

Certificate Course in Library Science

PRACTICAL GUIDE



विद्याधनम् सर्वधनं प्रधानम्

NATIONAL INSTITUTE OF OPEN SCHOOLING
A-24-25, INSTITUTIONAL AREA, SECTOR 62, NOIDA (U.P.)

Library and Society

Certificate Course in Library Science



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NATIONAL INSTITUTE OF OPEN SCHOOLING
A-24-25, INSTITUTIONAL AREA, SECTOR 62, NOIDA (U.P.)

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| | | |
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LASER TYPESETTING

Shivam Graphics
Rishi Nagar, Rani Bagh Delhi

LIBRARY AND SOCIETY

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Library, documentation/ information centers and digital libraries serves users for their specific information needs. In this practical you will be able to know how libraries work, their rules and regulations, the services provided by different types of libraries and much more.



Notes

Practical-1

TITLE:

Observing a Library/Information Centre.

OBJECTIVE:

To understand a Library/Information centre as an institution, with its resources and services.

INTRODUCTION:

You have learnt in Lesson 1 and 2, how Library/Information Centres serve the society with their resources and services. In this practical, you will visit a Library/Information Centre and observe its resources and services.

PROCEDURE:

1. Visit a Library/ Information Centre of your locality.
2. Meet the head of the centre who may be a Librarian, Library and Information Officer, etc.
3. Introduce yourself as a student of Library and Information Science and request for help in understanding the Library/ Information Centre.
4. Collect the following information in your notebook and write down in your Practical Book under observation table.



Notes

Library and Society

Observation Table

(i) Name and address of the Library: _____
_____.

(ii) Type of Library(Academic, Public, Special):_____.

(iii) Information regarding users

| <i>Category of Users</i> | <i>Number of the Users(if possible)</i> |
|--------------------------|---|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

(iv) Information Resources of the Library(Specify the numbers)

| <i>Information Resources</i> | <i>Available(Tick the correct one)</i> | |
|-------------------------------------|--|-----------------------------|
| (a) Books | : <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (b) Journals/Periodicals/Magazines: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (c) E-Books | : <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (d) E-Journals | : <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (e) Databases | : <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (f) Music scores | : <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (g) Motion Pictures | : <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (h) Multimedia | : <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (i) CDs/DVDs | : <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (j) Slides | : <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (k) Others (Please specify) | : <input type="checkbox"/> Yes | <input type="checkbox"/> No |

(v) Staff of the Library

| <i>Designation</i> | <i>Number</i> |
|-------------------------|---------------|
| (a) Librarian | : _____ |
| (b) Assistant Librarian | : _____ |



Notes

- (c) Technical Assistant/ Professional Assistant : _____
- (d) Library Assistant : _____
- (e) Supporting Staff : _____
- (f) Others (Please specify) : _____
- (vi) Scheme or Code used for:
 - (a) Classification : _____
 - (b) Cataloguing : _____
- (vii) List all the services provided by the Library
 - _____
 - _____
 - _____
 - _____
 - _____

CONCLUSION:

You have visited a Library and collected the information to understand its resources and services. On the basis of your observation and information collected by you, answer the following questions:

- (i) Is there any reading room for the users in the library?
- (ii) Is there suitable sitting arrangement for the users in the reading room of the library?
- (iii) Whether there is open access system or close access system in the library?
- (iv) Is the library catalogue manual or computerized ?



Practical-2

TITLE:

Information Access from a Digital Library

OBJECTIVE:

To understand a Digital Library (DL) and its functions and services

INTRODUCTION:

You have learnt in Module 2, Lesson 2, about a Digital Library (DL) and its salient features. Through this practical, you will learn how information access is possible from a Digital Library. Digital libraries, like traditional libraries, select, acquire, make available and preserve collections. Only difference is that traditional concept of collection is revised to accommodate materials that are accessible electronically. A digital library thus is a structured, processed and organised digital repository of knowledge.

In this practical, you are required to visit the website of any Digital Library(DL) and find out the functions, activities and services of the same.

