UNIT I LIBRARY AND SOCIETY

(i) Library – Concept, Definition, Roles of Libraries on Social, Political, Economical, Cultural, Scientific and Technological aspects.


UNIT II TYPES OF LIBRARIES

(i) Public, Academic and Special Libraries

(ii) Objectives and Functions of Libraries; Rules and Regulations.

UNIT III LIBRARY MANAGEMENT

(i) Concept, Definition, Theories and Functions

(ii) Library Routines - Acquisition, technical, maintenance, circulation, reference and periodical; stock verification and preservation of Reading Materials.

UNIT IV LIBRARY ADMINISTRATION

(i) Library authorities and committees; Library statistics and reports.

(ii) Library Finance-Sources of Income and expenditure (Library Budget)

UNIT V LIBRARY CLASSIFICATION

(i) Concept, Definition, Various schemes of Library Classification – CC and DDC

(ii) Fundamental Categories – PMEST; Notations – pure and mixed; Canons and Laws

Unit VI LIBRARY CATALOGUING

(i) Concept, Definition, Types, Inner forms and Physical forms of catalogues

(ii) Cataloguing Codes – CCC and AACR; Normative Principles
UNIT VII INFORMATION SOURCES

(I) Concept, Definition, Types of Information Sources, Documentary and non-documentary sources
(II) Primary, Secondary and Tertiary sources

UNIT VIII INFORMATION SERVICES

(i) Concept, Definition and types of Information services; CAS, SDI, press clipping service, abstracting and indexing services, reprographic service

UNIT IX LIBRARY COOPERATION

(i) Concept, Definition, Need and Benefits of Library cooperation, types of cooperation
(ii) Resource sharing – Definition and purpose, Library Consortia

UNIT X LIBRARY AUTOMATION

(i) Concept, Definition, Need and Purpose
(ii) Areas of Library automation, Internet, CD-ROMs, E-mail.