

Punyashlok Ahilyadevi Holkar Solapur University, Solapur

SKILL DEVELOPMENT CENTRE

“Certificate Course in Library Management”

Syllabus

Duration of course: 6Month

Need of Course:

- 1.** Demonstrate in knowledge of the basic concepts, principles, theories and laws related with the broad field of Library and Information Science and its sub-fields such as types of libraries, types of information sources, library management, and reference and information services.
- 2.** Demonstrate understanding of rationality and procedures of (i) selection, acquisition, and classification, cataloguing and physical processing of documents; (ii) using Information and Communication Technologies in Libraries and Information Centers; (iii) providing library and information services and managing other library routine activities.
- 3.** Apply skills in carrying out professional activities such as (i) acquisition, accessioning, classification, cataloguing, and physical processing of documents; (ii) housekeeping operations using library management software and Information and Communication Technologies; (iii) maintaining library collection (iv) educate users
- 4.** Demonstrate skills in providing various library services such as document circulation, reference and information services, Internet and database searching.
- 5.** Demonstrate knowledge, understanding and skills that offer job opportunities as librarians in public libraries and school libraries; as assistant librarians in different types of college libraries, as library assistants / technical assistants in university libraries and other libraries of higher education institutes, as librarians and/or assistant librarians in corporate and industrial libraries, libraries of research institutes, etc.

Employment and Entrepreneurship Opportunities from Course:

- 1.** Professional attitude through commitment for providing every user his/her document/information; ensuring every document/information its user; saving time of the user and enhancing use of reading material and user satisfaction through effective and efficient library services.
- 2.** Able to do the services in any types of Libraries.
- 3.** Core values by honoring diversity and insuring inclusion by treating all students and colleagues with respect and dignity, showing respect for and sensitivity to gender, culture and religious differences; and challenging prejudice, biases and intolerance at the workplace etc. and displaying ethical integrity which involves honest behavior.

Tentative Fees:

Minimum Admission Eligibility for Student:

Punyashlok Ahilyadevi Holkar Solapur University, Solapur

SKILL DEVELOPMENT CENTRE

Syllabus Structure

Course Title : “Certificate Course in Library Management ”

Course Duration: 6 Months

Name of Skill Course	Duration	Name of Paper	Paper	Hours Per Paper	Th.	Int.	Pract.	Credits
Certificate Course in Library Management	6 Months	Library Management	I	45	80	20	00	3 Credits
		Reference Sources and Services.	II	45	80	20	00	3 Credits
		Classification & Cataloguing (Theory)	III	45	80	20	00	3 Credits
		Classification & Cataloguing (Practical)	IV	45	00	00	100	3 Credits
Total					240	60	100	12 Credits

Abbreviations:

Th.- Theory Evaluation,

Int.- Internal Evaluation,

Pract.- Practical Evaluation.

Punyashlok Ahilyadevi Holkar Solapur University, Solapur

SKILL DEVELOPMENT CENTRE

Course Title :-“Certificate/ Diploma Course in Library Management ”

SYLLABUS Details

1)	Paper Title	Library Management.	
2)	Paper No	LIB-001 (E)	
3)	Objectives of Paper	Familiarize the students with the philosophy of Librarianship, Laws of Library Science and its implications.	
		To make them aware about the five laws of library science.	
		To introduce the philosophy of librarianship to the students.	
		To develop through knowledge of various sources of information, their organization and the necessary skills to provide traditional and modern library services	
4)	Expected out comes from Paper	1. Will learn the skills of organizing information and recorded knowledge.	
		2. Will able to provide traditional and modern information and reference services to the users.	
		3. Will become competent for job opportunities in Library and related field.	
5)	Content		
	Unit-1	<ol style="list-style-type: none"> 1. AOrigin and history of Library: Purpose and objectives of Library and ways to achieve them.Main types of Libraries (School, Public and Special) and their functions. 2. Dr. S. R Ranganathan’s Five Laws of Library Science. 3. Objectives and Functions of National Library, State Central Library and Divisional Libraries. 4. Maharashtra Public Libraries ACT-1967: Objectives and Provisions. 	Hour
	Unit-2	<ol style="list-style-type: none"> 1. A Maharashtra State/Divisions /Districts Library Associations: Objectives and Functions. 2. Library Extension Activities: Library Co-operation, Library Week, Book Exhibition , Chain system, Readers Forum (15 Oct. Vachan Prerna Din), Adult Education, Distance Education and Cultural Activities. 3. Library Committees, Faizee Committees. 	Hour

