Library & Information Science

DEGREE STANDARD

LIBRARY AND INFORMATION SCIENCE

1 Role of Libraries -types -academic, public special national, functions-laws of library science.

2 Library movement-Legislation-Tamil Nadu Public Library Act-Books and Newpapers Act-Copyright Act.

3 Library Extension service-Library co-opertion,professional Bodies-National -ILA-IASLIC-IATLIS Internation -UNESCO-FID-IFLA.

4 Information sources -types -primary -secondary-tertiary-Evaluation of Basic reference sources.

5 Information services-Initiation, user education, Documentation services, bibliographic,CAS/SDI/ Abstracting Indexing services. Tanslation -Reprographic services.

6 Information system-National -NISSAT, DESIDOC GLOBAL AGRIS, MEDLARS, INSPEC.

7 Administration - POSDCORB-Principles-organisation structures -Library committees.

8 Library Routines-selection -acquisition-maintenance-preservation of reading materials -circulation-stock verification.

9 Periodical procurement -methods-problems-receipt and registration.

10 Personnel management-Budget-physical facilities-building-furnitures.

PAPER II

INFORMATION PROCESSING, RETRIEVAL AND COMPUTER APPLICATION.

1 Classification - Basic concepts - General Schemes of Classification - CC/DDC/UDC/LC/BSO.

2 Structure of knowledge -modes of formation of subjects cannons and principles-Idea verbal and notational planes.

3 Notation -types, quantities, functions-Fundamental categories -Devices-currents trends.

4 Cataloguing -history-functions, Forms-inner,physical cataloguing codes -CCC/AACR II-Chain procedure.

5 Subjects headings -outline oof SCLH, LCSH, Centralised and cooperative cataloguing.

6 Outline of different Indexing systems_pre-co-ordinate, post co-ordinate indexing. POPSI, PRESIS.

7 Computers-Historical development-types-micro- PCXT'S PCAT'S

8 Hardware CPU, Memory-I/O Devices.

9 Application software-MSDOS, CDS/IBIS/AND Base III-significant features (a knowledge about the above mentioned is enought).

10 Telecommunication - Telex,FAX, E-MAIL, DTP- Networks.