



Kerala State Library Council
Thiruvananthapuram – 14

**Certificate course in Library &
Information Science 2019-20**

Prospectus

Kerala State Library Council

Thiruvananthapuram

CERTIFICATE COURSE IN LIBRARY AND INFORMATION SCIENCE

PROSPECTUS FOR ADMISSION TO THE 2019-20

(Conducted by the Kerala State Library Council - Recognised by the Government of Kerala as per G.O.(P)No. 107/81/H.Edn. Department dt.22.06.1981, G.O. (MS) No. 77/99/H.Edn. Department dt.12.07.1999, G.O.(Rt)No. 69/2000 H.Edn. Department dt.18.01.2000 and G.O.(Rt) No. 315/2017/H.Edn. Department dt.23.12.2017)

I Aims and Objectives

In this age of social awareness and technological development, the place of libraries as centres of education and cultural revival is increasingly becoming important. To develop these institutions into effective information centres, people trained on modern lines are necessary. They should possess knowledge, skills, interest and attitude to guide the masses. Having been fully convinced of this necessity, the Kerala State Library Council has given shape to Certificate course in Library & Information Science for the library workers in the state.

II No. of seats & duration of the course

Total number of seats for the course would be 40 and duration would be six months.

III Eligibility for admission

1. A pass in the S.S.L.C examination or equivalent qualification.
2. Experience as librarian in the sponsoring affiliated library continuously for at least six months will be an additional qualification.

Librarians of the 'Vanitha Vayojana Pusthaka Vitharana Padhathy' functioning with the aid of Kerala State Library Council can also apply, provided they are working in that capacity at least for the last six months.

Unqualified librarians of special project libraries of Kerala State Library Council and District Libraries are also eligible to apply for the course.

Candidates employed in Government and semi Government institutions are also eligible for admission, provided they are working in the libraries of the respective

institutions. Selection to the course would be based on an entrance examination conducted by the Kerala State Library Council and interview.

3. Candidate must have completed 18 years of age. Age limit for admission is 40(in the case of Government/Semi Government Institution, 45 years).

4. Seats will be reserved to SC/ST and other eligible caste will be as per government rules.

IV How to apply for admission

Application for admission to the course in the prescribed form correctly filled up should be sent to ***“The Secretary, Kasaragod District Library Council, Kottachery.P.O., Kanhangad, Kasaragod-671 315”***. The last date for receipt of the filled in application is mentioned in the application.

The prescribed form of application and prospectus can be downloaded from the Kerala State Library Council website ***www.kslc.in***.

Application along with relevant documents and a self-addressed cover (24 x 10cm) affixed postal stamp worth Rs. 10/-and a demand draft for Rs. 50/- in favour of Secretary, District Library Council, Kasargod payable at SBI Hosdurg is to be sent to ***“The Secretary, Kasaragod District Library Council, Kottachery.P.O., Kanhangad, Kasaragod-671 315”***. SC / ST candidates need not sent the application fee. They need only send the self-addressed stamped cover along with the proof of their caste.

Applicants from affiliated libraries and special project libraries of the State Library Council should obtain a Sponsoring Certificate from the library concerned. Another certificate from the Secretary of the concerned Taluk Library Council should also be furnished. Candidates should enclose a certificate from their sponsoring institution to avail reservation indicated under the heading “Reservation of seats”

Please note:

1. Incomplete applications and those with incorrect information will be summarily rejected.
2. Documents / Certificates furnished after the submission of the application will not be entertained under any circumstances.
3. No opportunity will be given to incorporate any details after submission of the application.

V Mode of selection

Selection will be made purely on the basis of entrance examination and interview conducted by State Library Council. T.A. & D.A. will not be paid to the candidates appearing for the test. Written test will be conducted in English. The topics for the test are the following:

1. Library Movement in Kerala
2. Socio-Cultural Movement in Kerala
3. National Integration
4. General Knowledge

Question paper for the entrance exam will contain 50 objective type questions. The Maximum marks for entrance examination is 100. Cut off marks of entrance exam is 35. 10% of the marks scored will be given as weightage for the working librarians of the libraries affiliated to Kerala State Library Council.