		4. Various Sections of a Library, Book Selection and their Committee,	
	Unit-3	1. A Book acquisition, Purchase, Donation, Exchange and local collections, binding. 2. Functions of periodical Sections, acquisition, registration, arrangement, binding. 3. Accession register, donation register, write-off register, dead stock register, 4. Issue system: ledger, card and Newark-Browne system.	Hour
	Unit-4	1. A Book Stock taking and Verification, Stock preservation and control. 2. Library Cashbook-vouchers, budget-auditing- account and correspondence 3. Library Rules and Annul Report.	Hour
6)	Reference Book	1. Ranganathan, S.R. Library Management and Organization, Pune Vidyarthigruha prakashan, Pune.Ed.1995. 2. Kulkarni, V.V.: Library Administration: Techniques and tools, M.V,Granth Nirmiti mandal, Aurangabad. 3. Shrama U.C. & Rava: Librarianship tody and tomorrow, Delhi:Ess Ess publication, 1997. 4. Mulimani V.N., Foundation of library and Information Science, Dharwad. 5. Wilson , Louis:Education on Libraries, London, Crosby Luckwood, 1966. 6. Ranganathan, S.R. : Five Laws of library Science Madras: Madras Library Assocation, 1957. 7. Paliwal, P.K.: Compendium of Library Administration, New Delhi: Ess Ess Publication, 2000	

SYLLABUS Details

1)	Paper Title	ग्रंथालय व्यवस्थापन
2)	Paper No 02	LIB-001 (M)
3)	Objectives of Paper	Familiarize the students with the philosophy of Librarianship, Laws of Library Science and its implications. To make them aware about the five laws of library science. To introduce the philosophy of librarianship to the students. To develop through knowledge of various sources of information, their organization and the necessary skills to provide traditional and modern library services
4)		Will learn the skills of organizing information and recorded knowledge.

	Expected out comes from Paper	Will able to provide traditional and modern information and reference services to the users. Will become competent for job opportunities in Library and related field.	
5)	Content		
	Unit-1	1. ग्रंथालय म्हणजे काय? ग्रंथानयाची उददीष्टे व ती साध्य करण्याचे मार्ग,ग्रंथालयाचे प्रमुख प्रकार (शैक्षणिक ,सामाजिक,विशेष) व त्यांची कार्ये. 2. ग्रंथालय शास्त्राची पाच सुत्रे, 3. राष्ट्रीय ग्रंथालय राज्य मध्यवर्ती ग्रंथालय विभागीय ग्रंथालये यांची उददीष्टे व कार्ये. 4. महाराष्ट्र राज्य सार्वजनिक ग्रंथालय कायदा, 1967 वैशिष्ट्ये व तरतुदी	Hour
	Unit-2	1. महाराष्ट्र राज्य, विभाग व जिल्हा ग्रंथालय संघ त्यांची उददीष्टे व काय 2. ग्रंथालयांचे विस्तारित कार्यक्रम ग्रंथालय सप्ताह, ग्रंथप्रदर्शने, साखळी योजना, वाचक व्यासपीठ,प्रौढ साक्षरता, बहिःशाल कार्यक्रम व सांस्कृतिक कार्यक्रम.	Hour
	Unit-3	1. ग्रंथालयाचे विविध विभाग व त्यांची स्थूल माहिती 2. ग्रंथसंग्रहाची उभारणी ग्रंथ निवड ग्रंथोपार्जन,ग्रंथनिवड 3. समिती ग्रंथोपस्कार दाखलनोंदवही आवश्यकता कार्यपध्दती व महत्त्व 4. ग्रंथ देवघेव पध्दतीचे प्रकार (नोंदवही पध्दत नेवार्क व ब्राउन) 5. ग्रंथपडताळणी पडताळणीचे प्रकार 6. नियतकालिक विभागाचे कार्ये	Hour
	Unit-4	1. निवडख नोंदणी,मांडणी व बांधणी 2. ग्रंथालयाची समिती आवश्यकता रचना व कार्य 3. ग्रंथालयाचे नियम ग्रंथांची निगा ग्रंथबांधणी म्हणजे काय? ग्रंथालयाचा वार्षिक अहवाल -हिशेब ,	Hour
6)	Reference Book	1. महाजन शां.ग. ग्रंथालय व्यवस्थापन,पुणे, पुणे विद्यार्थीगृह प्रकाशन. 1985 2. लेले वसंत, ग्रंथालय प्रशासन आणि व्यवस्था , पुणे ,युनिव्हर्सल प्रकाशन 3. I Ranganathan, S.R. Library Management and Organization, Pune Vidyarthigruha prakashan, Pune.Ed.1995 4. Kulkarni, V.V.: Library Administration: Techniques and tools, M.V,Granth Nirmiti mandal, Aurangabad. 5. Shrama U.C. & Rava: Librarianship tody and tomorrow, Delhi:Ess Ess publication, 1997. 6. Mulimani V.N., Foundation of library and Information Science, Dharwad. 7. Wilson , Louis:Education on Libraries, London, Crosby Luckwood, 1966. 8. Ranganathan, S.R. : Five Laws of library Science Madras: Madras Library Assocation, 1957. 9. Paliwal, P.K.: Compendium of Library Administration, New Delhi: Ess Ess Publication, 2000	

