(CLIS)

PROGRAMME GUIDE

For

Certificate Programme in
Library and Information Science
(CLIS)

ignou
THE PEOPLE'S UNIVERSITY

Faculty of Library and Information Science
School of Social Sciences
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110068

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Contents

1. ABOUT THE UNIVERSITY

The Indira Gandhi National Open University (IGNOU) is a University with a difference in that it aims at providing educational opportunities to all those who desire higher education without being handicapped by the limitations of place and time. With a view to develop a versatile education system with the emphasis upon innovation, cost effectiveness, flexibility, universality and societal involvement, IGNOU was established in September, 1985 by an Act of Parliament.

The significant features of Indira Gandhi National Open University are:

- relaxed entry rules;
- study according to the student's own pace and convenience;
- study at the student's own chosen place;
- flexibility in choosing a combination of courses from across a whole range of disciplines; and
- use of modern educational, computer and communication technology.

The University functions with the objectives of:

- providing access to higher education to large segments of population and thereof seeking to achieve the educational well being of the community;
- providing access to higher education to the disadvantaged groups and individuals and thereby opening up opportunities to upgrade their knowledge and skills;
- bringing higher education to the door-steps of all those who want it;
- providing an integrated development of human personality;
- promoting awareness of national integration; and
- providing high quality education at the university level.

2. CERTIFICATE PROGRAMME IN LIBRARY AND INFORMATION SCIENCE (CLIS)

The Certificate Programme in Library and Information Science (CLIS) is being launched with an objective to cater to the staffing needs of rural libraries as well as for imparting basic skills and training in library management. Since most rural libraries are being managed by untrained persons, it will provide them an opportunity to take up basic training in library and information science profession.

Trained human resources are required to occupy various lower positions in libraries, documentation centres and information centres/institutions in the country. For instance, professionally trained human resource at different levels is necessary to manage libraries in schools, colleges, universities, government departments, commercial and industrial establishments, scientific research institutions, R&D establishments, public libraries, etc., set up by central, state governments, local and corporate bodies.

To meet the above requirement, IGNOU initiated the CLIS Programme in distance education mode. In this mode, education is imparted through different media, such as printed lessons, audio/ video programmes, counselling, tele counselling, interactive radio counselling sessions and face- -to-face interactions with the counsellors in the study centres. This approach provides certain degree of

flexibility and obviously helps in self-learning process. Modern communication technologies are utilised for imparting educational inputs to students in a relaxed and convenient manner, while counselling at study centres is intended to provide the students the opportunity of periodic face-to-face interaction with the tutors.

3. OBJECTIVES AND SCOPE

The CLIS Programme is meant to impart skills and training necessary for the effective organisation and management of libraries and information units in the country in the present day context and providing varieties of library and information services with the help of IT wherever possible. The main objectives of the Programme are to:

- Sensitise library and information science professionals at grassroot level.

- Impart basic skills and training in library management and information handling.

- Give an opportunity of professional skill development to those who are already working in libraries and not having any professional qualifications.

The duration for the entire Programme is six months. At the end of six months, a student can take annual examination in all the four courses in one sitting and complete the Programme or s/he can take examinations in some courses at the end of the session, and appear for the rest of the courses at subsequent examinations. The maximum time provided for the completion of four courses in different sittings is **two years** from the date of registration. The medium of instruction is English at present.However, students can write their assignments and TEE in Hindi language as well.

4. TARGET PARTICIPANTS AND ADMISSION CRITERIA

The Programme is open to candidates who have completed their 10+2 or BPP (Bachelor's Preparatory Programme) of IGNOU.

5. COMPONENTS OF THE CLIS PROGRAMME

The CLIS Programme comprises four courses. The courses are as under:

BLI-011:   Libraries: An Introduction

BLII-012:   Document Processing and Organisation

BLII-013:   Information Sources and Services

BLII-014:   ICT in Libraries

Detailed contents of these courses are given in Annexure-I.