PROCEDURE:

1. Search on the web for a digital library, e.g.,
 - Digital Library of India (<http://www.dli.ernet.in>)
 - Indira Gandhi National Centre for the Arts (IGNCA) Digital Library, New Delhi (<http://www.ignca.nic.in>)
 - Vidyanidhi Digital Library, Mysore University Library, Mysore (<http://www.vidyanidhi.org.in/home/index.html>)
2. Search on the web for Digital Library of India (<http://www.dli.ernet.in>)
3. List the functions provided by the Digital Library of India.



4. Note down the activities of the Digital Library of India.
5. Search the services provided by the Digital Library of India.
6. Write all the details in your practical notebook.

Notes

CONCLUSION:

You have visited the website of a Digital Library and collected the information to understand its benefits. This practical will help you to understand that a digital library is a collection of documents in organised electronic form, and available for access on the Internet. It is possible to store huge information as digital information requires very little physical space. On the basis of your observation and information collected by you, answer the following questions:

- (i) Is there a geographical boundry for accessing information from a DL ?
- (ii) Are the users required to visit a DL physically for information access ?
- (iii) List the services provided by a DL.
- (iv) How often is information updated in a DL ?



Notes

Practical-3

TITLE:

Services of Public Libraries and Information Centres.

OBJECTIVE:

To observe the services provided by a Public Library and an Information Centre.

INTRODUCTION:

You have learnt in Lessons 2 and 4 about different types of Libraries and Information Centers. In this practical, you are required to either visit a public library or search on the Web a Public Library and an Information Center and find out the types of services provided by the same.

PROCEDURE:

1. Go to a Public Library or Search on the Web a Public Library, e.g. Delhi Public Library (<http://www.dpl.gov.in>) or any Library Information Center.
2. List the services provided by the Library.
3. Visit the Website of NISCAIR (<http://www.niscair.res.in>).
4. Go to the Webpage of activities and services of NISCAIR.
5. List the service provided by NISCAIR.
6. Note down the services that are not provided by the Public Library, but are provided by the Information Centre.
7. Write down details in your practical note book under observation table.

**Observation Table**

| <i>S. No.</i> | <i>Services of Public Library</i> | <i>Services of Information Centre</i> |
|---------------|-----------------------------------|---------------------------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

Notes

CONCLUSION:

This Practical will help you to know types of services provided by a Public Library and an information Centre.



Practical-4

TITLE:

Functions and Activities of a National Library

OBJECTIVE:

To know the functions and activities of a National Library.

INTRODUCTION:

You have learnt in Lesson 4 about the Types of Libraries. A National Library is defined as a library of a country to serve the pre-eminent repository of information for that country. In this practical, you are required to visit the website of any National Library and find out the functions and activities of the same.

PROCEDURE:

1. Search on the web for a national library, e.g.,
 - The National Library of India (<http://www.nationallibrary.gov.in/>)
 - The Library of Congress, USA (<http://www.loc.gov/index.html>)
 - The British Library, UK (<http://www.bl.uk/>)
 - The National Library of Canada, Canada (http://ottawakiosk.com/national_library.html)
2. Visit the website of The British Library, UK (<http://www.bl.uk/>)
3. List the functions provided by the British Library.
4. Note down the activities of the British Library.
5. Write all the details in your practical notebook.



CONCLUSION:

This practical will help you to understand that the main objective of any national library is to identify, acquire, organise, store and retrieve all print and non-print documents published within the particular country and by or on all the nationals of the country in other countries. This exercise will also enable you to know the functions and activities of a national library.

Notes



Practical-5

TITLE:

Reference services provided by a Public library

OBJECTIVE:

To gain familiarity with the Ready Reference Services provided by a public library.

INTRODUCTION:

In Lesson 5, you have learnt about the various Library and Information Services and one of the Responsive Information Services is 'Reference service'. This service deals with providing answers to fact finding questions from the users. In this practical, you are required to visit a public library and find out the types of user's queries and type of reference sources provided to the users of the public library.

PROCEDURE:

1. Visit a large Public Library of your locality/city.
2. Meet the head of the centre who may be a Librarian, Library and Information Officer, or In-charge of the reference section.
3. Introduce yourself as a student of Library and Information Science and request for help in understanding the reference services provided by the public library.
4. Collect the following information in your notebook and write down in your practical book.