SYLLABUS Details

1)	Paper Title	<u>Reference Sources and Services.</u>	
2)	Paper No	Paper:- LIB002 (E)	
3)	Objectives of Paper	1.To provide in-the knowledge to students about Various reference services	
		2. To familiarize students with various reference services and types of Sources	
		3. To introduce the nature and purpose of reference service in different types of libraries.	
4)	Expected out comes from Paper	1. student will be in a position to understand the broad range of in Reference services available in various subject areas.	
		2. Reference interview and search techniques and useful information services to library users.	
		3. They will be having expertise in providing reference services to users of a library.	
5)	Content		
	Unit-1	1. Mean by Reference Service, Reference Services in various kinds of Library, types of reference Services, its importance in library. 2. Special Features of Reference tools, Qualities of good reference tools, evaluation of reference tools.	Hour
	Unit-2	1. A Nature of reference queries from the readers. 2. Study of reference works of following reference Sources:- a. Maharashtra (Every Yearly) by Santosh Dastane. b. Maharashtra Dnyanakosh by Kumar Ketkar c. Date Bibliography d. Marathi Vishvakosh by Tarkatirtha Pandit Mahadevshastri Joshi e. Bhartiya Sanskrutikosh by Pandit Laxmanshashtri Joshi. f. Marathi Newspaper bibliography(Niyatakalikanchi Suchi) by Date g. Districts Gazetteer of Maharashtra State. h. India: A Reference Annual. i. Survey of India Atlas j. Various regional Dictionaries. k. Statesman's Yearbook	Hour
	Unit-3	1. Function and qualities of good reference Librarian, Types of reference tools.	Hour
	Unit-4	<u>Practical Work:-</u> Students are expected to answers in their note books, find any Library physically at least 50 reference queries from the	Hour

		prescribed reference tools indicating the name, editor, volumes number of reference tools.	
6)	Reference Book	<p>1 Reference Books:-</p> <ol style="list-style-type: none"> 1. Bopp Richard and Linda Smith: References and Library Services, Library unlimited, 2000. 2. Sharma, J.S.& Crover D.R.: Reference Sources and Services in libraries, New Delhi: Ess Ess 1998. 3. Mahajan, S.G.: reference service in Libraries (Part 1 Sources and Part 2 Services), Pune: Pune Vidhyarthi Gruha Prakashan, 2006. 4. Kumar, P.S.G.: Encyclopedias of Library and Information Science, New Delhi: S. Chand & Co. 2001. 5. Mulimani, V.N.: Reference Services and Sources, BIRC, 2018. 	

SYLLABUS Details

1)	Paper Title	संदर्भ सेवा व साधने	
2)	Paper No	Paper:- LIB002 (M)	
3)	Objectives of Paper	1. To provide in-the knowledge to students about Various reference services	
		2. To familiarize students with various reference services and types of Sources	
		3. To introduce the nature and purpose of reference service in different types of libraries.	
4)	Expected out comes from Paper	1. student will be in a position to understand the broad range of in Reference services available in various subject areas.	
		2. Reference interview and search techniques and useful information services to library users.	
		3. They will be having expertise in providing reference services to users of a library.	
5)	Content		
	Unit-1	<ol style="list-style-type: none"> 1. संदर्भ ग्रंथांची वैशिष्ट्ये, साधा ग्रंथ यातील फरक संदर्भ ग्रंथांचे मूल्यमापन. 2. संदर्भग्रंथांचे प्रकार- शब्दकोश, विश्वकोश, चरित्रकोश, स्थलवर्णन कोश, वार्षिकदर्शिका, ग्रंथसूची, नकाशे, वेळापत्रके, पचांग 	Hour

