

LIBRARY AND INFORMATION SCIENCE

(DIPLOMA STANDARD)

CODE NO: 265

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.
- iv. Preservation and Conservation of Reading Material.
- v. Library – Records and Statistics.

UNIT IV : LIBRARY MANAGEMENT

- i. Library Management – Concept, Definition and Theories.
- ii. Library Authority and Committees.
- iii. Personnel Management – Process – Recruitment, Selection, Training.
- iv. Financial Management – Budget; Budgeting Techniques; Sources of Income Public, Academic and Special Libraries.
- v. Library Evaluation – Use and User Studies.

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
- iv. Notations – Meanings, Types – Pure vs. Mixed.

UNIT VI : LIBRARY CATALOGUING

- i. Library Catalogue – Concept, Definition, Objectives and Functions.
- ii. Bibliographic files – Union catalogue, Bibliographies, Trade Catalogues.
- 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.
- iv. Web Resource – Portals, Subject Gateways, Evaluation of web resources.

UNIT VIII: LIBRARY SERVICES

- i. Reference Service – Types – Ready Reference Service and Long Range Reference Service.
- ii. Information Service - Orientation; User Education and Information Literacy.
- iii. Documentation Services– CAS, SDI, Document Delivery Service.
- iv. Bibliographic Services – Literature Search, Bibliographic Compilation, Table of Content Service.
- v. Specialised Services – Reprographic Service, Translation Service, Alerting Service and Internet.

UNIT IX : COMPUTER AND NETWORKING

- i. Computer – Definition, Types, Generation, Software – System and Application, Hardware – I/O devices.
- ii. Operating System – Open Source and Proprietary.
- iii. Computer Network – Types – LAN, WAN, MAN; Internet, Intranet.
- iv. Resource Sharing – Need, Purpose Consortia.
- 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.
- iv. Library Automation Software – Open Source and Proprietary.
- v. Search Strategy and Techniques - Truncation, Keyword, Information/Library Security.