Library Science

POST GRADUATE DEGREE
STANDARD

LIBRARY AND INFORMATION SYSTEM PAPER - I
CODE:071

UNIT I
Social Relevance of Libraries - Types - Functions - Laws of Library Science - Extension Services - Resources Sharing - Legislation - Tamil Nadu Public Library Act - Library Movement - India, UK-USA.

UNIT II
Information - meaning, Theories - Communication - Types - Models - Barriers to communication - Professional Bodies - National - ILA, IASLIC, IATLIS, Global - UNESCO, IFLA, FID.

UNIT III
Definition - Importance of Information Sources - Types: Documentary (Primary, Secondary and Tertiary) Non-Documentary (Human and ortganisational) Evaluation of Information sources.

UNIT IV
Need for Information Service, Types of Information Service - Initiation - user Education - user study - Documention services - CAS/SDI/Translation/Biblio-graphic - Reprographic services - Indexing and Abstracting Services.

UNIT V
General concept of System - Subsystems - Types - net work models - planning - Designing and evaluation of Information system/networks - LAN/WAN/MAN.

UNIT VI
National Networks - DELNET, CALIBNET, MALIBNET, INFLIBNET - Global Networks - INIS, INSPEC, MEDLARS, OCLC, ERONET, National Bodies promoting Information System and Services - INSDOC, NASSDOC, SEN, DOC - Global Information System - UNISIST - UNESCO - FID/IFLA.

UNIT VII
Information Technology - History of computers - Types - Hardware CPU/I/oDevices, memory, External storage; Software - operating systems - Library Automation - CD-ROM.
UNIT VIII
Application software; dBASE III - Document Procurement, Periodical control - circulation CDS/ISIS, Telecommunications - E-Mail, Internet - Modems, Telex, Fax

UNIT IX
Concept of management - School of Management Thought - functions - POSDCORB/BD Principles, Systems approach - system Analysis in Libraries and information systems - planning and organisational structures - MBO-MIS.
UNIT X
Human Resource Management - Financial Management - Budgetary Techniques, Performance Evaluation Techniques - Physical facilities building and equipments.

PAPER -II

INFORMATION, PROCESSING, RETRIEVAL AND RESEARCH METHODS

UNIT I
Organisation of knowledge - classification - definition need and purpsoe - modes of formation of subjects - knowledge - classification - different schemes of classificaiton - DDC/UDC/CC - Canons, principles.

UNIT II
Recent trends in classificaiton - CRG - General theory of classifcaiton - depth classificaiton.

UNIT III
Cataloguing - history - functions of catalogue - normative principles - laws and canons - cataloguing - cataloguing codes - CCC/AACR II/ISBD.

UNIT IV
Centralised and co-operative cataloguing, subject headings - LCSH, SLSH - Bibliographic record formats ISO: 2709, unimarc, ccf.

UNIT V
Indexing concepts - theories and meethods - models - pre-co-ordinate, post co-ordinate - indexing, keyword Indexing, chain procedure.

UNIT VI
Indexing Languages - semantics, syntacties, POPSI, PRESIS vocabulary control - Thesaurus - subject headings. Evaluation of Indexing system.

UNIT VII
Research - Nature, need - methods - historical, experimetnal - descriptive, scientific - fundamental, case studies - Hypothesis types - testing. Reseach design - exploratory, diagnostic, descriptive and content analysis.
UNIT VIII
Methods of data collection - survey - observation - interview - questionnaire - sampling techniques.

UNIT IX
Data analysis - methods - problem measurement - Reliability, validity, measures of association - report writing - organisation of report - table - presentation - proof reading.

UNIT X
Bibliometrics, - definitions - need - methods - laws of Bibliometrics -Lotka's Zips, bradford - parameters in Bibliometrics studies.