	Unit-2	1. खालील संदर्भ ग्रंथांची रचना, व्याप्ती व वैशिष्ट्ये यांचा स्थूल परिचय- मराठी विश्वकोश, एन्सायक्लोपिडीया ब्रिटानिका ,महाराष्ट्रीय ज्ञानकोश ,(केतकर) भारतीय संस्कृतीकोश, महाराष्ट्र शब्दकोश,शॉर्टर ऑक्सफोर्ड इंग्रजी डिक्शनरी, महाराष्ट्र वाक्यसंप्रदाय कोश, महाराष्ट्र वार्षिक (दास्ताने) इंडिया रेफरन्स अँन्युअल, मराठी सारस्वत, भारतवर्षीय चरित्रकोश, भाग 1ते 3 संपादक सिध्देश्वरशास्त्री चित्राव, दाते मराठी ग्रंथसूची, इंडियन नॅशनल बिब्लीओग्राफी, मराठी नियतकालिकांची सूची, डिस्ट्रीक्ट गॅझेटियरर्स ऑफ महाराष्ट्र, अँटलास, टेलिफोन डिरेक्टरी, संख्या संकेत कोश, रेल्वे टाईमटेबल, लिम्का इयर बुक.	Hour
	Unit-3	1. संदर्भ ग्रंथपालाचे कार्य व त्याचे अंगी असावे लागणारे गुण	Hour
	Unit-4	आवश्यक प्रात्यक्षिक कार्य:- विद्यार्थ्यांनी त्यांच्या नोट बुक्समध्ये उत्तरे देणे अपेक्षित आहे, कोणत्याही लायब्ररीला भेट देऊन निर्धारित संदर्भ साधनांमधून किमान 50 संदर्भ प्रश्न शोधावेत. ज्यात संदर्भ साधनांचे नाव, संपादक, खंडांची संख्या दर्शविली जावी.	Hour
6)	Reference Book	<ol style="list-style-type: none"> 1. महाजन, शां.ग. ग्रंथालयातील संदर्भसेवा, भाग -1 व भाग-2, पुणे : पुणे विद्यार्थीगृह प्रकाशन 2017. 2. लेले वसंत, ग्रंथ आणि ज्ञानवर्गीकरण, पुणे: युनिव्हर्सल प्रकाशन. 3. नरगुंदे रेवती, ग्रंथालयीन वर्गीकरण, पुणे :युनिव्हर्सल प्रकाशन. 4. 1 Bopp Richard and linda Smith: References and Library Services, Library unlimited, 2000. 5. Sharma, J.S.& CroverD.R.: Reference Sources and Services in libraries, New Delhi: Ess Ess 1998. 6. Mahajan, S.G.: reference service in Libraries (Part 1 Sources and Part 2 Services), Pune: Pune Vidhyarthi Gruha Prakashan, 2006. 7. Kumar, PSG: Encyclopedias of Library and Information Science, New Delhi: S. Chand & Co.2001. 8. Mulimani , V.N.: Reference Services and Sources, BIRC,2018. 	

SYLLABUS Details

1)	Paper Title	Classification and Cataloguing (Theory)
2)	Paper No	LIB003 (E)
3)	Objectives of Paper	To provide information about knowledge organization by classification To develop the skill of book classification theoretically.
		To Introduce various concepts theories and principles in classification.

4)	Expected out comes from Paper	<p>the student will be in a position to understand the classification of books, colon classification and DDC.</p> <p>The knowledge of classification of books will be done accordingly and organization of knowledge is done in the different libraries.</p>	
5)			
	Unit-1	<p><u>Classification :</u></p> <ol style="list-style-type: none"> 1. Mean by Classification. Purpose and necessary of Classification in Library. 2. Special features of of Book Classification (A) General/Main Class (B) Form of Class (C) Common Sub-Divisions (D) Notation (E) Index. 3. Call number and its components and utility in Library 	Hour
	Unit-2	<ol style="list-style-type: none"> 1. Special features merits and demerits of any one of the following classification schemes. <ul style="list-style-type: none"> A) Dewey Decimal Classification System (As per annexure “A”) B) Colon Classification System (As per annexure “B”) 2. Inter relation between Classification and Cataloguing. 3. Notation; its types and merits and demerits. <p>As per annexure “A” (Decimal Classification System)</p> <ol style="list-style-type: none"> a. Bibliography of Dr. Melvin Dewey. b. Sequence of main classes, their scope and arrangement. (Class Division, sub division ,Section etc) c. Common sub division. d. Use of Seven Tables. <p>As per annexure “B” (Colon Classification System)</p> <ol style="list-style-type: none"> a. Bibliography of Dr. S.R. Ranganathan b. Generalia main class. c. Common isolates. d. Five fundamental categories(PMEST) and their facets. e. Call Number: Class Number, Book number and collection Number. <p>Special features of Colon Classification</p> <p>(Analytic synthetic nature, mix notation, Mnemonics-seminal, verbal scheduled.)</p> <ol style="list-style-type: none"> f. Various devices in the system. 	Hour

