

Department of Library and Information Science

**Faculty of Social Sciences
Mohanlal Sukhadia University, Udaipur**

Name of the Course: Certificate in Library and Information Science

Objective:

- The main objective of certificate course is recognition of knowledge and skill in the Library and Information Science to a person who has obtained/not obtained formal education in the related field.
- The person/students will be prepared as efficient, progressive, human professionals with initiative, drive and integrity.
- Course will be help one in employment or self-employment.

Course content:

Types of Libraries: Functions and services. National Libraries of India, USA and U.K in detail. Five Laws of Library Science and their implications in library and information activities. History and Development of Libraries with special reference to India, USA and UK. Library movement programs in India after independence. International and National: UNESCO, RRLF, ILA, IASLIC. Library legislation; need and essential features. Legislation in India. Press and Registration and Copy Right Act. Library classification, need and purpose. Normative principles of classification and their application. Species of Library Classification. Standard schemes of classifications and their features (CC & DDC). Library catalogue: purpose, structure and types, Entries: kinds and functions. Standard codes of cataloguing (CCC & AACR II). Management: Meaning, definition and scope. Principles of scientific management. Managerial functions. Library Authority, Library Committee. Job description and analysis, Motivation and Performance appraisal. Resource sharing: Concepts, meaning, purpose and methods. Budgeting Techniques and methods, Cost Effectiveness and Cost benefit analysis. Book Selection theories. Annual Report. Different sections of library & information center and their functions. Reference section: Definition, types and functions.

Rules for Certification Programme:

1. Registration for the certification programme shall be open up to 30th November every year.
2. Registration fee for the programme shall be Rs 3500.

