KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

Housefed Complex, Dispur, Guwahati - 781 006

COURSE - 03

LIBRARY AND INFORMATION SERVICES

Diploma in Library and Information Science

Library and Information Science

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June, 2011

Reprint : June, 2014/Nov, 15/Oct, 16/ Sep, 19

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The university acknowledges with thanks the financial support provided by the **Distance Education Bureau, UGC**, for the preparation of this study material.

Printed and published by Registrar on behalf of the Krishna Kanta Handiqui State Open University.

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Library and Information Services

DETAILED SYLLABUS

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Unit 1 :	**Information and Its Role**	**15**	**5 – 34**
	Data, information, knowledge and wisdom. Properties of information, Information Transfer Cycle (generation, collection, storage, dissemination). Theories of information. Information need (definition, types). Role of information in different context. Information as a resource and commodity. Information explosion.		
Unit 2 :	**Reference and Information Sources**	**15**	**35 – 63**
	Documentary and Non documentary. Sources of documentary information: Primary, Secondary, Tertiary. Manuscripts, Print, non-print including electronic sources: Nature, characteristics and utility. Reference sources: Dictionaries Encyclopedias, Geographical Sources, Gazetteers, Biographical Sources, Year Book/ Almanac, Directories, Handbook, Manual, Statistical Sources (Salient features and evaluation).		
Unit 3 :	**Reference and Information Services in Anticipation**	**15**	**64 – 78**
	Concept, definition, scope, need and trends. Public service. Current Awareness Service and Selective Dissemination of Information Service. Use of computer in CAS and SDI services. Extension and online services.		
Unit 4 :	**On Demand Reference and Information Services**	**15**	**79 – 96**
	Definition, need, strategies and types. Bibliographic services, Referral Services, Translation Services, Reprographic Service, Consultancy services		
	PRACTICAL		
Unit 5 :	**Classification with DDC**	**20**	**97 – 116**
	Basic subjects.		
Unit 6 :	**Catalouging with AACR 2 (R)**	**20**	**117 – 137**
	Single and multiple authorship.		

COURSE INTRODUCTION

This Diploma Programme in Library and Information Science has been developed keeping in view of the requirements of lower category of professionals in the library. It will meet the need of the Library Attendant, Library Clerk, and Library Assistant in the college, university, public and special libraries. It will also help the library-in-charges of school, NGO, Community Information Centre and rural libraries. Besides, this preliminary programme will also help you to go and prepare for higher studies in Library and Information Science.

The library is an essential component of any educational system. This programme will introduce you to this integral and essential part of the educational system, the library resources and services. It will also help you to explore the different sources of information, different library tools and so on.

The Diploma in Library and Information Science shall consist of six courses and are of one year duration. The one year duration of the programme will help you to get insight into all the major areas of library operation.

This is the third course of the Diploma in Library and Information Science (DLIS). This course includes six self-learning units. In units 1-4 the theory are for discussed, while units 5 and 6 are dealt with practical aspect.

While going through the units, you will notice some along-side boxes, which have been included to help you know some of the difficult, unseen terms. Some “Activity” has also been included to help you apply your own thoughts. Again, we have included some relevant concepts in “Let Us Know” along with the text. Some questions are there in the “Check Your Progress”. These have been designed to self-check your progress of study. It will be better if you solve the problems put in these boxes immediately after you go through the sections of the units and then match your answers with “Answers to Check Your Progress” given at the end of each unit. Solving the “Probable Questions” will help you to prepare for the term-end exam. The books that are listed under the “Further Readings” have been consulted in the preparation of the concerned unit. Though it is not mandatory but at times you can go through them to further your knowledge about the topic. At last, if you have any point of clarification or suggestion, please feel free to write to us by post or email.