Library and Society

DETAILED SYLLABUS

		Marks	Page no
Unit 1 :	**Library**	**15**	**5 – 33**
	Definition, Types of libraries: National, Public, Academic, School, Special, Personal, Archives – definition, objectives, collection, and services.		
Unit 2 :	**Library as a Social Institution**	**15**	**34 – 52**
	Information society: definition, criteria. Social institution : Need of library, emergence of library, origin, organization, social responsibility. Role of library in society: formal, non-formal and informal education. Changing role of library and information centers.		
Unit 3 :	**Five Fundamental Laws of Library**	**15**	**53 – 68**
	Five laws and their need and importance, different variation of five laws in LIS. The implication of five laws in different library and information activities.		
Unit 4 :	**Library Association**	**15**	**69 – 99**
	Definition, functions and activities. International, National, State and Local level library association. International Library Association: International Federation of Library Associations and Institutions (IFLA), United Nations Educational, Scientific and Cultural Organization (UNESCO). National Library Associations: Indian Library Association (ILA), Indian Association of Special Libraries and Information Centres (IASLIC). State Library Association: Assam Library Association, Bengal Library Association. Local Library Associations: Guwahati Library Association.		
Unit 5 :	**Library Legislation**	**20**	**100 – 112**
	Concept, need, components, essential features. Library legislation in India. Delivery of Books (Public Libraries) Act 1954. Press and Registration of Books Act, 1867, 1954 and Intellectual Property Right.		
Unit 6 :	**Library and Information Science**	**20**	**113 – 144**
	Definition, Linkage of Library and Information Science with other discipline. Library and Information Science Education in India, LIS Research in India. Growth and Development of Library in India.		

Library Management

DETAILED SYLLABUS

		Marks	Page no
Unit 1 :	**Sections of the Library (1)**	**15**	**5-27**
	The administrative section, budgeting and finance section, Book selection section.		
Unit 2 :	**Sections of the Library (2)**	**15**	**28-59**
	Accessioning, classification and cataloguing, and processing. Serial control. Circulation.		
Unit 3 :	**Library Building and Furniture**	**15**	**60-76**
	Planning, basic principles of library building design, standards. Library furniture and fittings.		
Unit 4 :	**Library Staff**	**15**	**77-98**
	Library and Information Profession. Staffing Pattern of the library (School, College, University, Public, Special). Roles of librarians at different types of libraries. Academic status of librarians. Library governance and authority. Library Rules and its components.		
Unit 5 :	**Maintenance Service**	**20**	**99-115**
	Guides, shelf list. Document maintenance in and around the shelves. Binding.Stock verification and its procedures. Evaluation and Weeding.		
Unit 6 :	**Preservation and Conservation of Library Materials**	**20**	**116-135**
	Definition, need, strategies, ethics. Print and digital material preservation and conservation techniques.		

Library and Information Services

DETAILED SYLLABUS

		Marks	Page no
Unit 1 :	**Information and Its Role**	**15**	**5 – 34**
	Data, information, knowledge and wisdom. Properties of information, Information Transfer Cycle (generation, collection, storage, dissemination). Theories of information. Information need (definition, types). Role of information in different context. Information as a resource and commodity. Information explosion.		
Unit 2 :	**Reference and Information Sources**	**15**	**35 – 63**
	Documentary and Non documentary. Sources of documentary information: Primary, Secondary, Tertiary. Manuscripts, Print, non-print including electronic sources: Nature, characteristics and utility. Reference sources: Dictionaries Encyclopedias, Geographical Sources, Gazetteers, Biographical Sources, Year Book/ Almanac, Directories, Handbook, Manual, Statistical Sources (Salient features and evaluation).		
Unit 3 :	**Reference and Information Services in Anticipation**	**15**	**64 – 78**
	Concept, definition, scope, need and trends. Public service. Current Awareness Service and Selective Dissemination of Information Service. Use of computer in CAS and SDI services. Extension and online services.		
Unit 4 :	**On Demand Reference and Information Services**	**15**	**79 – 96**
	Definition, need, strategies and types. Bibliographic services, Referral Services, Translation Services, Reprographic Service, Consultancy services		
	PRACTICAL		
Unit 5 :	**Classification with DDC**	**20**	**97 – 116**
	Basic subjects.		
Unit 6 :	**Catalouging with AACR 2 (R)**	**20**	**117 – 137**
	Single and multiple authorship.		

Computer Applications in Library

DETAILED SYLLABUS

		Marks	Page no
Unit 1 :	**Basics of Computer**	**15**	**5- 44**
	Definition, history, generations, components. Types of computer, Advantages and disadvantages of computes, Application of computer		
Unit 2 :	**Basics of Internet**	**15**	**45-67**
	Concept, history, components. Internet Protocol addresses, types of internet connections. Factors affecting speed of Internet connectivity. Internet based services. Internet browsing and searching. Advantages of Internet.		
Unit 3 :	**Library Automation**	**15**	**68-94**
	Library automation: definition, history. Need and advantages. Areas of computer application in library. OPAC, Retrospective conversion Selection of hardware and software for automation. Library related standards (ISBD, MARC, UNIMARC, CCF, MARC 21).		
Unit 4 :	**Library Software Packages**	**15**	**95-117**
	Types of library software packages. Criteria for selection and evaluation of library software packages. Library management and automation softwares, Institutional repository software packages, content management systems, learning management softwares.		
Unit 5 :	**Library Network and Consortium**	**15**	**118-147**
	Library cooperation: types, kinds. Library Networks (definition, preconditions, advantages). Development of library networks in India. Study the function of OCLC, INFLIBNET, DELNET. Library Consortia (definition, precondition, advantages). Study the structure of INDEST, UGC INFONET.		
Unit 6:	**Internet Applications**	**20**	**148-188**
	Email, Online Chat, Search engine, Web directories, Discussion Forum, Groups, Social network.		