	Unit-3	<p><u>Cataloguing:-</u></p> <ol style="list-style-type: none"> 1. What is cataloguing, purpose and importance of cataloguing in library. Comprehension between Library catalogue and Bibliography. 2. What is an entry, Reason for multiple entries of a book (Kinds of entries, main entry, added entry., class index entry.) 3. Book index Entry:-Cross reference entries, Analytical entries, added entries, subject added entries, author-joint author, editor, translator, series, pseudonym Series, analytical, reference, see and see also added entries 	Hour
	Unit-4	<ol style="list-style-type: none"> 1. Kinds of catalogue: Classified catalogue, Dictionary Catalogue and alphabetical catalogue. 2. Physical forms of catalogue: Book form, card form and OPAC: merit and demerit. 3. Arrangement of catalogue cards, word by word, letter by letter. 4. Shelf List and Book Description 	Hour
6)	Reference Book	<p>Reference Books:-</p> <ol style="list-style-type: none"> 1. Dhyani, Pushpa: library Classification: Theory and Practice, new Delhi: Vishwa Prakashan ,1998. 2. Krihshnakumar, Theory of Library Classification, 2nd Edi.,Delhi: vikas Pub.1980. 3. Ranganathan, S.R., Prolegomena to library Classification, Ed.2, London: LA1957 & 1965. 4. Ranganathan,S.R. Colon Classification Theory and Practical, Pune :Pune Vidhyarthi Gruha Prakashan,1997. 5. Vadgikar, Dewey Decimal Classification (Schedules),Aurangabad: Marathwada granth Prakashan,1995. 6. Mahajan, S.G.: Book Classification: Theory, Pune: Pune Vidhyarthi gruha Prakashan 1985. 7. Anglo American Cataloguing Rules, 2nd Edi. New Delhi: Oxford,1998. 8. Mahajan, S.G.: Granthalaya Talikikaran Practical. Pune: Pune vidhyarthi gruha Prakashan, 1974. 9. Ramalingam, M.S.: Library Cataloguing and Classification System, Delhi:Kalpaz,2000. 10. Mahajan, S.G.: Granthalaya Talikikaran: Theory. Pune: Pune vidhyarthi gruha Prakashan, 1978 11. Ranganathan,S.R. : Library Cataloguing :Theory , Sharda Ranganathan Endowment for Library science, 1960. 12. Singh S.N. and Prasad, H.N.:Cataloguing Mannual: AACR and CCC,New Dekhi:BR Publication, 1985. 13. Varma, A.K.: Classified Catalogue Code: entries and Procedure, Criterion publication, 1988. 	

SYLLABUS Details

1)	Paper Title	Classification and Cataloging (Theory) वर्गीकरण आणि तालिकीकरण : (तात्त्विक)	
2)	Paper No	LIB003 (M)	
3)	Objectives of Paper	to provide information about knowledge organization. To introduce various concepts, theories and principles in classification. To develop the skill of book classification practically. To provide knowledge about standard schemes of classification	
4)	Expected out comes from Paper	The student will be in a position to understand the classification of books, colon classification and DDC. The classification of books will be done accordingly and organization of knowledge is done in the different libraries. The student will be in a position to prepare various classification systems. Fundamental Categories, Trends in library classification and other systems.	
5)			
	Unit-1	<p><u>वर्गीकरण:-</u></p> <ol style="list-style-type: none"> वर्गीकरण म्हणजे काय? ग्रंथ वर्गीकरणाचे उद्देश व आवश्यकता ग्रंथ वर्गीकरणाची वैशिष्ट्ये अ)संकीर्ण वर्ग आ)स्वरूप वर्ग इ) स्वरूप विभाग ई) चिन्हांकन उ)निर्देश (सूची) बोधांक /मागणी अंक, उपविभाग व उपयुक्तता दशांश वर्गीकरण पध्दती व मेलवि ी ड्युई यांचे चरित्रख मुख्य वर्गाचा क्रम, व्याप्ती व रचना चिन्हांकन, सूची चिद्विंदू वर्गीकरण पध्दती , डॉ एस.आर.रंगनाथन यांचे चरित्र ,मुख्य वर्गाचा क्रम, मुख्य वर्गाचा क्रम पाच मूलभूत पैलू चिन्हांकन, वर्गीकरण व तालिकीकरणाचा परस्पर संबंध व फरक इ. चिन्हांकन 	Hour
	Unit-2	<p>परिशिष्ट “ (दशांश वर्गीकरण प्रणाली) नुसार</p> <ol style="list-style-type: none"> डॉ. मेलविन ड्युई यांची चरित्र. मुख्य वर्गाचा क्रम, त्यांची व्याप्ती आणि व्यवस्था. <p>(वर्ग विभाग, उपविभाग, विभाग इ.)</p> <ol style="list-style-type: none"> सामान्य उपविभाग. सात टेबल्सचा वापर. <p>परिशिष्ट “ (कोलन वर्गीकरण प्रणाली) नुसार</p> <ol style="list-style-type: none"> डॉ. एस.आर. रंगनाथन यांची चरित्र मुख्य वर्ग. सामान्य उपविभाग. पाच मूलभूत श्रेणी, (PMEST) आणि त्यांचे पैलू. 	Hour

