

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

GURU NANAK DEV UNIVERSITY
AMRITSAR

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
Total Marks & Credits		120	280	400	16

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.

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 **5th 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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Subject Name: LIBRARY OPERATIONS (Theory)

Subject Code: ODLIS102T

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 **5th 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

- 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. 2nd 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 **5th 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 **5th 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 Corpn. 2003.
7. Winship. I. The Students' Guide to the Internet. London: LA.