

Basics of Library and Information Science

About the course

The objective of the course is to introduce the basic concepts of library & Information science including library organization and management, information science and services, library classification and cataloguing and application of IT in libraries. The duration of the course shall be one year and it should be considered as an add-on course. The course will offers for the undergraduate students of the college. The hands on training & library visit provide an opportunity for the students to develop an awareness on the systems, procedures in the library management and services/ resources in libraries.

Syllabus

Paper - I

Library organisation and management

Library: Definition, scope & functions ; Five laws of library science ; Types of libraries: Academic , Public, Special ; Library Legislation ; Library extension services ; Library management: Definition, scope and functions ; Personal Management ; Library Budgeting ; Components of Library : acquisition , technical, circulation ; Preservation and Maintenance ; Library Rules ; Library Committee ; Annual Report

Paper -II

Information sources and services

Information : Scope, purpose and functions ; Information Sources and their types: Primary, Secondary, tertiary ; Reference Service ; Users : Their Information needs.

Paper -III

Classification and cataloguing

Library Classification: Need & purpose, basic concepts; Different classification schemes ; Library cataloguing : Need, purpose ; Kinds of library catalogues ; Kinds of entries

Paper - IV

Application of IT in libraries

Need for library automation ; Areas of library automation; OPAC, WEB OPAC; Library Software; Open source software- KOHA ; Digital library

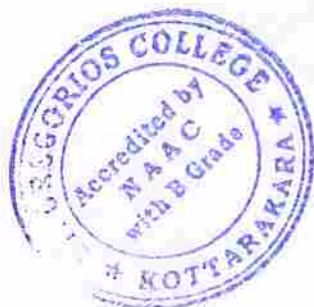
Hands on training in the routine works of the college library and library visit



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DR. SUMAN ANAND
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PRINCIPAL

List of students

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