UNIT – I: Role of Libraries

Library as a Social Institution

Development of Libraries in India

Role of Library and Information Centres in Modern Society

Five Laws of Library Science

UNIT – II: Types of Libraries, Professional Associations and Organizations

National Library of India: Concept, Functions and Services

Public Libraries, Academic Libraries and Special Libraries

Professional Associations: ILA, IASLIC, CILIP, ALA, Aslib, SLA

National and International Organizations: RRRLF, UNESCO and IFLA

Digital Libraries

UNIT – III: Library Legislation

Library Legislation: Need, Purpose, Objectives and Model Library Act

Library Legislation in India: Structure and Salient Features

Press and Registration Act

Delivery of Books (Public Libraries) Act

UNIT – IV: Information and Communication

Information: Characteristics, Nature, Value and Use of Information

Conceptual difference between Data, Information and Knowledge

Communication channels, models and barriers

National Knowledge Commission and Information Policy

Information Intermediaries

UNIT – V: Library and Information Profession

Professional Skills and Competencies

Professional Ethics

Role of Library and Information Professionals in Digital Era

LIBRARY CLASSIFICATION

UNIT - I: Elements of Library Classification

Concepts, Terminology

Need, Purpose and Functions

Species of Classification Schemes

UNIT - II: Theory and Development

Historical Development

General Theory: Normative Principles

Modes of Formation of Subjects

UNIT – III: Approaches to Library Classification

Postulational Approach and Systems Approach

Fundamental Categories, Facet Analysis and Facet Sequence

Phase Relation and Common Isolates

Devices in Library Classification

UNIT – IV: Notation and Construction of Classification Number

Notation: Need, Purpose, Types and Qualities

Call Number: Class Number, Book Number and Collection Number

Construction of Class Numbers

UNIT – V: General and Special Classification Schemes

Dewey Decimal Classification

Universal Decimal Classification

Colon Classification

Current Trends in Library Classification

BASICS OF INFORMATION TECHNOLOGY IN LIS

UNIT – I: Introduction to Computers

Computers: Generations, Types, Input and Output Devices, Computer Architecture

Data Representation and Storage

Introduction to System Software and Application Software

Operating Systems: DOS, Window XP, Vista, Windows NT, Linux, etc.

Word Processing, Spreadsheets, PowerPoint Presentation

Graphics Software: Basic Functions and Potential Uses

Communication Software

UNIT – II: Library Automation

Library Automation: Planning and Implementation

In-house Operations: Acquisition, Cataloguing, Circulation, Serial Control, OPAC, etc.

Bibliographic Standards: CCF and MARC 21

Introduction to Metadata: Types of Metadata Dublin Core

Library Software Packages: Overview and House Keeping Operations

Case Studies: WINISIS, Alice for Windows and SOUL

UNIT – III: Database Management Systems

Database: Concepts and Components

Database Structures, File Organization and Physical Design

Database Management System: Basic Functions, Potential Uses

UNIT – IV: Web Interface to WINISIS Databases

Introduction to Web Interface: WWWISIS

Introduction to Web Servers: Apache Server and Internet Information Server

Web Interface Software: GENISIS

UNIT – V: Introduction to Internet

Basics of Internet

Search Engines and Meta Search Engines

Internet Search Techniques

E-resources and Online Databases