**Observation Table**

| <i>S. No.</i> | <i>Type of Queries</i> | <i>Type of Questions</i> | <i>Type of Reference Sources</i> |
|---------------|------------------------|--------------------------|----------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Notes**CONCLUSION:**

This practical will help you to know about the type of queries, type of questions and type of reference sources provided in response. This practical will also help you to understand that ready reference service is not limited to users who visit the library personally to ask questions as many libraries offer this service on the telephone, through correspondence, via email, or Internet as well. The ready reference service is also not limited to users of a single library as a user can visit any library for this service.



Practical-6

TITLE:

Compiling Subject Bibliography.

OBJECTIVE:

To carry out search in a catalogue and compile a subject bibliography.

INTRODUCTION:

In Lesson 5, you have learnt about the various Library and Information Services and one of the Responsive Information Services is 'Literature search and Compiling Subject Bibliography. In this practical, you are required to search for a specific subject in a library catalogue and compile a bibliography of books on that subject. You may compile a bibliography on any one of the following subjects:

- a. Chemistry
- b. Computer Science
- c. Economics
- d. Library Science
- e. Mathematics
- f. Personality Development
- g. Physics

PROCEDURE:

1. Go to a library and search for the books in the catalogue for any one of the above subjects.



Notes

2. Note down the call numbers of books available in the library on that subject.
3. Go to the respective Shelves and take select 10 books from the collection.
4. Prepare an entry for each book on a card in the following format:-
 Last Name of the Author, First, Name of the Author, Title of the Book, Subtitle of the Book, edition, Place of Publication, Publisher, Year of Publication.

Example- Das, P.C. and Verma, A.K. Plant Ecology; First Edition; New Delhi: Jaico Publishing House, 2007.
5. Write down similar entries for all the 10 books and arrange these cards in alphabetical order by author’s last name.
6. Write down this compiled list in the same alphabetical order in the practical book under a heading ‘Subject Bibliography on Computer Science’ or any other subject you have searched.

SUBJECT BIBLIOGRAPHY ON “COMPUTER SCIENCE”

| | |
|-----|--|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |
| 7. | |
| 8. | |
| 9. | |
| 10. | |

CONCLUSION:

This practical will help you to know about the previously published literature on any topic of interest. You will be able to understand that a subject bibliography is a list of documents on a particular subject. This practical will also help you to learn basic format of a subject bibliography.



Notes

Practical-7

TITLE:

Implications of the First Law of Library Science in a public library

OBJECTIVE:

To visit a public library and observe the implications of the First Law of Library Science

INTRODUCTION:

In Lesson 3, you have learnt about the Five Laws of Library Science. The First Law 'Books are for use' stresses easy access and maximum use of books by their readers. It suggests methods for maximising the use of books. The Law advocates for:

- Library location
- Library hours
- Library furniture
- Book selection, and
- Library staff

In this practical, you are required to visit a public library and find out as to what extent the implications of the First Law of Library Science are being followed by the library.

PROCEDURE:

1. Visit any Public Library of your locality/city.
2. Meet the Librarian, or the Deputy Librarian of the library.



3. Introduce yourself as a student of Library and Information Science and request for help in understanding the implications of the First Law in that library.
4. Collect the following information in your notebook and write down in your practical book.

Notes

Observation Table

| <i>S. No.</i> | <i>Implications of the First Law</i> | <i>Observation</i> | <i>Comments</i> |
|---------------|--------------------------------------|--------------------|-----------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

CONCLUSION:

This practical will help you to know about the adherence to the implications of the First Law of Library Science in a Public library. You will also be able to understand the

- importance and need for location of a public library in the heart of the city
- opening and closing hours of the library
- requirements for comfortable, functional and easy to use library furniture
- suitable furniture for all categories of users including children
- book selection policy for present and potential users, and
- need for qualified and trained library staff to assist users.



