

# DIPLOMA IN LIBRARY AND INFORMATION TECHNOLOGY (DLIT)



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## PROSPECTUS 2014

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**SCHOOL OF LIBRARY SCIENCE  
DELHI LIBRARY ASSOCIATION (REGD.)**

RANGANATHAN BHAWAN, 'C' BLOCK COMMUNITY CENTER, NARAINA VIHAR, NEW DELHI 110028  
Telephone: 25774507 | E-mail: [dla\\_39@yahoo.co.in](mailto:dla_39@yahoo.co.in) | Website : [www.dlaindia.in](http://www.dlaindia.in)

## TEACHING STAFF OF THE SCHOOL

Director : Dr. Usha Mujoo Munshi, Librarian , Indian Institute of Public Administration, New Delhi-110002

Principal : \_\_\_\_\_ of Lib & Info Sc.,

Replace Associate by Assistant

Registrar : Shri M L K \_\_\_\_\_, Former Documentation Officer, INSDOC, \_\_\_\_\_ Delhi

Replace R S by Ranjeet S

Faculty :

Dr. K P Singh, Associate Professor, Deptt of Lib & Info Sc., Univ. of Delhi

Dr. S K Bajpai, Ex Librarian, College of Vocational Studies, Univ. of Delhi

Dr. R S Thakur, Librarian, Bhaskarsharma \_\_\_\_\_

Sh. Jnan \_\_\_\_\_

Replace STRIDE, IGNOU, Maidan Garhi, New Delhi by Director, Commonwealth Educational Media Centre for Asia, New Delhi

Visiting Faculty :

Dr. Sanjaya Mishra, STRIDE, IGNOU, Maidan Garhi, New Delhi

Mrs. Renu Arora, Retd. Head, Training Division, NISCAIR, New Delhi

Sh. Rajesh Singh, Deputy Librarian, University of Delhi

Sh. G Mahesh, Scientist, NISCAIR, New Delhi

Dr. Gurdev Singh, Librarian, Guru Govind Singh College of Commerce, New Delhi

Dr. Sunil Kumar, Sr. Lecturer, S C E R T, Varun Marg, Defence Colony, New Delhi

Mr. Bibhuti Sahoo, Assistant Librarian, Central Library, IIT, New Delhi

Mr. Kumar Sanjay, Principal Information Officer, Planning Commission, New Delhi

Dr. Meera, Assistant Professor, Deptt of Lib. and Information Science, Univ. of Delhi

Administrative Committee

Director, Principal, President, General Secretary, Treasure, a nominee of the teachers from among themselves, two members nominated by EC and Registrar will be ex-officio members of the Administrative Committee. The Director and Registrar will function as Chair person and Secretary of the Administrative Committee. The Executive Committee of the Delhi Library Association may nominate any other body OR its representative initially for two years on the Administrative Committee of the DLIT Course. The Administrative Committee may revise, update and rewrite the course contents, appoint faculty, take steps to create necessary infrastructure, enrich library and computer lab, decide on fee structure from time to time and may also join any other university, academic body in the conduct of examinations and awarding of diploma.

## **DIPLOMA IN LIBRARY & INFORMATION TECHNOLOGY (DLIT)**

### **INTRODUCTION**

In pursuance of the recommendations of the Administrative Committee of the School of Library Science, the Delhi Library Association instituted a training programme designated Diploma in Library & Information Technology (DLIT) from January 2003.

Diploma in Library & Information Technology (DLIT) programme comprises two theoretical core courses and two practical courses. In addition to theoretical and practical courses, a student of DLIT has to submit a Project Work/Dissertation under the guidance of a supervisor.

### **STRUCTURE OF PROJECT WORK**

The final report should be in the following format:

#### **TITLE OF THE TOPIC**

*“Submitted in partial fulfillment of the requirement of DLIT Course of the School of Library Science of the Delhi Library Association”*

Name of the Guide/Supervisor  
Designation & Institutional affiliation  
Year

Name of the student  
Roll No.  
Year



School of Library Science  
**Delhi Library Association**  
Ranganathan Bhawan, C Block Community Centre,  
Naraina Vihar, New Delhi-110028

***Preliminary pages:***

Certificate of originality of the dissertation work by the Guide.

Acknowledgment by the student

Preface

Table of Contents

List of abbreviations used

List of tables if any

List of Charts if any

Chapter contents

Introduction comprising the title of the dissertation/project work, its need and importance, objectives of the study, methodology followed, scope of the study, limitations if any, problems faced in during study, style of rendering the references,

Review of the Literature on the topic, if required

Data Collection and analysis

Findings of the Study, Conclusions, Recommendations

References

***End matter***

Appendices: Bibliography

Questionnaire (s)

Index

**OBJECTIVE**

The DLIT training programme aims at equipping the student with competencies and skills necessary to perform computerized library operations in a modern Library & Information Centre, understanding the use and application of various library software and information communication technology tools.

