

**MAHARASHTRA STATE BOARD OF VOCATIONAL EDUCATION EXAMINATION, MUMBAI**

1	Name of Course	Diploma Course in Library and Information Science								
2	Max no. of Students	25			Course Code - 411402					
3	Duration	2 year								
4	Course Type	Full Time								
5	No. of Days per week	6 days								
6	No. of hours per day	7 Hrs								
7	Space require	Theory Class Room – 200 sqft Three Practical Lab – 500 sqft each								
8	Entry qualification	S.S.C. Pass								
9	Objective of syllabus	After completion of the course trainees should be able to work as Library Assistant/ Library Technical Assistant/ Cataloguer in public, Academic and Government Libraries.								
10	Employment opportunities	Librarian / Asst Librarian in various school and colleges								
11	Teachers Qualification	For Vocational Subject -B. Lib or Equivalent and for Non Vocational Subject Master Degree in concern Subject.								
12] Teaching Scheme –										
Ppr		Subject Code	Clock Hours / Week		Total					
			Theory	Practical						
1	English (Communication Skill)	90000001	2 Hrs	1 Hrs	3 Hrs					
2	Elective – I		2 Hrs	1 Hrs	3 Hrs					
3	Elective – II		2 Hrs	1 Hrs	3 Hrs					
4	Basic Information Technology	41140001	3 Hrs	8 Hrs	11 Hrs					
5	Library, information and society and classification	41140002	3 Hrs	8 Hrs	11 Hrs					
6	Information technology in LIS	41140003	3 Hrs	8 Hrs	11 Hrs					
Total					42 Hrs					
13 Internship Two Month Summer Internship from 1st May to 30th June is Compulsory.										
14] Examination Scheme – Final Examination will be based on syllabus of both years.										
P	Subject	Subject Code	Theory			Practical			Total	
			Duration	Max	Min	Duration	Max	Min	Max	Min
1	English ( Communication Skill)	90000001	3 Hrs	70	25	3 Hrs	30	15	100	40
2	Elective – I		3 Hrs	70	25	3 Hrs	30	15	100	40
3	Elective – II		3 Hrs	70	25	3 Hrs	30	15	100	40
4	Basic Information Technology	41140001	3 Hrs	100	35	3 Hrs	100	50	200	85
5	Library, information and society and classification	41140002	3 Hrs	100	35	3 Hrs	100	50	200	85
6	Information technology in LIS	41140003	3 Hrs	100	35	3 Hrs	100	50	200	85
Total									900	375
15 Teachers – Three Teachers per batch for vocational component. For English, Elective-I & II guest faculty on clock hour basis.										
16 Student have to choose any one subject for Elective-I and Elective-II from below given subjects										
17										
a) For Elective I – Student can choose any one subject			b) For Elective II – Student can choose any one subject							
Code Subject Name			Code Subject Name							
90000011 Applied Mathematics			90000021 Applied Sciences(Physics & Chemistry)							
90000012 Business Economics			90000022 Computer Application							
90000013 Physical Biology (Botany & Zoology)			90000023 Business Mathematics							
90000014 Entrepreneurship										
90000015 Psvchologv										

