

LIBRARY AND INFORMATION SCIENCE

(CERTIFICATE STANDARD)

CODE NO: 264

UNIT I LIBRARY AND SOCIETY

- (i) Library – Concept, Definition, Roles of Libraries on Social, Political, Economical, Cultural, Scientific and Technological aspects.
- (ii) Library Legislation – Public Library Act, Tamilnadu Public Library Act; Delivery of Books and News Papers Act. Copyright Act; Five Laws of Library Science

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
- (ii) Reference service - Types – Ready Reference Service and Long Range Reference Service, Use of reference 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.