

Unit I

Library: Basic concept with Historical foundation of libraries.
Types of libraries and their distinguishing features.
Library: Role in contemporary Society.
Library development in India with particular reference to post Independence period.
Profession: Concept and attributes.
Professional Associations
Librarianship: Professional ethics
Role of National and International promoters for development of Libraries:
Extension Services
Universe of Knowledge:
Book number using Cutter
Library Operations: Mechanism and components

Unit II

Acquisition: Mechanism of Procurement, functions.
Serials: Concept and types
Charging and Discharging Systems
Stock verification: Methods and Tools
Management: Concept and Functions
Human Resource Management
Recruitment process
Financial Management
Service Management
Library Catalogue

Unit III

Bibliographic Description
Subject cataloguing
Information sources
Documentary
Directories
Bibliography-need and types
Information Retrieval: Concept, Features, Genesis & Development.
Pre-coordinate Indexing Systems
Reference & Information Service: Concept, Need and Development.
Current Awareness service

Unit IV

Information Technology: Foundation & components.
Computer: Genesis, Components & Functions.
Computer: Development & Generations.
Peripheral Devices:
Windows: Features.
Programming Languages: Tools
Generations of Programming Languages: An Overview
DBMS and RDBMS: concepts, structure, applications
Research: Foundations, Need & Ethics

Barriers in Research.

Research: Types and Steps.

Review of Literature (Tools and Techniques)

Library Automation: Origin and Development

Networks: Concept and Components

Internet: Origin and Development

Digital Libraries: Origin and Development

Unit I

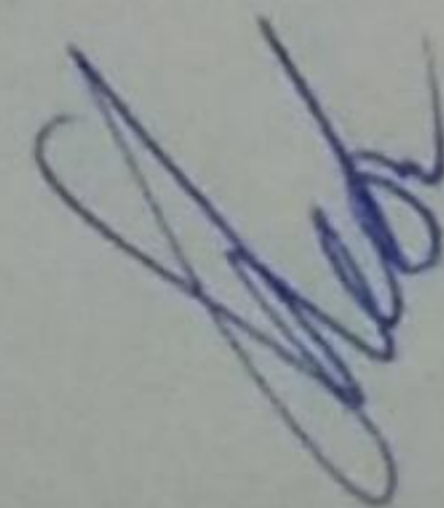
Library and information Science education and research in India
Library: Role in contemporary Society
Five Laws of Library Science
Library legislation – Need and purpose
Intellectual Property Right
Information society: Genesis, Characteristics and implications
Development and Trends in Classification
Five Fundamental Categories, Rounds and Levels
Modes of Formation of Subjects
Collection Development Selection: Principles.
Serial Control Systems : Traditional & Automated
Research Design: Structure and preparation
Hypothesis
Citation and Reference Styles
Research Methods: Spiral of Scientific Method
Data Analysis Software
Research Communities

Unit II

Principles of Management.
Management: Schools of thought
Job Analysis and Job Description
Motivational theories
Library Budget and Budgetary Methods
Cost Analysis: Concept and Methods
Managing the Service quality (SERVQUAL & LIBQUAL)
Knowledge Management: Techniques and applications.
Project Management: PERT/CPM
Types of Catalogues : Physical Forms of a library catalogue
Bibliographic Encoding Standards :MARC
Centralized Cataloguing
Principles of Subject Cataloguing

Unit III

Evaluation: Criteria (online and offline resources)
Identification of sources of information as documentary and non-documentary in the library and on the web
Evaluation of the select websites on the basis of standard criteria
General Encyclopaedias and Collaborative encyclopaedias
Evaluation of International who's who
Indexing and abstracting sources in science and social science
E-aggregators, Databases
Expert Systems in Reference & information Services.
Selective Dissemination of Information (SDI)
New & Emerging Techniques in CAS



Online Reference & Information Service: Concept and techniques.
Search strategy in Reference and information Services.
Reference librarian: Role, Skills and Competencies.
Study of International Information Systems and their programs

Unit IV

Trends in Indexing: Automatic Indexing etc
Subject Indexing and Vocabulary Control:
Thesaurus: Structure and Functions
Post-Coordinate Indexing Systems
Citation Indexing
Information Retrieval Systems: Types
Evaluation of Information Retrieval Systems
Operating System: Genesis, Development and Functions.
Linux: Features and brief commands.
SERVER: Functions & Client Server Architecture
Programming: Fundamentals
Algorithm and Flowcharts.
Planning and Implementation of Library Automation
Library Automation: Operations
Classification of LIS Networks based on Services offered
World Wide Web, Invisible Web
Digital Libraries: Issues and Challenges
Metadata and Digital Preservation