**Paper – 1 - Basic Information Technology – 1<sup>st</sup> year**  
**(Subject Code – 41140001)**

Theory	Practical
<b>A] Computer Fundamental</b>	
<b>1] Fundamentals Of Computer</b> Introduction Components of PC The system Unit Front part of system Unit Back part of system Unit CPU Memory of computer Monitor Mouse, Keyboard Disk, Printer, Scanner, Modem, Video, Sound cards, Speakers	<b>List of Practical</b> 1. Working with Windows 2000 desktop ,start icon, taskbar, Recycle Bin, My Computer icon ,The Recycle Bin and deleted files Creating shortcuts on the desktop 2. The Windows 2000 accessories, WordPad – editing an existing document, Use of Paint – drawing tools The Calculator, Clock 3. The Windows Explorer window, concept of drives, folders and files? Folder selection techniques, Switching drives, Folder creation, Moving or copying files, Renaming, Deleting files ,and folders 4. Printing, Installing a printer driver, Setting up a printer, Default and installed printers, Controlling print queues, Viewing installed fonts, The clipboard and 'drag and drop', Basic clipboard concepts Linking vs. embedding,
<b>2] Introduction To Windows 2000/Xp</b> Working with window Desktop Components of window Menu bar option Starting window Getting familiar with desktop Moving from one window to another Reverting windows to its previous size Opening task bar buttons into a windows Creating shortcut of program Quitting windows	5. Moving through a Word document menu bar and drop down menus toolbars 6. Entering text into a Word 2000 document, selection techniques Deleting text 7. Font formatting keyboard shortcuts 8. Paragraph formatting Bullets and numbering 9. Page formatting What is page formatting? Page margins Page size and orientation Page breaks, Headers and footers 10. Introducing tables and columns
<b>3] GUI Based Editing, Spreadsheets, Tables &amp; Presentation</b> Application Using MS Office 2000 & Open Office.Org Menus Opening, menus, Toolbars, standard toolbars, formatting toolbars & closing Quitting Document , Editing & designing your document Spreadsheets Working & Manipulating data with Excel Changing the layout Working with simple graphs Presentation Working With PowerPoint and Presentation	11. Printing within Word 2000 Print setup Printing options Print preview 12. Development of application using mail merge Mail merging addresses for envelopes Printing an addressed envelope and letter 13. Creating and using macros in a document 14. Creating and opening workbooks Entering data 15. Navigating in the worksheet Selecting items within Excel 2000 Inserting and deleting cells, rows and column Moving between worksheets, saving worksheet, workbook
<b>4] Introduction To Internet</b> What is Internet Equipment Required for Internet connection Sending &receiving Emails Browsing the WWW Creating own Email Account Internet chatting	16. Formatting and customizing data 17. Formulas, functions and named ranges 18. Creating, manipulating & changing the chart type 19. Printing, Page setup, Margins Sheet printing options, Printing a worksheet 20. * Preparing presentations with Microsoft Power Point. Slides and presentations, Opening an existing presentation , Saving a presentation
<b>5] Usage of Computer System in various Domains</b> Computer application in Offices, books publication data analysis ,accounting , investment, inventory control, graphics, database management, Instrumentation, Airline and railway ticket reservation, robotics, artificial intelligence, military, banks, design and research work, real-time, point of sale terminals, financial transaction terminals.	21. Using the AutoContent wizard ,Starting the AutoContent wizard, Selecting a presentation type within the AutoContent wizard Presentation type Presentation titles, footers and slide number 22. Creating a simple text slide, Selecting a slide layout Manipulating slide information within normal and outline view, Formatting and proofing text, Pictures and backgrounds, drawing toolbar, AutoShapes, Using clipart, Selecting objects, Grouping and un-grouping objects, The format painter

Theory	Practical
	<p>23. Creating and running a slide show, Navigating through a slide show, Slide show transitions, Slide show timings. Animation effects</p> <p>24. Microsoft Internet Explorer 5 &amp; the Internet</p> <p>Connecting to the Internet The Internet Explorer program window, The on-line web tutorial Using hyper links, Responding to an email link on a web page</p> <p>25. Searching the Internet, Searching the web via Microsoft Internet Explorer, Searching the Internet using Web Crawler, Searching the Internet using Yahoo, Commonly used search engines</p>
<p><b>6] Information technology for benefits of community</b></p> <p>Impact of computer on society</p> <p>Social responsibilities</p> <p>Applications of IT</p> <p>Impact of IT</p> <p>Ethics and information technology</p> <p>Future with information technology</p>	<p>26. Favorites, security &amp; customizing Explorer Organizing Favorite web sites Customizing options – general, security, contents, connection, programs, advanced</p> <p>27. * Using the Address Book Adding a new contact</p> <p>Creating a mailing group, Addressing a message, Finding an e-mail address</p> <p>28. Using electronic mail, Starting Outlook Express</p> <p>Using the Outlook Express window, Changing the window layout, Reading file attachment, Taking action on message-deleting, forwarding, replying</p> <p>29. Email &amp; newsgroups, Creating and sending emails</p> <p>Attached files, Receiving emails, Locating and subscribing to newsgroups, Posting a message to a newsgroup</p> <p>30. Chatting on internet, Understating Microsoft chat environment, Chat toolbar</p>