6. STRUCTURE OF THE COURSES

The CLIS Programme is structured in the following way:

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│   Programme     │
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┌─────────────────┐
│    Course       │
└─────────────────┘
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┌─────────────────┐
│    Blocks       │
└─────────────────┘
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┌─────────────────┐
│    Units        │
└─────────────────┘
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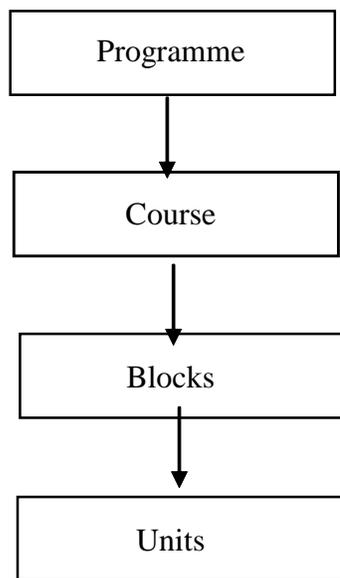
The entire programme comprises four courses divided into 10 blocks and each block has certain number of units ranging from 2 to 4. The entire course material works out to 27 units in print, and constitutes 10 booklets. In other words, one unit constitutes the lowest self-contained measure of the course material. The details regarding the Unit format are as follows:

- Unit number : the topic covered in the unit

- Learning Outcomes

- Introduction

- The theme divided into sections and sub-sections

- Sections containing Self-Check Exercises to measure, on your own, your progress

- Summary of the unit

- Answers to Self Check Exercises

- Keywords

- References and Further Reading

The different units are developed thematically in a logical sequence and graded in such a way as to enable the student to grasp and retain in memory the topics discussed in the units. The main sections are printed in bold capital letters while the sub-sections are shown by lower case bold type faces.

7. STUDY METHODOLOGY

You must have a definite study plan in order to take maximum advantage of the facilities provided to you by the university. We suggest that you read the units very carefully and make note of important points in a separate note book. It is convenient for you to note down important points in the margins for easy reference. These points will help you in answering the Self Check Exercises.

Before you attempt to answer Self Check Exercises you should ascertain whether you understood the relevant text, and try to locate pertinent portions of the text which form the answer to the individual questions. After this step, write down your answers to the Self Check Exercises in the blank space provided for the purpose or in your note book according to necessity.

The Self Check Exercises are incorporated with a view to help you develop understanding of the skills and assess your own progress in the learning process. Do not send the answers of Self Check Exercises to us for evaluation. Check your answers yourself with the answers given at the end of the Unit and evaluate your performance. It will be fruitful if you keep the DDC (classification scheme) and AACR-2R (catalogue code) handy while studying BLII-012.

A ten days continuous training workshop is a compulsory component for all the students of this Programme. All the practical sessions will be conducted during these ten days as well as the students has to visit the library of her/his choice and present a report of the visit.

8. STUDY CENTRES

Each student admitted to CLIS Programme will be attached to a Study Centre. The Study Centres of CLIS are located in different parts of India. Visit IGNOU's Website http://www.ignou.ac.in for information on Study Centres and Regional Centres. Students may opt themselves for enrolment in the nearest convenient Study Centre suitable to them. Every Study Centre is managed by a Coordinator. The students are advised to be in regular contact with their respective Study Centres and interact with the Coordinator as frequently as possible. The facilities provided at the Study Centres normally include the following:

- Counselling sessions in different courses relating to CLIS Programme.

- Facilities for practical work in the concerned courses.

- Library facility with basic reading materials related to various aspects of the discipline.

- Audio-Video programmes useful for CLIS Programme.

- Teleconferencing and Interactive Radio Counselling sessions.

- In addition to video programmes, regular programmes are telecasted through DD I and separate educational TV Channel Gyan Darshan.

- All video programmes are available at www.youtube.com/user/egyankoshIGNOU

9. HOW TO MAKE BEST USE OF STUDY CENTRES

Education is not imparted through regular class room lectures in an open university system. Distance education mode is generally followed in the open university system. This mode of learning is different from the conventional system you are used to. There will be no regular lectures relating to any subject. On the other and, there will be counselling for different courses included in the curriculum. Your counsellor is available to you at the Study Centre which organises counselling sessions on different topics. The Counsellor will 'guide' you through the material, as 'interpreter' and as 'facilitator' to enable you to understand different problem areas. To get the best out of the 'Counsellor',

you must carefully read your course material in advance, identify your problems and seek clarifications regarding them from the counsellor. Therefore, it is essential for you to attend the counselling and practical sessions and be an active participant. If you attend counselling session well prepared with your own questions, the discussion will be purposeful and you will become faithfully involved in the learning process. You may seek clarifications from faculty members also at IGNOU Headquarters through e-mail. The addresses of individual faculty members are provided in the 2nd cover of this booklet. The replies also will be sent by e-mail.

The audio-visual component to the course material is designed to imbibe into you a skill development process; it may take some time for you to get at it. All the more, you must be mentally active when you watch or listen to these programmes and make a mental note of the key aspects focussed in them. Problems which come to your mind, while watching these programmes, may be discussed with your counsellor for further clarification. You may use the library facilities available at the Study Centres. Library contains reference books like Dewey Decimal Classification (19th Edition), Anglo American Cataloguing Rules (AACR-2R) and Sears List of Subject Headings required for BLII-012. 10 counselling sessions are provided for each of the courses BLI-011, BLII-012, BLII-013 and BLII-014. The duration of each counselling session is 2 hours.