**ELIGIBILITY**

The admission is open to those who have the following qualifications or pass in any equivalent examination :

- (i) C.Lib.Sc.
- (ii) Dip.Lib.Sc.
- (iii) B.Lib.Sc/BLISc
- (iv) M.Lib.Sc/MLISc
- (v) M Phil in Library Science

**ADMISSION**

Application Form for admission to DLIT can be had from the Office of the School of Library Science of the Delhi library Association on payment of prescribed fee.

### **DURATION**

The course will be of one year duration. Admission will be granted in January – June & July – December sessions. While theory & practical classes will be held for 5 months in the School of Library Science, the post training practical experience will be given for one month's duration in a real working environment in a recognized modern library. The Project work / Dissertation has to be submitted within six months of completion of the training in a library/information centre. The Course will have to be successfully completed within a period of three years from the date of joining.

### **ATTENDANCE**

80% attendance in theory and practicals is compulsory. Those not fulfilling the minimum attendance requirement will not be allowed to appear in the examination.

### **MEDIUM OF INSTRUCTION**

English and Hindi will be the medium of teaching, examination and Project Report.

### **FEES**

Admission	Rs. 200
Tuition fee	Rs. 200
Library fee	Rs. 200
Computer fee	Rs.3500
Development fee	Rs.1050
Examination fee	Rs.1200
Physical facilities charges	Rs. 300
Course material	Rs. 350

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Total Rs. 7000 + Membership Fee

### **MEMBERSHIP OF THE ASSOCIATION**

Every student on admission will enroll himself/herself as an ordinary member of the Delhi Library Association.. At present the annual membership subscription is Rs.500/-. Membership is renewable in April every year till successful completion of the course.

### **SCHEME OF EXAMINATION PAPERS**

<u>PAPER</u>	<u>TIME</u>	<u>MARKS</u>
1. Computer Application (Th)	3 hrs	100
2. Computer Application (Pr)	3 hrs	100
3. Library Automation (Th)	3hrs	100
4. Library Automation (Pr)	3 hrs	100
5. Project Work		100
6. Viva-Voce		50

## **CLASSIFICATION OF RESULTS**

Minimum marks to secure a place in the

1<sup>st</sup> Division shall be 60%

2<sup>nd</sup> Division shall be 50%

*A student must secure a minimum of 40% marks in each paper and 50% in the aggregate.*

## **RULES FOR EX-STUDENTS**

A student falling in any of following categories will be treated as Ex-student.

1. Student who had appeared both in the Term end Examinations and has not been successful.
2. Student who had did not appear in the Term End Examination though has completed the required attendance.
3. Student who had passed Term End Examination but did submit the project work in time.
4. Students who have not put in 80% attendance.

Ex-students of categories 1 and 2 will write their Examination along with the subsequent Term End Examination after paying prescribed fee.

Ex-student of category 3 and 4 will have to re-register and pay prescribed fee. Students seeking re-admission shall pay the following fees:

Admission Fee :	Rs 200/-
Library Fee :	Rs 500/-
Tuition Fee :	Rs 200/-
Computer Fee :	Rs 1000/-
Examination Fee :	Rs 500/-

Basics

## **PROGRAMME OF STUDY**

**Paper I:** Computer Application (THEORY)

- Basic of Computers
  - What is Computer
  - Characteristics of computers
  - Types of computers
  - History and Generations of computer
- Computer Hardware
  - CPU (Architecture & Components)
  - Input/Output Devices
  - Storage Devices
- Computer Software
  - System software
    - Functions & Types
    - Operating Systems
    - Functions and types of OS
  - Application Software
    - Functions and Types
    - MS Office
    - (Word, Excel, PowerPoint, FrontPage)

- Computer Security
  - Virus
  - Encryption
- Fundamentals of Communication Technology
  - Concept and Definition
  - Types of Communication
    - Electrical Communication
    - Optical Communication
    - Radio Communication
    - Satellite Communication
    - Digital Communication
- Computer Networks
  - Concepts and Definition
  - Types of Network
  - Architecture Topology
- Internet
  - Introduction
    - History, Evolution and Terminology
  - Internet Services
    - Email
    - FTP
    - Telnet
    - Internet Relay Chat (IRC)
    - News Groups; and
    - Forum
  - Search Engines
    - History & Types of Search Engines
    - YAHOO, GOOGLE & AltaVista
- Searching Techniques
  - Concepts and Definition
  - Types of Searching Techniques

**Paper 2: Computer Application (Practical)**

**Paper 3: Library Automation (Theory)**

- Housekeeping Operations
  - Acquisition
  - Circulation
  - Serials Control
  - OPAC
  - Indexing & Abstracting
- Library & Information Networks in India
  - Need, Evolution & Role of Library Networks
  - Major Library/Information Networks:
    - INFLIBNET
    - DELNET
    - NICNET
- Web Page Designing
  - HTML
  - Front Page
- Bar coding and RFID
  - Theory and application



Library Software  
CDS/ISIS / WINISIS  
NETTLIB  
Alice for Windows  
SOUL  
LIBSYS  
eGranthalaya  
KOHA  
E-Publishing  
Evolution  
E-Documents (E-book, E-Journals & E-Reference Source)  
Current Issues in E-Publishing.

