

805(B)

Paper II: Library and Information Science

UNIT-I

- Information, Information Science, Information Society.
- Communication Channel, Barriers
- Intellectual Property rights-concept, copyright, censorship-print and non print media library and information policy at the National level
- Information transfer cycle –Generation collection storage and dissemination
- Role of Information in planning, management socio-economic Development
- Technology transfer
- Information as a Resource/Community
- Types of Libraries- National, Public, Academic and Special Objectives, Structure functions
- Digital Libraries-Concept
- Virtual Libraries –Concept
- Types of users, users studies, users education
- Role of UGC in growth and development of libraries and information centres in institutions of higher education in India
- Role of Raja Rammohun Roy Library Foundation (RRLF)

UNIT-II

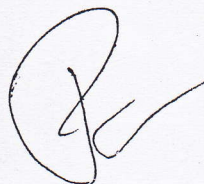
- Laws of Library and Information Science
- Library Resource Sharing and Networking
- Library Movement and Library Legislation in India
- Library Extension Services
- Library and Information Science Education in India
- Library and Information Profession
- Library Association in India, UK and USA-ILA, IASLIC, IATLIS, SIS, LA, ASLIB, SLA and ALA
- Library Associations Organisations at International level- FID, IFLA and UNESCO
- Sources of Information –Primary, Secondary and tertiary-Documentary and Non-Documentary
- Reference Sources- Encyclopaedias, Dictionaries, Geographical Sources, Biographical Sources, year-books/Almanacs, Doctionaries and Handbooks, statistical (salient features and evaluation)
- Bibliographical sources-Bibliographies, Union Catalogues, Indexing and Abstracting Journals (salient features and evaluation)

UNIT-III

- Reference and Information services, Referral Service
- Bibliographic Services, Indexing and Abstracting services, CAS, SDI, Digest Services, Trend Report
- Online Services
- Translation Services
- Reprographic Services
- Organisation of knowledge/Information
- Mode of information of subject
- Library classification- canon and principles
- Library cataloguing schemes –DDC, UDC and CC
- Library Cataloguing Canon and Principles
- Library cataloguing codes-CCC and AACRII
- Bibliographic record –International standard ISBD, MARC and CCF
- Indexing –PRE coordinate and POST coordinate
- Database search strategy – Boolean Operator

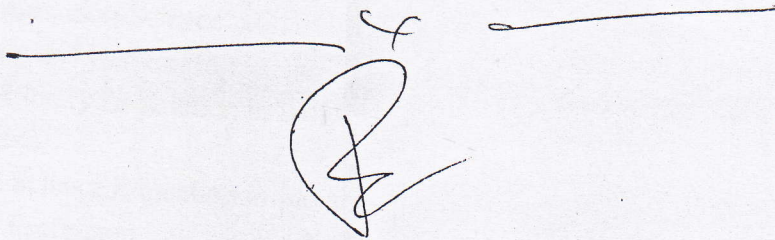
UNIT-IV

- Information Technology – Component; impact of IT on society
- Computer-Hardware, software, storage devices, input output device
- Telecommunication- transmission media, switching system multiplexing, modulation, wireless communication
- Fax, E-mail, Teleconferencing /video conferencing bulletin board service voice mail
- Hypertext, Hypermedia, multimedia
- Integrated service Digital network (ISDN), Open system interconnection (OSI)
- Library Automation, OPAC
- Networks- ERNET, NICNET, DELNET, JANET, BLAISE, OCLC, INFLIBNET
- Internet-component, services, browsing-Web browsers, search engines
- Metadata, digital object identifier (DOI)
- National and International Information System-NISSAT, NASSDOC, INSDOC, DESIDOC, INIS, AGRIS, MEDLARS, INSPEC.



UNIT-V

- Management –Principles, Functions, Schools of Thought
- Planning, Organization Structure
- Decision making
- System Study-Analysis, Evaluation and Design
- Collection Development-Books, Serials, Non-book Materials –Selection, Acquisition, Maintenance; ISBN,ISSN, Cataloguing -in-Publication (CIP)Human Resources Management-Manpower Planning, Job analysis Job description, Selection Recruitment, Motivation Training
- and Development, Staff manual, Leadership and Performance Evaluation
- Delegation of authority
- Financial Management-Resource Generation, Types of Budgeting , Cost and Cost-Benefit analysis
- PERT,CPM
- Library Building and Equipments
- Performance Evaluation of Libraries/Information Centres and Services
- Marketing Information Product and services
- Total Quality Management (TQM)

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