UNIT I : LIBRARY AND SOCIETY

i. Library – Modern Concept; Library as a Community Information Centre.

ii. Information – Definition, Notion and Characteristics

iii. Library Legislation – Need; Public Library Act; Delivery of Books and Newspaper Act; Copyright; IPR Act.

iv. Library Development – History of Libraries in India; Public, Academic and Special Libraries.

v. Library Association and Professional Bodies – ILA, IASLIC, IATLIS, ALA, CILIP.

UNIT II : TYPES OF LIBRARIES

i. Library – Types: Public, Academic and Special

ii. Public Libraries – Level, National, State and Local Libraries; Authorities

iii. Libraries – Corporate / Private; Industrial.

iv. Library Agencies – Government, Private; RRRLF, UGC

v. International Organisation – Unesco, IFLA.

UNIT III : LIBRARY ADMINISTRATION

i. Library – Rules and Regulations.

ii. Library Routines – Acquisition, Processing, Circulation.

iii. Stack Maintenance – Shelving, Stack verification, Shelf rectification.


UNIT IV : LIBRARY MANAGEMENT

i. Library Management – Concept, Definition and Theories.

ii. Library Authority and Committees.


iv. Financial Management – Budget; Budgeting Techniques; Sources of Income Public, Academic and Special Libraries.

UNIT V : LIBRARY CLASSIFICATION

i. Classification - Meaning; Library Classification – Need and Purpose.
ii. Classification Schemes – Colon Classification and Dewey Decimal Classification.
iii. Canons, Principles, Laws

UNIT VI : LIBRARY CATALOGUING

i. Library Catalogue – Concept, Definition, Objectives and Functions.
iii. Library Catalogue Types – Inner forms – Classified, Dictionary; Physical – card, Computerised – OPAC – Web OPAC
iv. Cataloguing Standards and Codes – Developments of Codes, CCC, AACR, ISBD, MARC.
v. Subject Heading– Standards, Tools, Sears Lists of Subject Headings and LCSH.

UNIT VII : INFORMATION SOURCES

i. Information Sources – Types; Documentary and Non Documentary - Primary, Secondary and Tertiary.
ii. Reference Sources – Print and Electronic; Ready Reference Sources.
iii. E-Sources and Services – Merits and Demerits, E-Journals. E-books, Multimedia Source; Archiving and Preservation.

UNIT VIII: LIBRARY SERVICES

ii. Information Service - Orientation; User Education and Information Literacy.
iv. Bibliographic Services – Literature Search, Bibliographic Compilation, Table of Content Service.
UNIT IX : COMPUTER AND NETWORKING


ii. Operating System – Open Source and Proprietary.

iii. Computer Network – Types – LAN, WAN, MAN; Internet, Intranet.


v. Library Network – National, State, Local; INFLIBNET, DELNET, MALIBNET.

UNIT X : LIBRARY AUTOMATION

i. Library Automation – Definition, Need and Purpose.

ii. Database Management System (DBMS) – Concept, Definition, Function.

iii. Areas of Library Automation.