## Paper – 1 - Basic Information Technology – 2<sup>nd</sup> year

Theory	Practical
Visit to different sections of the Institute. Safety precautions, Electrical Safety. Demonstration and operation of Fire Extinguishers. Demonstration of Artificial Respiration	Familiarization with institute. Accidents, safety precautions, Electrical safety, types of fire extinguishers. Artificial Respiration. Data, Information, data types, physical & logical concepts of data.
MS Access Working with Access, files, records, creating files, records, creating table with different fields such as number, text, date/time etc. Entering data, modifying structure, modifying data in tables, forms, reports and queries. Hyperlinking with Excel and Word Practicing data entry in Access	Concept of Database/relational database management systems Records, fields, files, different types of fields Various types of database systems Introduction to various database languages such as dbase, FoxPro, Visual Basic, Oracle and SQL.
PageMaker Working with tool bar Setting defaults Opening, saving and closing publications Inserting and removing pages Flowing text, resizing the object Adjusting graphics or text objects, select multiple elements, selecting elements behind the others, mask and group, unmask and ungroup. Constrain move vertically/horizontally Paste items, editing objects, rotating text box Layout window, viewing pages, changing previous and next pages, zooming and hyperlinks	PageMaker – introduction to various versions, concepts and application
Font style, size, case, subscript and Superscript Special characters, bullets, page numbering Spacing of character, line, word and paragraph, breaking and non breaking Text editing – selecting word, paragraph and a range of text indenting/Tabs Find and change dialogue box Text recomposition Compress paint, JPG and GIF files Pallet controls, colour pallets, styles pallet and master pages pallet Removing master page objects from pages, control pallets Making tables, editing data in tables. Filing, stroking, frames, arranging, text wrapping, grouping and ungrouping, locking and unlocking, mask/unmask image, polygon setting, rounded corners	Application of PageMaker
Entering vouchers, creating ledgers, maintaining cash books, bank books, preparation of trial balance & balance sheet and budget estimates Practicing any one of Financial Accounting Software such as Talley, Ace or Ex Engine Learning keyboard short cuts.	Introduction of Accounting, vouchers, ledger, bank books, cash books, trial balance and balance sheets, golden rules of accountancy. Introduction to Financial accounting Software such as Talley, Ace, Ex engine (Any one of these software)

Working with LAN Basic operation of LAN. Data entry in other clients, data storing in different clients. Data shearing from server and other clients. Practicing data entry in networking	Networking concepts, LAN, WAN, their applications.
Internet Operations, browsing, downloading articles and other text, down loading pictures from internet, sending and receiving emails, sending and receiving attachments. Introduction to local Language software such as Algal, I-leap, Chalontika, Leap-office (Any one of this software) Practicing of Data entry in Hindi or any other local languages software	Internet, intranet, ISDN, Broad brand concepts and applications.  Local language software, concepts and applications.
Adobe Photoshop basic training including various editing features, Scanning images, importing, Exporting, Adjusting image using brightness, Contrast, hue, saturation, size, pixel, etc. Adding various effects to image using layer, action etc.	

### **List of Books**

#### **Computer Fundamental**

- 1] Vikas Gupta Comdex Computer Course Kit First Dreamtech
- 2] Henry Lucas Information Technology for management 7Th Tata Mc-Graw Hills
- 3] B.Ram Computer Fundamentals Architecture and Organisation Revised 3<sup>rd</sup> New Age International Publisher

### **List of Tools and Equipment**

#### **A] General Class room**

Sr	Name of Item	No.
1	Steel lockers 8 compartments with individual lockers (1980 x 910 x 480 mm)	4
2	Chair with writing pad	25
3	Steel almari with self 6.5' x 3' (18 gauge)	2
4	Steel table 4' x 3'	2
5	Teacher chair	2

#### **B] For Computer Fundamental and CAD Practical**

Sr	Name of Item	No.
1	Computer System P4 with accessories Complete with license OS. compatible for- to run AutoCAD 2010 and Windows 7 OS.	5+1
2	Plotter- HP Design Jet 500 latest model	1
3	Scanner	1
4	Computer table	5+2
5	Chair for computer	10+2
6	Laser Printer	1
7	M. S. Office Software	1

**(Subject Code – 41140002)**

**(Theory and Practical)**

**UNIT – I: Role of Libraries**

Library as a Social Institution

Development of Libraries in India

Role of Library and Information Centres in Modern Society

Five Laws of Library Science

**UNIT – II: Types of Libraries, Professional Associations and Organizations**

National Library of India: Concept, Functions and Services

Public Libraries, Academic Libraries and Special Libraries

Professional Associations: ILA, IASLIC, CILIP, ALA, Aslib, SLA

National and International Organizations: RRRLF, UNESCO and IFLA

Digital Libraries

**UNIT – III: Library Legislation**

Library Legislation: Need, Purpose, Objectives and Model Library Act

Library Legislation in India: Structure and Salient Features

Press and Registration Act

Delivery of Books (Public Libraries) Act

**UNIT – IV: Information and Communication**

Information: Characteristics, Nature, Value and Use of Information

Conceptual difference between Data, Information and Knowledge

Communication channels, models and barriers

National Knowledge Commission and Information Policy

Information Intermediaries

**UNIT – V: Library and Information Profession**

Professional Skills and Competencies

Professional Ethics

Role of Library and Information Professionals in Digital Era

**PRACTICAL – Practical will be based on the above units and student have to prepare Report and write Journal Practical based on Study Practical**

