

UNIT-I: LIBRARY MANAGEMENT

- Five Laws of Library Science
- Types and functions of libraries
- Library Rules– Accessioning
- Forms and Registers
- Circulation and Charging Systems
- Stock Verification

UNIT-II: LIBRARY SOURCES AND SERVICES

- Information Sources – Definition – Types
- References Service - Definition
- Standard Ready Reference Books: Dictionaries; Encyclopedia; Handbooks and Manuals; Yearbooks and Directories with two examples
- Bibliography Definition - Types

UNIT-III: INFORMATION PROCESSING CLASSIFICATION THEORY

- Classification – definition and Purpose
- Schedules of Main Classes
- Notation - Call Number
- Classification of Books according to Dewey decimal classification (21st ed)
(First Three Summaries Only)

UNIT-IV: INFORMATION PROCESSING CATALOGUING THEORY

- Cataloguing – Definition and Functions of Catalogue
- Cataloguing of Books according to AACR – 2 (1998 rev ed) – Main Entry only

UNIT-V: COMPUTER APPLICATION IN LIBRARY

- Internet and its Academic Uses
- OPAC – Bibliographic Data Entry Practice
- Digital Resources – Online resources; Online Periodicals Databases.
- Keyword formation, Search and Retrieval with examples
- INFLIBNET Services, INFONET Services.

TEXT BOOKS:

Library Manual - S.R. Ranganathan

Five Laws of Library Science - “

Library Administration - “

Elements of Library Classification - “

An introduction to AACR – 2 Vikas - Krishan Kumar

Dewey Decimal Classification ed. 21 Melvil Dewey

REFERENCE BOOKS:

1. Colon Classification (6th Ed) - S.R. Ranganathan

2. Reference Service - Krishnan Kumar