	<p>5. बोधांक: वर्ग क्रमांक, पुस्तक क्रमांक आणि संकलन क्रमांक.</p> <p>कोलन वर्गीकरणाची विशेष वैशिष्ट्ये:- (विश्लेषणात्मक पृथक्करणात्मक नोंदी , शुद्ध चिन्हांकन , मिश्र चिन्हांकन ,मौखिक पद्धत.)</p> <p>आवश्यक प्रात्यक्षिक:-</p> <p>डीडीसी किंवा कोलन क्लासिफिकेशन सिस्टीम शेड्यूलचा वापर करून म्हणून नोटबुकमध्ये किमान 200 उदाहरणे सोडवावी. मुख्य लेखी परीक्षेसाठी 80 गुण आणि 20 गुण गृहपाठसाठी राहतील.</p>	
Unit-3	<p>तालिकीकरण:-</p> <ol style="list-style-type: none"> 1. तालिकीकरण म्हणजे काय? तालिकीकरणाची आवश्यकता व उद्देश? 2. तालिकेचे बाह्यस्वरूप ,ग्रंथरूप व पत्ररूप 	Hour
Unit-4	<ol style="list-style-type: none"> 1. तालिकेचे आंतरिक स्वरूप वर्गीकृत व कोश तालिका त्यांचे फायदे तोटे व फरक 2. नोंद म्हणजे काय? नोंदीचे प्रकार- मुख्या नोंद व पूरक नोंदीचे प्रकार 3. तालिका ग्रंथसूची व स्थानयादी यांची वैशिष्ट्ये व फरक 4. ग्रंथवर्णन: मुखपृष्ठ ,ग्रंथनाम पृष्ठ वर्गीकृत तालिका संहिता यांची तोंड ओळख 5. तालिकाचे प्रकार :- मुख्य नोंदी , पूरक नोंदी, वर्ग दर्शक पूरक नोंदी , उलट संदर्भ नोंदी 6. कॅटलॉग कार्ड्सची व्यवस्था, शब्दानुसार शब्द, अक्षरानुसार अक्षर. 7. शेल्फ यादी आणि पुस्तक वर्णन (ग्रंथवर्णन). 	Hour
6)	<p>Reference Book</p> <ol style="list-style-type: none"> 1. महाजन, शां.ग. वर्गीकरण तात्विक , पुणे :पुणे विद्यार्थीगृह प्रकाशन 2016 पुर्नमुद्रण. 2. लेले वसंत, ज्ञान आणि ग्रंथागर्गीकरण,पुणे युनिव्हर्सल प्रकाशन. 3. नरगुंदे रेवती,ग्रंथालयीन वर्गीकरण,पुणे,युनिव्हर्सल प्रकाशन.. 4.संपादक मंडळ, ग्रंथ वर्गीकरण सिद्धांत आणि व्यवहार (थेअरी) ,लिब ००३: नाशिक , यशवंतराव चव्हाण महाराष्ट्र मुक्त विद्यापीठ 5.महाजन , शा .ग. : ग्रंथालय तालिकीकरण (तात्विक),पुणे : पुणे विद्यार्थी गृह प्रकाशन , २००१ 6.Singh S.N. and Prasad, H.N.:Cataloguing Mannual: AACR and CCC,New Dekhi:BR Publication, 1985. 7.Varma, A.K.: Classified Catalogue Code: entries and Procedure, Criterion publication, 1988. 8.Ramalingam, M.S.: Library Cataloguing and Classification System, Delhi:Kalpaz,2000. 9.Mahajan, S.G.: Granthalaya Talikikaran: Theory. Pune: Pune vidhyarthi gruha Prakashan, 1978 	

		10. Ranganathan,S.R. : Library Cataloguing :Theory , Sharda Ranganathan Endowment for Library science, 1960.
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SYLLABUS Details