## **Theory**

### **LIBRARY CLASSIFICATION (Theory)**

#### **UNIT - I: Elements of Library Classification**

Concepts, Terminology

Need, Purpose and Functions

Species of Classification Schemes

#### **UNIT - II: Theory and Development**

Historical Development

General Theory: Normative Principles

Modes of Formation of Subjects

#### **UNIT – III: Approaches to Library Classification**

Postulational Approach and Systems Approach

Fundamental Categories, Facet Analysis and Facet Sequence

Phase Relation and Common Isolates

Devices in Library Classification

#### **UNIT – IV: Notation and Construction of Classification Number**

Notation: Need, Purpose, Types and Qualities

Call Number: Class Number, Book Number and Collection Number

Construction of Class Numbers

#### **UNIT – V: General and Special Classification Schemes**

Dewey Decimal Classification

Universal Decimal Classification

Colon Classification

Current Trends in Library Classification

**Paper- 2 - LIBRARY, INFORMATION AND SOCIETY and CLASSIFICATION - 2<sup>ND</sup> YEAR**

**Practical**

**LIBRARY CLASSIFICATION (Practical)**

**UNIT – I: Colon Classification (Ed. 6)**

Introduction, Structure and Organisation

Steps in Classification

Classification of Documents with Basic Subjects

Classification of Documents with Compound Subjects

**UNIT – II: Dewey Decimal Classification (Latest Edition)**

Introduction, Structure and Organisation

Steps in Classification

Classification of Documents using Table 1 and 2

Use of Relative Index

**UNIT – III: Colon Classification (Ed. 6)**

Use of Common Isolates, Phase Relations and Devices

Classification of Documents with Compound and Complex Subjects

**UNIT – IV: Dewey Decimal Classification (Latest Edition)**

Classification of Documents using Tables 1 to 7



**Paper – 3 - INFORMATION TECHNOLOGY IN LIS – 1<sup>st</sup> year  
(Subject Code – 41140003)**

**(Theory and Practical)**

**INFORMATION TECHNOLOGY IN LIS**

**Library Automation**

Library Automation: Planning and Implementation

In-house Operations: Acquisition, Cataloguing, Circulation, Serial Control, OPAC, etc.

Bibliographic Standards: CCF and MARC 21

Introduction to Metadata: Types of Metadata Dublin Core

Library Software Packages: Overview and House Keeping Operations

Case Studies: WINISIS, Alice for Windows and SOUL

**Database Management Systems**

Database: Concepts and Components

Database Structures, File Organization and Physical Design

Database Management System: Basic Functions, Potential Uses

## **Paper – 3 - INFORMATION TECHNOLOGY IN LIS – 2<sup>nd</sup> year**

**(Theory and Practical)**

### **INFORMATION TECHNOLOGY IN LIS**

#### **UNIT – I: Operating Systems and Application Software**

Installation and Functions of Different Operating Systems: Window XP, Vista, Windows

NT, Linux

Setting of Desktop, Library Server and its Maintenance

Creating Presentations with PowerPoint

Editing and Formatting Word Documents

#### **UNIT – II: Database Creation and Library Software**

Installation and Creation of Databases: Import, Export, Hyperlinks and Printing of

Records using WINISIS

Alice for Windows: Installation, Configuration and Functions

Installation, Configuration and Application of SOUL

#### **UNIT – III: Database Web Interface**

GENISIS: Installation, Configuration and Functions

Web Interface to WINISIS using GENISIS

#### **UNIT – IV: Online and Offline Searching**

Web Searching

Advanced Internet Searching

Search through Meta Search Engines

Offline Databases

Internet and E-mail

## Reference Books :-

1. **BHATT (R K)**. History and development of libraries in India. 1995. Mittal Publications, New Delhi.
2. **CHAPMAN (E A)** and **LYNDEN (F C)**. Advances in librarianship. 2000. Academic Press, San Diego.
3. **CHOWDHURY (G G)**, **BURTON (P F)** and **McMENEMY (D)**. Librarianship: the complete introduction. 2008. Neal-Schuman Publishers, New York.
4. **FEATHER (J)**. The information society: a study of continuity and change. Ed. 5. 2008. Facet Publishing, London.
5. **KHANNA (J K)**. Library and society. 1955. Research Publication, Kurukshetra.
6. **KRISHAN KUMAR**. Library organisation. 1993. Vikas, New Delhi.
7. **MARTIN (W J)**. The information society. 1988. Aslib, London.
8. **PRASHER (R G)**. Information and its communication. 1991. Medallion Press, New Delhi.
9. **RANGANATHAN (S R)**. Five laws of library science. Ed. 2. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
10. **SINGH (S P)**. Special libraries in the electronic environment. 2005. Bookwell, New Delhi.
11. **VENKTAPPAIAH (V)** and **MADHUSUDHAN (M)**. Public library legislation in the new millennium. 2006. Bookwell, New Delhi.