S.No.	Name and Code of the Course	Hours of Counselling	
1.	BLI-011 : Libraries : An Introduction	20	---
2.	BLII-012 : Document Processing and Organisation	10	10
3.	BLII-013 : Information Sources and Services	20	--
4.	BLII-014 : ICT in Libraries	10	10

10. EXAMINATION AND EVALUATION

The examination relating to CLIS Programme has two components:

i)   Continuous evaluation 30%

ii)   Terminal examination 70%

Continuous evaluation is related to the **assignments** that each student has to submit before being declared eligible to appear for the Term End Examination (TEE). There will be one assignment each in all the courses**.** The evaluation of the performance of the student in Tutor Marked Assignments (TMAs) will be done by the counsellors and marks will be awarded to each student. Answer scripts relating to the final Term End Examination (TEE) will also be evaluated as per the above mentioned system.

A student of CLIS Programme is required to secure a minimum of 40% marks in continuous evaluation of a course and 40% in Term End Examination (TEE) of that course separately in order to become eligible for award of Certificate in Library and Information Science.

On the basis of the aggregate marks obtained in all the courses (theory and practicals) the division will be awarded as under:

Division	Aggregate
I	60% and above
II	50% and above
Pass	40% and above

Candidates who obtain marks below 40% or who miss to attend the Term End Examination (TEE) may appear at the subsequent TEE and complete the Programme. This facility will be available to the student until s/he secures a pass percentage in all subjects s/he missed earlier. But, the maximum period provided for a student to complete the **Certificate in Library and Information Science is two years** from the date of registration into the Programme.

11. SOME USEFUL ADDRESSES

1) Identity Card, Fee Receipt,   Concerned Regional Centre
Bonafide Certificate, Migration,
Certificate, Scholarship Forms

2) Non-receipt of Study Material   Registrar, MPDD
IGNOU, Maidan Garhi, New Delhi-110068

3) Schedule/Infomation Regarding Exam-form,   Assistant Registrar (Exam.II), SED, Block-12,
Entrance Test, Date-sheet, Hall Ticket   Room No. 2, IGNOU, Maidan Garhi,
New Delhi-110068
E-mail : sgoswami@ignou.ac.in
Ph. :29536743, 29535924-32 / Extn. : 2202, 2209

4) Result, Re-evaluation, Grade Card,   Deputy Registrar (Exam-III), SED
Provisional Certificate, Early Declaration   Block-12, Room No. 1, IGNOU, Maidan Garhi,
of Result, Transcript   New Delhi-110068, E-mail: kramesh@ignou.ac.in
Ph.:29536103, 29535924-32/Extn.:2201, 2211, 1316

5) Non-reflection of Assignment Grades/Marks   Asstt. Registrar, (Assignment) SED,
Block-3, Room No. 12, IGNOU, Maidan Garhi,
New Delhi-110068,
E-mail :assignments@ignou.ac.in or
rnjha@ignou.ac.in,
Ph. : 29535924/Extn.:1312, 1319, 1325

6) Change of Elective/Medium   Concerned Regional Centre

7) Re-admission and Credit Transfer   Student Registration Division, Block No. 3, IGNOU,
Maidan Garhi, New Delhi-110068

8) Original Degree/Diploma/Verfication of   Deputy Registrar (Exam.I), SED
Degree/Diploma   Block 9, IGNOU, Maidan Garhi,
New Delhi - 110068
Ph. : 29535438, 29535924-32 / Extn. : 2224, 2213

9) Student Grievances (SED)   Asstt. Registrar (Student Grievance)
SED, Block-3, Room No. 13, IGNOU
Maidan Garhi, New Delhi-110068
E-mail: sregrievance@ignou.ac.in
Ph. : 29532294, 29535924 / Extn. : 1313

10)	Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU Maidan Garhi, New Delhi – 110068
11)	Clarification Regarding Academic Content	CLIS Programme Coordinator Faculty of Library and Information Science School of Social Sciences IGNOU, Maidan Garhi, New Delhi-110068
12)	Student Support Services and Student Grievances, Pre-admission Inquiry of Various Courses in IGNOU	Regional Director, Student Service Centre IGNOU, Maidan Garhi, New Delhi - 110068 E-mail : ssc@ignou.ac.in Telephone Nos.: 29535714, 29533869, 2953380 Fax: 29533129

