

CERTIFICATE COURSE IN LIBRARY SCIENCE (CLS)(436-438)

1. 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)

2. 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 Cataloging Rules (2nd Ed.) - Two copies
 - (iii) Classified Catalogue Code - Two copies
 - (iv) Colon Classification (6th Edition) - Two copies

3. 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.

4. Education Technology Equipment

The institution should have the following equipment;

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

5. Staff Requirements.

- (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.

6. Batch Size

The batch size for CLS course should be a minimum of 25 and a maximum of 50 learners. A centre can admit not more than two batches (100 students) in one session.