1)	Paper Title	Classification and Cataloguing (Practical)	
2)	Paper No	LIB004 (E)	
3)	Objectives of Paper	To familiarize the students with the concepts of Classification and cataloguing.	
		To prepare various types of classification schemes and cataloguing codes.	
		To provide practical knowledge about various standards in classification and cataloguing.	
4)	Expected out comes from Paper	The student will be in a position to understand the classification schemes and catalogue of books as classified catalogue code and Anglo American Cataloguing code- II.	
		Students understand the books catalogue and will be done accordingly and organization catalogue card and classification schemes multiple copies of books in the different libraries. Also student will be in a position to understand normative principles, and prepare various catalogue entries for simple, complex, various authorships, editorial publications, serial publications and corporate body authored documents	
		Student will able to make books classification and various types of entries of catalogues	
5)			
	Unit-1	<p style="text-align: center;"><u>Classification:-</u></p> <p style="text-align: center;">Dewey Decimal Classification:- (50 Marks)</p> <ul style="list-style-type: none"> • Location of enumerated numbers • Use DDC class Schedules. • Use of seven tables in DDC. <p style="text-align: center;">At least 200 examples solve giving the class number in their notebook use of DDC and Colon Classification. 80 marks for main written exam and 20 marks will remain home assignment.</p>	Hour

Unit-2	<p align="center">Colon Classification:- (50 Marks)</p> <ul style="list-style-type: none"> • Use CC class Schedules • Location of enumerated numbers • Use of sub divisions in CC. • Use of PMEST formula: main class Library Science and literature. 	
Unit-3	<p><u>Cataloguing:-</u></p> <p>Cataloguing of at least total 50 books of various kinds is compulsory in the classroom by CCC (Classified Cataloguing Code) and ACR-II (Anglo American Cataloguing Rules-II) . 80 marks for main written exam and 20 marks will remain home assignment.</p>	Hour
Unit-4	<p>Catalogue as following types:-</p> <p>(CCC and AACR-II)</p> <ol style="list-style-type: none"> 1. Simple Book One Author/Editor 2. Simple book Two Author/Editor 3. Simple book three and more than author/Editor. 4. Author and Editor mixed. 5. Translator author 6. Pseudonym and real name. 7. Corporate author. 8. Series. 	Hour
6) Reference Book	<p>Reference Books:-</p> <ol style="list-style-type: none"> 1. Ranganathan, S.R., Prolegomena to library Classification, Ed.2, London: LA1957 & 1965. 2. Ranganathan,S.R. Colon Classification Theory and Practical, Pune :Pune Vidhyarthi Gruha Prakashan,1997. 3. Vadgikar, Dewey Decimal Classification (Schedules), Aurangabad: Marathwada granth Prakashan,1995. 4. Kumbhar, Rajendra-ED. Schedules for Dewey Decimal classification. Nashik: Yashvantrao Chavan Maharashtra Open University.(Marathi edition) 5. Anglo American Cataloguing Rules, 2nd Edi. New Delhi: Oxford,1998. 6. Mahajan, S.G.: Granthalaya Talikikaran Practical. Pune: Pune vidhyarthi gruha Prakashan, 1974. 7. Ramalingam, M.S.: Library Cataloguing and Classification System, Delhi: Kalpaz,2000. 8. Mahajan, S.G.: Granthalaya Talikikaran: Theory. Pune: Pune vidhyarthi gruha Prakashan, 1978 9. Ranganathan,S.R. : Library Cataloguing :Theory , Sharda Ranganathan Endowment for Library science, 1960. 10. Singh S.N. and Prasad, H.N.:Cataloguing Manual: AACR and CCC,New Dekhi:BR Publication, 1985. 11. Varma, A.K.: Classified Catalogue Code: entries and Procedure, Criterion publication, 1988. 12. Guideline books on Cataloguing of books as per AACR-II and CCC , YCMOU, Nashik. 	