Practical-8

TITLE:

Implications of the Third Law of Library Science in a college library

OBJECTIVE:

To visit a college library and observe the implications of the Third Law of Library Science

INTRODUCTION:

In Lesson 3, you have learnt about the Five Laws of Library Science. The Third Law 'Every Book its Reader' stresses the maximum use of books by their readers. It urges that an appropriate reader should be found for every book. The Law advocates for:

- Open access system
- Classified shelf arrangement
- Subject analytical entries
- Easy access of documents
- Publicity methods
- Extension services, and
- Book selection policy

In this practical, you are required to visit a college library and find out as to what extent the implications of the Third Law of Library Science are being followed by the library.



Notes

PROCEDURE:

1. Visit any College Library of your locality/city.
2. Meet the Librarian, or the Deputy Librarian of the library.
3. Introduce yourself as a student of Library and Information Science and request for help in understanding the implications of the Third Law in that library.
4. Collect the following information in your notebook and write down in your practical book.

Observation Table

| <i>S. No.</i> | <i>Implications of the Third Law</i> | <i>Observation</i> | <i>Comments</i> |
|---------------|--------------------------------------|--------------------|-----------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

CONCLUSION:

This practical will help you to know about the adherence to the implications of the Third Law of Library Science in a college library. You will also be able to understand the importance and need for open access system, classified shelf arrangement, subject analytical entries, easy access of documents and a sound book selection policy for college libraries.



Practical-9

TITLE:

Differentiate between the services of a University library and a Special Library.

OBJECTIVE:

To observe and differentiate between the services provided by a University library and a special library.

INTRODUCTION:

You have learnt in Lesson 4 about different types of libraries. In this practical, you are required to either visit a university library and a special library or search on the Web a University Library and a Special Library in order to find out the types of services provided by both the categories of libraries.

A university library is established to support and help the teaching and education activities of the university in achieving its aims and objectives. On the other hand, a special library is an integral part of a parent institution dealing with a limited field of knowledge and its aim is to provide the latest information about the significant developments in the field.

PROCEDURE:

1. Go to a University Library or Search on the Web a University Library, e.g., University of Delhi library, Delhi (<http://crl.du.ac.in>) or any other university library.
2. List the services provided by the library referred to as Delhi University Library System (DULS).
3. Visit the Website of National Science Library, New Delhi (<http://www.nsl.niscair.res.in>).



4. Go to the Webpage of activities and services of National Science Library (NSL).
5. List the services provided by NSL.
6. Note down the services that are not provided by the DULS Library, but are provided by the NSL.
7. Write down details in your practical note book under observation table.

Notes

Observation Table

| <i>S. No.</i> | <i>Services of University Library</i> | <i>Services of Special Library</i> |
|---------------|---------------------------------------|------------------------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

CONCLUSION:

This Practical will help you to know about the types of services provided by a University Library and a Special Library. The university libraries have to play a role to satisfy the demands of students, researchers and academic community. On the other hand, the special libraries are generally devoted to R & D type of activities and procure special type of documents. The users of special libraries usually are from its parent organisation.



Practical-10

TITLE:

Information literacy related services provided by a library.

OBJECTIVE:

To observe the information related services provided by a library.

INTRODUCTION:

You have learnt in Lesson 5 about the various library and information services. The services offered by libraries are referred to as Responsive Information Services and Anticipatory Information Services. Information literacy is one of the Anticipatory Information Services. To enable users to be information literate, variety of training programmes are provided by libraries. These programmes aim to help the users to find and search information independently. Depending upon the types of instructions, the programmes offered for information literacy are:

- User orientation
- Bibliographic instruction, and
- User education

PROCEDURE:

1. Visit any large library of your locality/city.
2. Meet the head of the library who may be a Librarian, Library and Information Officer, or In-charge of the library and information services of information literacy activities.
3. Introduce yourself as a student of Library and Information Science and



request for help in understanding the information literacy programmes provided by the library.

4. Collect the following information in your notebook and write down in your practical book.

Notes

Observation Table

| <i>S. No.</i> | <i>Name of Information Literacy Programme</i> | <i>Type of Instructions offered</i> |
|---------------|---|-------------------------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

CONCLUSION:

This Practical will help you to understand and list the information literacy related services provided by the library. Most of the libraries, however, may not have provision of this category of library/information services. But many libraries offer library/user orientation which is now growing into bibliographic instruction and user education programmes and finally has become information literacy.