

CERTIFICATE COURSE IN LIBRARY AND INFORMATION SCIENCE

(436/ 437/ 438 / 478)

The institution having the following requisite infrastructure, may apply for accreditation:

A. Basic Infrastructure :

The institution should have Library of its own or a collaborating organization with the following infrastructure.

Should have minimum 5,000 volumes.

- (a) Library books be classified by Dewey Decimal Classification or Colon Classification (DDC or CC)
- (b) Should have a catalogue based on Classified Catalogue Code (CCC) or Anglo-American Cataloging Rule (AACR)

B. Requirements of books, related to Library and information Science.

- (a) A minimum of 50 books covering different aspects of Library/information Science.
- (b) The Library should have the following reference tools.
 - (i) Dewey Decimal Classification (19th Edition) - One set
 - (ii) Anglo American Cataloguing Rules (2nd Ed.) - Two copies
 - (iii) Classified Catalogue Code - Two copies
 - (iv) Colon Classification (6th Edition) - Two copies

C. Space :

There should be one classroom having a capacity for 25 students at a time. The room should have proper lighting and ventilation. A writing board (Black board or white board) with suitable writing tools should be provided in the classroom.

D. Faculty & Supporting Staff :

- (a) Should have a minimum of two professionals having a Degree in Library/information Science, to conduct personal contact Programme and evaluating assignments.
- (b) Should have a reasonable number of supporting staff like clerks, peons etc.

E. List of Tool and Equipment :

- Computer

- Colour TV
- DVD Player
- Audio cassettes/CD
- Over head Projector.

F. Physical Facilities :

The institution should have the facilities for drinking water, bathrooms & toilets.

G. Library :

Library should have utility books/articles/magazines in related subject.

H. Batch size :

Maximum 25 students in one batch. An institution can run maximum 4 batches for this course.