SYLLABUS Details

1)	Paper Title	Classification and Cataloguing (Practical) वर्गीकरण आणि तालिकीकरण : (प्रात्यक्षिक)	
2)	Paper No	LIB004 (M)	
3)	Objectives of Paper	To familiarize the students with the concepts of cataloguing.	
		To introduce various concepts, theories and principles in cataloguing	
		To provide practical knowledge about various standards in cataloguing.	
4)	Expected out comes from Paper	The student will be in a position to understand the catalogue of books, classified catalogue code .and aacr-2.	
		The books catalogue and will be done accordingly and organization catalogue card and catalogue multiple copies of books in the different libraries.	
		Student will be in a position to understand normative principles, and prepare various catalogue entries for simple, complex, various authorships, editorial publications, serial publications and corporate body authored documents.	
5)			
	Unit-1	<u>वर्गीकरण:-</u> (50 गुण) <u>दशांश वर्गीकरण:-</u> <ul style="list-style-type: none"> • बोधाक आणि त्याचे घटक तयार करा . • DDC वर्ग शेडुल वापरा. • DDC मधीलसात टेबल्सचा वापर करा. किमान 200 उदाहरणे सोडवा, ड्यूई डेसिमल क्लासिफिकेशन आणि कोलन क्लासिफिकेशन पध्दतीचा व सारणी चा वापर करून उदाहरणे सोडवा. मुख्य लेखी परीक्षेसाठी 80 गुण आणि 20 गुण गृहपाठसाठी राहतील .	Hour
	Unit-2	<u>दिविबिंदू वर्गीकरण</u> (गुण ५०) <ul style="list-style-type: none"> * कोलन वर्गीकरण पद्धतीचा वापर करा * बोधांक/लोकेशन तयार करा. * सामान्य पोटविभागाचा वापर करा * PMEST फॉर्मूला वापर करून वर्गांक तयार करा. 	Hour

Unit-3	<p>तालिकीकरण:- (50 गुण)</p> <p>किमान ५० उदाहरणे विविध प्रकारच्या ग्रंथांचे विहित नमुन्यातील आकाराच्या कार्डावर सोडवा. वर्गीकृत तालिका संहिता आणि AACR -II या तालिका पद्धतीचा वापर करा. गृहपाठासाठी २० गुण असतील.</p>	
Unit-4	<p>CCC (वर्गीकृत कॅटलॉगिंग कोड) आणि AACR-II (Anglo American Cataloging Rules-II) द्वारे वर्गात विविध प्रकारच्या किमान एकूण 50 पुस्तकांचे कॅटलॉग करणे अनिवार्य आहे. मुख्य लेखी परीक्षेसाठी 80 गुण आणि 20 गुण गृहपाठासाठी राहतील. खालील प्रकार आहेत:-</p> <ol style="list-style-type: none"> 1. साधे पुस्तक एक लेखक/संपादक. 2. साधे पुस्तक दोन लेखक/संपादक. 3. साधे पुस्तक तीन आणि लेखक/संपादकांपेक्षा अधिक. 4. लेखक आणि संपादक मिश्रित. 5. अनुवादक/लेखक. 6. (टोपण नांव) Pseudonym आणि खरे नाव. 7. (समष्टी ग्रंथकार) कॉर्पोरेट लेखक. 8. Series (मालिका). 	Hour
6) Reference Book	<ol style="list-style-type: none"> 1. महाजन, शांताराम गजानन, ग्रंथ वर्गीकरण : प्रात्यक्षिक (डीडीसी आणि सीसी): पुणे, पुणे विद्यार्थी गृह प्रकाशन 2. रंगनाथन, एस आर, ज्ञान वर्गीकरण आणि उपयोजन, पुणे : युनिव्हर्सल प्रकाशन 3. वडजीकर, दशांश वर्गीकरण प्रात्यक्षिक, औरंगाबाद, मराठवाडा प्रकाशन विभाग, १९९८ 4. रंगनाथन, एस आर : द्विबिंदू वर्गीकरण प्रात्यक्षिक, पुणे : पुणे विद्यार्थी गृह प्रकाशन, १९८६ 5. महाजन, शांताराम गजानन, ग्रंथालय तालिकीकरण प्रात्यक्षिक (वर्गीकृत तालिका आणि AACR -II): पुणे, पुणे विद्यार्थी गृह प्रकाशन, १९९६ 6. वरखेडेकर आणि इतर संपादक मंडळ, ग्रंथालय तालिकीकरण प्रात्यक्षिक (CCC आणि AACR -II) तालिकासंहिता : नाशिक : य.च.म.मु. विद्यापीठ. 7. Anglo American Cataloguing Rules, 2nd Edi. New Delhi: Oxford, 1998. 8. Mahajan, S.G.: Granthalaya Talikikaran Practical. Pune: Pune vidhyarthi gruha Prakashan, 1974. 9. Ramalingam, M.S.: Library Cataloguing and Classification System, Delhi: Kalpaz, 2000. 10. Mahajan, S.G.: Granthalaya Talikikaran: Theory. Pune: Pune vidhyarthi gruha Prakashan, 1978 	

		<ol style="list-style-type: none">11. Ranganathan,S.R. : Library Cataloguing :Theory , Sharda Ranganathan Endowment for Library science, 1960.12. Singh S.N. and Prasad, H.N.:Cataloguing Mannual: AACR and CCC,New Dekhi:BR Publication, 1985.13. Varma, A.K.: Classified Catalogue Code: entries and Procedure, Criterion publication, 1988.
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