Special Lectures from time to time  
Digital/ Electronic/ Virtual/ Online Library  
Blogs  
E-Journals  
Web 2.0/ Library 2.0  
Cataloguing of Non Book Materials  
Web Technology

**Paper 4:** Library Automation (Practical)

**Project Work – Web Designing, Hyper linking, Database creation,  
Internet Searching, Search Engines, etc**

**Viva-Voice**

#### **FURTHER SUGGESTED READINGS**

1. BRADLEY (AC).Optical Storage for Computers: Technology and applications. Chichester : Ellis Horwood Limited. 1989
2. HUSSAIN (Khateeb M) and HUSSAIN (Donna). Computers: Technology applications and social implications. New Delhi : Prentice Hall of India. 1989
3. JAIN (Satish). Information Technology. New Delhi : BPB Publications. 1999
4. JAISWAL (S). Information Technology Today, New Delhi : Galgotia Pub.2000
5. CARNE (Bryan E). Modern telecommunication. New York, Plenum Press. 1987
6. VISWANATHAN (Thiagarajan).Telecommunications Switching Systems and Network. New Delhi : Prentice Hall of India.2004
7. PANDYA (Raj). Mobile Communication Services and Systems. New Delhi : PHI. 2000
8. STALLINGS (William).Data and Computer Communications. New Delhi : PHI.2000
9. HARDY (J). Inside Networks. New Delhi : PHI.1999
10. TENENBAUM (A.S). Computer Networks, 4<sup>th</sup> Ed. New Delhi, PHI.2002
11. CONVERGENCE OF the telecommunications. Information technology, Media and Power sectors. New Delhi : Centre of Publications. 2001
12. DOUSKALIS (B). IP Telphony. New Delhi : Pearson Education Asia.. 2001
13. ANIL KUMAR (N). Electronic journals: major Issues. Information Today & Tomorrow, 2001. 20 (3): 23.



14. BHATACHARYA (P.) and SIDDIQUI (A.M).  
Development in e-publishing : an Overview. IASLIC Bulletin, 49 (4), 236-248. 2004
15. BALAKRISHNAN (Shyam). Networking and the future of libraries.  
New Delhi : ESS ESS.2000
16. PRASAD (Kiran). Information and Communication Technology. New Delhi,  
B.R.Publihsers.2004
17. YADAV (SK). MS Office : Quick reference book, Delhi : Yatin Publications. 2000
18. KAUL (H.K). Library Networks, an Indian  
New Delhi, Virgo Publications.1999
19. KAUL (H.K). Library Resource Sharing and  
New Delhi : Virgo Publications.1999
20. MUJOO-MUNSHI (Usha) From  
Looking at our professional meadow. Delhi, Delhi library Association. 2008.
21. ARORA (Jagdish). W 2.0 and L ibrary 2.0: Innovative Technologies for building  
libraries of tomorrow with examples of their applications at INFLIBNET Centre.  
Delhi: Delhi Library Association. 2009.
22. RAJARAMAN (V). Fundamentals of Computers, Ed 3.  
New Delhi : Prentice Hall of India. 2002.
23. SILBERSCHATT (A) and GALVIN ( P.B) Operating System Concepts, 5<sup>th</sup>.,  
Addison – Wesley, 1998.
24. STALLINGS (W). Local Networks, 3<sup>rd</sup> Ed. McMillan, New York, 1990.
25. KUMAR (PSG). Fundamentals of Information Science. Ed 3. Delhi: Indraprastha  
Books & Periodicals. 2008
26. GURDEV SINGH. Introduction to computers for library professionals.  
New Delhi: Ess Publishers. 2007.
27. GOEL (Anita). Computer Fundamentals. New Delhi: Pearson. 2012.
28. **Websites**  
-www.inflibnet.ac.in  
-www.delnet.nic.in  
-www.nic.in

Web 2.0

## ADMISSION FORM

Form No. \_\_\_\_\_

Roll No. \_\_\_\_\_

### **DELHI LIBRARY ASSOCIATION**

Ranganathan Bhawan 'C' Block Community Center, Naraina Vihar, New Delhi-110028  
**Application form for Admission in Diploma in Library and Information Technology  
(DLIT)**

(Batch No. Session January-June/ July- December 201 )

Name Mr/Ms \_\_\_\_\_

Father's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Category SC / ST / OBC / General

Address \_\_\_\_\_

PIN \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_ e-mail \_\_\_\_\_

#### **Qualification From Secondary School Examination Onwards**

Qualifications	Board/University	Year	Division	Marks
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#### **Working Experience**

Post Held	Institution	Duration	Pay Scale
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#### **Undertaking**

I undertake to abide by the rules of the School of Library Science from time to time. I declare that the above facts are true to the best of my knowledge & belief.

**Date :** \_\_\_\_\_

**Signature** \_\_\_\_\_



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