1. **KRISHAN KUMAR**. Theory of classification. 1993. Vikas, New Delhi.
2. **MANN (Margaret)**. Introduction to cataloguing and the classification of books. Ed. 2. 1943. ALA, Chicago.
3. **RANGANATHAN (S R)**. Descriptive account of the colon classification. 1990. Sarada Ranganathan Endowment for Library Science, Bangalore.
4. **RANGANATHAN (S R)**. Prolegomena to library classification. Ed 3. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
5. **SAYERS (W C B)**. Manual of classification for librarians. Rev. by Arthur Maltby. Ed. 5. 1975. Andre Deutsch, London.
6. **SAYERS (W C B)**. Introduction to library classification. Rev. by Arthur Maltby. Ed. 9. 1958. Grafton, London.
7. **WYNAR (Bohdan S)**. Introduction to cataloguing and classification. Ed 7. 1985. Libraries Unlimited, New York.

1. **DEWEY (Melvil)**. Dewey decimal classification. Ed. 21. 1996. Forest Press, Dublin, USA.
2. **KAULA (P N)**. A treatise on colon classification. 1985. Sterling Publishers, New Delhi.
3. **RANGANATHAN (S R)**. Elements of library classification. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
4. **RANGANATHAN (S R)**. Colon classification. Ed. 6. 1960. Sarada Ranganathan Endowment for Library Science, Bangalore.
5. **SATIJA (M P)**. Manual for practical colon classification. Rev. Ed. 3. 1995. Sterling Publishers, New Delhi.
6. **SATIJA (M P)**. The theory and practice of the Dewey Decimal Classification system. 2007. Chandos Publishing, Oxford.

1. **CHOWDHURY (G G)** and **CHOWDHURY (Sudatta)**. Searching CD-ROM and online information sources. 2000. Library Association, London.
2. **CHOWDHURY (G G)** and **CHOWDHURY (Sudatta)**. Organizing information : from the shelf to the web. 2007. Facet Publishing, London.
3. **COOPER (Michael D)**. Design of library automation systems: file structures, data structures and tools. 1996. John Wiley, New York.
4. **INFLIBNET**. Software for university libraries user manual.2003. INFLIBNET, Ahmedabad.
5. **NEELAMEGHAN (A) and LALITHA (S K)**. Tutor + : A learning and teaching package on hypertext link commands in WINISIS. 2001. Sarada Ranganathan Endowment for Library Science, Bangalore.
6. **NEGUS (Christopher)**. Linux bible. 2005. John Wiley, New York.
7. **SIMPSON (Alan)**. Windows XP bible. 2004. John Wiley, New York.
8. **UNESCO**. CDS/ISIS for windows: reference manual v1.5. 2004. UNESCO, Paris.
9. **WALKENBACH (John), et al**. Office 2007 bible. 2007. John Wiley, New York.
10. **WINSHIP (Ian) and McNAB (Alison)**. The student's guide to the Internet.2000. Library Association, London.

1. **DEEPALI (Talagala)**. Web interface for CDS/ISIS : GENISISweb v.3.0. 2003. Sri Lanka Library Association, Colombo.
2. **HARAVU (L J)**. Library automation design, principles and practice. 2004. Allied Publishers, New Delhi.
3. **INFLIBNET**. Software for university libraries user manual. 2003. INFLIBNET, Ahmedabad.
4. **NEELAMEGHAN (A) and LALITHA (S K)**. Tutor +: A learning and teaching package on hypertext link commands in WINISIS. 2001. Sarada Ranganathan Endowment for Library Science, Bangalore.
5. **NEGUS (Christopher)**. Linux bible. 2005. John Wiley, New York.
6. **RAJARAMAN (V)**. Introduction to information technology. 2007. Prentice-Hall of India, New Delhi.
7. **SIMPSON (Alan)**. Windows XP bible. 2004. John Wiley, New York.
8. **SIMPSON (Alan) and JONES (Bradley L)**. Windows vista bible. 2007. John Wiley, New York.
9. **UNESCO**. CDS/ISIS for windows: reference manual. v1.5. 2004. UNESCO, Paris.
10. **WALKENBACH (John), et al**. Office 2007 bible. 2007. John Wiley, New York.

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