VI Reservation of seats

Out of the total number of 40 (forty) seats

1. General Merit	18
2. Unqualified library employees who are working in Government service, Quasi Government Institutions or Private affiliated colleges	2
3. Dependent of Library Council employees	1
4. Natives of Lakshadweep	2
5. Kannada Language minority	3
6. Tamil Language minority	2
7. SC / ST	3
8. Ezhava	2
9. Muslim	2
10. Latin Catholic	1
11. SIUC and converted SC / ST Christian	1
12. Other backward Hindus	2
13. Physically handicapped	1
Total	40

VII The centre of training & facilities for Accommodation

The Training centre will be at Thiruvananthapuram or in any other district headquarters as decided by the Kerala State Library Council from time to time. For the present course the centre is fixed at Kasaragod. The selected candidates should make their own arrangements for boarding and lodging. The place of residence of each trainee would have to be got approved by the Course Director.

VIII Fees for the course

Admission fee	50/-
Tuition fee	300/-
Examination fee	150/-
Caution Deposit	200/-
Total	700/-

The fee will have to be paid in one instalment at the time of admission. SC / ST students are exempted from the payment of tuition fee and examination fee. Caution deposit will be refunded after the completion of course after verification. The fees once remitted are not refundable.

IX Course of study

The course of study shall consist of seven papers and practical training.

Paper I - Library Organisation and Management

Paper II - Library Classification and Cataloguing (Theory)

Paper III - Library Classification (Practice)

Paper IV - Library Cataloguing (Practice)

Paper V - Information Sources and Services

Paper VI - Basics of Information Technology (Theory)

Paper VII - Basics of Information Technology (Practice)

X Final Examination

There shall be an examination at the end of the course consisting of 7 papers as detailed here:

Sl.No.	Name of Paper	Duration (hrs.)	Marks		Total
			Written	Internal Assessment	
1	Library Organisation and Management	2 1/2	90	10	100
2	Library Classification and Cataloguing (Theory)	2 1/2	90	10	100
3	Library Classification (Practice)	2 1/2	90	10	100
4	Library Cataloguing (Practice)	2 1/2	90	10	100
5	Information Sources and Services	2 1/2	90	10	100
6	Basics of Information Technology (Theory)	2 1/2	90	10	100
7	Basics of Information Technology (Practice)	2	45	5	50
	Internship (Report)				50
Total			585	65	700

XI Internal assessment

Ten percent(10%) of marks in each paper is earmarked for Internal Assessment. Of this, 50 percent are earmarked for attendance, punctuality and overall performance in the class and 50 percent for marks scored in test papers, assignments, model examination and observation report.

The medium of instruction will be English or Malayalam. Examination can be written either in English or in Malayalam.

XII Classification of results

40 % to less than 50 %	-	III class
50 % to less than 60 %	-	II class
60 % to less than 75 %	-	I class
75 % and above	-	Distinction

XIII Pass requirements

Separate minimum required for a pass per paper in the written examination, practical examination and internship is 40 percent.

XIV Re-examination

Failed candidates have to reappear in the next examination, only in the failed paper. They shall be given three chances within a period of three years.

XV Revaluation

Revaluation is not permitted. However, scrutiny is permitted on a prescribed fee.

XVI Organisation programme of the course

First four months - Regular instruction in theory and practical papers

Fifth month - Practical Training in selected Libraries

Sixth month - Regular instruction and examination

Students have to submit a report of the practical training in libraries duly countersigned by the head of the library concerned. Those who fail to submit the report shall not be permitted to appear for the final examination.

XVII Issue of certificate of the course

Certificate will be awarded to those who have passed the examination.

Thiruvananthapuram
29.07.2019

Adv. P. Appukuttan
Secretary