UNIT-I LIBRARY AND SOCIETY

(i) Library as a Social Institution; Impact of Libraries on Social, Political, Economical, and Cultural aspects, Laws of Library Science.
(ii) Types of Libraries – Public, Academic and Special Libraries; Library movement in India;
(iii) Library Legislation; Public Library Act; Delivery of Books and Newspapers (Public Library) Act; Intellectual Property Rights – Copyright Act
(iv) Library associations and Professional bodies - UNESCO, IFLA, ALA; CILIP; ILA; IATLIS
(v) Role of government agencies in library development – RRRLF; UGC- INFLIBNET

UNIT –II LIBRARY MANAGEMENT

(i) Management – Concept; Definition; School of Thoughts – Functions of Management; (POSDCORB); Library Authority and Committee.
(iii) Human Resource Management – Job Analysis, Job Description, Recruitment, Selection, Training, performance Appraisal, training, motivation, etc.
(iv) Financial Management– Budget – Types, Sources of income to various types of libraries, Physical facilities – Building and Furniture.
(v) Library Records - Statistics; Reports

UNIT-III INFORMATION PROCESSING (LIBRARY CLASSIFICATION)

(i) Library Classification – Concept; Definition; Need and Purpose
(ii) Library Classification – Types: General and Special; Various Schemes of classification – Colon Classification; Dewey Decimal Classification; Universal Decimal Classification and Library of Congress Classification.
(iii) Structure of knowledge – Modes of Formation of Subject, - Canons and Laws
(iv) Facet and Facet analysis – Fundamental categories (PMEST); Analytico-Synthetic approach and Devices.
(v) Notation – Types; Characteristics
UNIT- IV INFORMATION PROCESSING (LIBRARY CATALOGUING)

(i) Library Cataloguing – Concept; Definition; Need, Purpose and Functions.
(ii) Library Catalogue – Types – Physical forms and Inner forms - Alphabetical, Classified, and Alphabetico-Classified; Trade catalogue;
(iii) Cataloguing Standards – ISBDs; Cataloguing Codes – Classified Catalogue Code of Ranganathan, Anglo-American Cataloguing Rules
(iv) International Standards – MARC – CCF; UNIMARC; MARC21; Metadata
(v) Subject Headings – Sears’ List of Subject Headings, LCSH, Centralised and Co-Operative Cataloguing.

UNIT – V INFORMATION SOURCES

(i) Information Sources – Types – primary, secondary, and tertiary; Print Vs. Electronic resources; Human Vs. Institutional
(ii) Evaluation of Information Sources – Criteria
(iii) Secondary Sources: Dictionaries, Encyclopedias, Indexing and Abstracting Sources, Directories, Biographical Sources; Geographical Sources
(iv) Electronic Information Sources - Databases; Full-text databases
(v) Information Sources – Discipline-oriented sources – Pubmed; INSPEC; etc; UGC- e-Sadhsindhu Open sources

UNIT – VI INFORMATION SERVICES

(i) Information Services - Types: Ready reference and Long range reference services; User education; Information literacy
(ii) Literature search – Bibliography compilation and Bibliographical services
(iii) Current Awareness Service, SDI
(iv) Indexing and Abstracting services; Referral Service.
(v) Reprography, Translation and other specialized services

UNIT – VII COMPUTER AND COMPUTER APPLICATIONS

(i) Computer – Definition; Characteristics; Classification of Computers Hardware – Generations; Input and Output Devices; Secondary Storage Devices; Telecommunication – Concept and Components.
(ii) Computer Software – Meaning; Types – System Software and Application Software; Operating System – Single user vs. Multi-user; Open Sources vs Proprietary
(iii) Database – Concept; Database Management System (DBMS) – Concepts; Functions;
(iv) Library Automation - Need and Purpose; Areas of library automation; Library automation software packages – Proprietary vs. Open.
(v) Web Technology – Browser, Search Engine, Protocol, ISDN.
UNIT- VIII RESOURCE SHARING AND NETWORKING

(i) Resource sharing – Concept, Definition, Need, Purpose.
(ii) Library Co-operation – Concept, Definition, Need and Purpose.
(iii) Computer Networks – Types – LAN, WAN, MAN; Internet and Intranet
(iv) Library Networks – Concept, Need, Functions.
(v) Library Network System – International, OCLC Worldcat; National – INFLIBNET, DELNET.

UNIT- IX INFORMATION SYSTEM

(i) Information System – Concept, Characteristics and Functions.
(iii) Information Systems – International UNESCO, INIS, AGRIS, INSPEC, PUBMED, CAS; National – NISCAIR, DESIDOC.
(v) Open Access movement; Open Access System.

UNIT-X DIGITAL LIBRARY

(i) Digital Library – Concept, Definitions, Characteristics, Theoretical framework, Merits and Demerits.
(iii) Digital Library Initiatives - Initiatives in India; Open Archives Initiatives.
(iv) Metadata – Definition, Standards, Metadata Harvesting.
(v) Digital Library – Building process – Digitization; Software and Hardware; Institutional repositories.

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