

INSTITUTE OF LIBRARY AND INFORMATION SCIENCE

The Library Association of Bangladesh

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CERTIFICATE COURSE IN LIBRARY AND INFORMATION SCIENCE

SYLLABUS

Paper - 1:	Library History and Management	100 marks
Paper - 2:	Library and Information Service Center Management	100 marks
Paper - 3:	Information Sources and Reference Service	100 marks
Paper - 4:	Organization of Library Materials-1 (Theory)	75 marks
Paper - 5:	Organization of Library Materials-1 (Practical)	75 marks
Paper - 6:	Organization of Library Materials-II (Theory)	75 marks
Paper - 7:	Organization of Library Materials-II (practical)	75 marks
Paper - 8:	Information Technology and Services	100 marks
Total=		700 marks

Paper 1: Library History and Management–100 marks

Unit-1: Meaning of society, communication and library; library as a social institution; role of libraries in society: and early writing materials.

Unit-2: History of development of libraries: - Alexandria library, Pergamum Library. Nalanda Library, Ashurbanipal Library. Library of Congress. The British Library and National Library of Bangladesh. Library Movement and Library Association of Bangladesh (LAB).

Unit 3: Meaning of organization, administration, and management: five laws of library science, Function of different types of libraries; national library, public library, academic library and special library.

Unit 4: Budget and personnel management; acquisition and technical services; reader's services; charging systems; source of income, budget, and auditing; functions and qualities of a good librarian; and job specifications and staff recruitment and functions and responsibilities of a library committee International Organization Management.

Unit 5: Meaning and importance of public relations; and organization of public relations activities in libraries.

Paper 2: Library and Information Service Center Management– 100 Marks

Unit 1: LISC – Definition, Objectives, Services, Business model, Local-national- international partnership, Scopes of service delivery, Challenges and Future scopes.

Unit 2: Service @ Doorsteps through using ICT – Objectives, Major milestones – service delivery @ rural and urban areas, ICT in Education, Bangla content, National portal framework, Social networking for grassroots and govt. officials, Partnership with training institutes, Innovation fund.

Unit 3: Union Information and Service Center (UISC) – Why UISC, Services available at UISC, Partnership for services, 4P Business model (Marketing Mix), Progress analysis –income and service delivery, Online monitoring system.

Unit 4: Online searching and Internet using – Create Email ID, Sending email, Checking email, Attaching file, Google search engine using, Internet browsing. Hands-on Exercise.

Unit 5: Content analysis (Jatiya e-Tathya Kosh)– Definition, Available content, Content partnership (public and private), Content demand creation, Content searching through internet. Hands-on Exercise.

Unit 6: Entrepreneurs for service delivery – Definition, Features, Role (Service demand creation, Customers mobilization, Business plan development), Challenges, Success case analysis.

Unit 7: Social networking – What, Why, Social networking scopes (Participatory problem and solutions platform, Complaints and response box, Skills, Leadership, Innovation). Hands-on Exercise.

Paper-3: Information Sources and Reference Service-100 marks

Unit1: Meaning, Types of information sources/library materials (primary, secondary and tertiary): and principles and methods of evaluation of library materials /Information sources.

Unit 2: Selection of learning resources in national library, public library, academic library and special library.

Unit 3: Book Selection aids for libraries – reviews. Trade catalogues. Bibliographies, etc.

Unit 4: Meaning and importance of reference service and information service, difference between reference & information service; functions and qualities of a reference librarian; and organization of reference materials and reference service.

Unit 5: Evaluation of reference sources: dictionaries, encyclopedias, directories, almanacs and yearbooks, handbooks and manuals, indexes, bibliographies, library catalogues, maps, atlases, globes, gazettes, government documents, and statistical sources.

Paper 4: Organization of Library Materials -I (Theory)- 75 marks

Unit 1: Meaning, importance, functions, forms. And types of library catalogue; principles of cataloguing; and catalogue entries: personal author, corporate author, title entry, unit card. Added entries and analytical.

Unit 2: Principles. methods, and rules for determining subject headings (i.e. by subject, by place, and by forms, more than one subject or aspect, contrasted opinions or policies, comprehensive works, special forms or types of literary material); form divisions; time divisions; local treatment of topics, etc.; and rules and methods of filing catalogue cards.

Unit 3: Cataloguing tools: - catalogue codes and manuals, classification schedules and manuals, cutter's table, list of subject headings, authority files, national bibliographies, bibliographical dictionaries, encyclopedias, and maintenance of library catalogue.

Paper 5: Organization of Library Materials- 1 (Practical) – 75 marks

Unit 1: Analysis and practical application of cataloguing rules (AACR-2); use of Sears List of Subject Headings; and call number (Classification number, author's marks, Cutter-Sanborn three-figure author table).

Unit 2: Indentation and spacing on skeleton card: - title and statement of responsibility area; edition area; materials (or type of publication) specific details area; publication, distribution etc. area physical description area; series area; notes area; standard number and terms of availability area; supplementary items.

Unit 3: Access Points: -main entries: personal author; pseudonymous, anonymous, sacred bodies books; Quran, Bible, Vedas etc. title as main entry (serial dictionary, and encyclopedia); corporate bodies; oriental names; Muslim Bengali names and non-Muslim names; - added entries: subject, title, joint author, series, editor, compiler, translator, and analytical.

Paper -6: Organization of library materials- II (Theory) –75 marks

Unit 1: Meaning of classification and other preliminaries; purpose and value of classification; principles and logical rules/canons of classification; and aids to classification.

Unit 2: Overview of various classification schemes used in Bangladesh, with special reference to the Dewey Decimal Classification (DDC, 23th edition) scheme.

Unit 3: Principles of division; code for classification; characteristics of schedule- making; general a class, main class, standard subdivisions, form class; notation and auxiliaries of notation-mnemonic value and other topics; tables, schedules, and index; and problems of re-classification.

Paper 7: Organization of library materials- II (Practical) –75 marks

Unit 1: DDC scheme (23th edition) – first summery, second summery, third summery, standard subdivisions. And mnemonics,

Unit 2: Use and practical applications of DDC scheme 23th edition (index and table).

Unit 3: Number-analysis and number-building with the aid of 7 tables; standard subdivisions; areas, subdivision of individual literature and language; racial ethnic, national groups; and persons.

Paper 8: Information technology and services –100 marks

Unit 1: Meaning of information, information dissemination, information networking audiovisual materials, information technology and functions of an information services Centre.

Unit 2: Bibliography Types and functions of bibliographies; mechanics/techniques of compilation/preparation of Bibliographies; and bibliographic control and bibliographic services in Bangladesh.

Unit 3: Information dissemination and services: - identification of information and literature needs of library users (literate and illiterate people): and organization of information services—including current awareness services, selective dissemination of information (SDI) and audiovisual service; and document-delivery service.

Unit 4: Importance and methods of information networking and library cooperation; and information networking and library cooperation in Bangladesh.

Unit 5: Library automation, Importance of library automation; computer, functions and use of computers in libraries; state of use of computers in libraries of Bangladesh; and new roles and responsibilities of a librarians in the context of developments of information technologies.

Total = 700 marks.