least selecting **One question** from each section and the **5<sup>th</sup> question** may be attempted from any of the **Four sections**.
4. The question paper should be strictly according to the instructions mentioned above. In no case a question should be asked outside the syllabus.

**Section-A**

- Universe of Knowledge
- Data, Information, Knowledge and Wisdom
- Subjects: Basic, Compound and Complex Subjects

**Section-B**

- Information Sources: Documentary and Non-Documentary
- Primary Sources of Information
- Secondary and Tertiary Sources of Information

**Section-C**

- Difference between Text Book and Reference Book
- Evaluating Information Products: Criteria
- Reference Sources: Types

**Section-D**

- Reference Services: Concept, Need and Theories
- Types of Information Services: Long and Short Range
- Information Services: CAS and SDI

**Suggested Readings:**

1. Khanna, J.K. and Vashisht, K.K. Knowledge, Evolution, Structure and Research Methodology. New Delhi: Ess Ess Publications, 1985.
2. Krishan Kumar. Theory of Classification. Delhi: Vikas Latest Ed.
3. Cheney, F. N. and William, W.J. Fundamental Reference Sources. 2nd Ed., Chicago: ALA.
4. Foskett, D.J. Information Service in Libraries. London: Lockwood.
5. Girja Kumar: Philosophy of User Education. New Delhi: Vikas.
6. Grogan, Denis. Practical Reference Work.2 Ed., London: LA,

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7. Katz, William A. Introduction to Reference Work: Reference Services and Reference Processes. 2V. 3 Ed., New York: McGraw Hill.
8. Rastogi, K. G. Reference Services in Library Science. New Delhi: Alfa Publications, 2006.
9. Sewa Singh. Manual of Reference and Information Sources. 2 Ed., 2V. Delhi: B.R. Publishers, 2004.

**Subject Name: INFORMATION AND LIBRARY NETWORKING (Theory)**

**Subject Code: ODLIS104T**

**Semester-I**

**Time: 03 Hours**

**Max. Marks: 100 Marks**

**Internal Assessment: 30 Marks**

**End Term: 70 Marks**

**Instructions for the Paper-Setter/examiner:**

5. Question paper shall consist of **Four sections**.
6. Paper setter shall set **Eight questions** in all by selecting **Two questions** of equal marks from each section. However, a question may have sub-parts (not exceeding four sub-parts) and appropriate allocation of marks should be done for each sub-part.
7. Candidates shall attempt **Five questions** in all, by at least selecting **One question** from each section and the **5<sup>th</sup> question** may be attempted from any of the **Four sections**.
8. The question paper should be strictly according to the instructions mentioned above. In no case a question should be asked outside the syllabus.

**Section-A**

- Information: Concept, Characteristics, Nature, Value
- Uses of Information
- Information Literacy

**Section-B**

- Communication of Information: Concept and Channels
- Barriers in Communication of Information
- Information Intermediaries

**Section-C**

- Resource Sharing and Library Networking
- Information and Library Network: Role and Services of INFLIBNET
- Social Media and Libraries

**Section-D**

- Internet as a Source of Information
- Search Engines: Concept and Types
- Role of Library and Information Professionals in Digital Era

**Suggested Readings:**

1. Bhattacharya, S.D. Knowledge management for library and information science, New Central book Agency.
2. Kumar, P.S.g. Information and Communication. Delhi: B.R. Corporation.
3. Prashar, R.G. Information and Communication. @nd Ed. New Delhi: Ess Ess Publications.
4. Rowley, J. The electronic Library, 4th Ed., London: Library Association.
5. Rowley J. The Basics of Information System. London: LA.

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6. Tedd, L.A. An introduction to Information Technology: Basics. Delhi, B. R. Publishing Corp. 2003.
7. Winship, I. The Students' Guide to the Internet. London: LA.