SYLLABUS

BLI-011   LIBRARIES: AN INTRODUCTION

BLOCK 1   LIBRARIES: BASICS AND CONTEXTS

Unit 1   Role of Libraries in Society

Unit 2   Types of Libraries and their Functions

Unit 3   Functional Unit and Operational Aspects

Unit 4   Library Staff: Role and Responsibilities

BLOCK 2   LIBRARY ROUTINES

Unit 5   Document Selection and Acquisition

Unit 6   Physical Processing

Unit 7   Library Records

Unit 8   Library Maintenance

BLII-012   DOCUMENT PROCESSING AND ORGANISATION

BLOCK 1   CLASSIFICATION

Unit 1   Basics of Classification

Unit 2   Classifying Documents using DDC (Dewey Decimal Classification)

BLOCK 2   CATALOGUING

Unit 3   Basics of Cataloguing

Unit 4   Different Types of Selection Tools and their Importance

BLOCK 3   FILING AND SHELVING

Unit 5   Filing Rules

Unit 6   Shelving and Shelf Rectification

BLII-013   INFORMATION SOURCES AND SERVICES

BLOCK 1   INFORMATION SOURCES AND THEIR USE

Unit 1   Categories of Information Sources

Unit 2   Types of Information Sources

BLOCK 2   LIBRARY SERVICES

Unit 3   Circulation Service

Unit 4   Reference Service

Unit 5   Awareness Service

Unit 6   User Orientation

BLII-014   ICT IN LIBRARIES

BLOCK 1   DIGITAL LITERACY

Unit 1   Computer Basics

Unit 2   Office Tools

BLOCK 2   LIBRARY AUTOMATION

Unit 3   House-Keeping Operations

Unit 4   Library Automation Packages

BLOCK 3   INTERNET TOOLS AND SERVICES

Unit 5   Internet Basics

Unit 6   Web Tools

Unit 7   Web-based Services

LIST OF SOME USEFUL AUDIO/VIDEO PROGRAMMES

Course Number	Course Title	Audio	Video
BLI-011	Library: Basic and Contexts	Book Trade in India (Part I & II) Organising Technical Section	Birth of Public Library Selection to Circulation
BLII-012	Document Processing and Organisation	Universe of Subjects - Its Theory Structure and Development Three Planes of Work Dewey Decimal	Classification (Part I to 8)
		History of MARC Subject Cataloguing: The Role of Thesaurus	
			AACR-11 (Parts 1 to 5)

For other videos programmes on CLIS Courses, kindly visit egyankosh.ac.in and also watch YouTube Videos given under SOSS of IGNOU.

Indira Gandhi National Open University

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Student Satisfaction Survey

Kind Attention: All Past and Present Students of IGNOU!

Now you rank our Performance...

Dear Student,
As the largest distance education institution in the world. We have always endeavoured to imbibe values and skills for the development of knowledge and competencies. And it is our belief that you as the former or present student are the best person to judge how far we have succeeded in our efforts. To gain your invaluable impression, we present here a short questionnaire. All you have to do is fill it and maill it back to us. You can also fill this questionnaire online by logging on to www.ignou.ac.in. Your invaluable inputs shall guide us towards a direction where we shall imporve our services and evolve more student-friendly study programmes.

Vice-Chancellor, IGNOU.

Enrolment No. .... Name ....

Gender :   M   F   Age Group : Below 30   31-40   41-50   Above 51

Programme of Study ....

Year of Enrolment .... Year of Completion ....

Regional Centre .... State .... Study Centre ....

Please Indicate your satisfaction level by putting a tick mark on your choice.

Serial No.	Questions	Very Satisfied	Satisfied	Average	Dissatisfied	Very Dissatisfied
1.	Concepts are clearly explained in the printed learning material					
2.	The learning materials were received in time					
3.	Supplementary study material (like video/audio) available					
4.	Academic counsellors explain the concepts clearly					
5.	The counselling sessions were interactive					
6.	Changes in the counselling schedule were communicated to you on time					
7.	Examination procedures were clearly given to you					
8.	Personnel in the study centres are helpful					
9.	Academic counselling sessions are well organised					
10.	Guidance from the Programme Coordinators and Teachers from the School0					
11.	Assignments are returned in time					
12.	Feedback on the assignments helped in clarifying the concepts					
13.	Project proposals are clearly marked and discussed					
14.	Studying in this programme provided the knowledge of the subject					
15.	Results and grade card of the examination were provided on time					
16.	Overall, I am satisfied with the programme					

After filling cut out this questionnaire and mail it to:
STRIDE, Block-14, IGNOU, Maidan Garhi, New Delhi-110 068