**LIBRARY AND INFORMATION SCIENCE**

**Unit-I**

Information, information science, Information Society, Information transfer cycle-generation, collection, Storage and Dissemination, Role of information in Planning, Management, Socio-economic development technology Transfer, Communication -Channels , Barriers, Intellectual property Rights-Concept, Copyright, Censorship-Print and non-Print media, Library and information Policy at the national level.

**Unit-II**

Laws of library Science, Library resources 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, IATLI ,SM,  SISM, LAM, ASLIB SLA and ALA, Library association organization at international level-FID, IFLA and  UNESCO.

**Unit-III**

Source of information-Primary, secondary and tertiary-Documentary and non-documentary

References Sources-Encyclopaedias, Dictionaries, Geographical Sources, Biographical, Sources, Year Book/ Almanacs, Directories, and Hand books, Statistical (salient features and evaluation),Bibliographical Sources-bibliographies, Union, Catalogue, indexing and Abstracting, Journal (salient features and evaluation),E-Documents . E-Books E-Journals

Database - Bibliography, Numeric and full text evaluation.

**Unit-IV**

Reference and information services, referral services, Bibliography services, Indexing ad Abstracting services, CAS, SDI, Digital service , trend report, Online Services, Translation Services, reprographic Services.

**Unit-V**

Organization of knowledge/information, modes of information of subjects, Library classification-Canons and Principles, Library classification Schemes-DDC, UDC, ad CC

Library Cataloguing- Canyons and Principles, Library cataloguing codes-CCC and AACR\_II

Bibliography records-Internationals Standards-ISBDS, MARC and CCF, indexing-Pre-Coordinate, Post-Coordinate, Vocabulary control-Thesaurus, lists of Subjects Headings, Database-Search Strategies, Boolean Operators, Knowledge Management

**Unit-VI**

Management-Principles, Functional, School of Thought, Planning , Organisational Structure, Decision-making, System study-Analysis, evaluation and design, Collection Development-Books Serials, non-book, Material Selection, Acquisition Maintenance, ISBAN, ISSSN, 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-resources generation, types of Budgeting, Cost and Cost-Benefit analysis

PERT, CPM. Library Buildings and equipments, Performance evaluation of libraries. Information centres and services, marketing information product and services

Total quality management (TQM).

**Unit-VII**
Information technology-Components, impact of IT on Society. Computers -hardware, Software, Storage devices Input/ Output devices Communication-transmission media, Switching systems, Bandwidth, Multiplexing, Modulation protocols Wireless communication

Fax, E-Mails, trele0communication.Vedio conferencing, Bulletin Board Service, Videotext, Voice Mail, Networking -Concepts Topologies, Types-LAN, MAN, And WAN Hypertext, Hypermedia ad multimedia Integrated Services Digital Network  (ISDN), open Systems, Interconnection (OSI).

**Unit-VIII**

Library Automation -Areas of automation, planning, Hardware and Software selection, OPAC Networks-ERNET, NIOCNET, DELNET, ANET, BLAISE,, OCLC, INFLIBNET

Internet-Components, Services Browsing-Web browser, Search Engine, Meta-Data, Digital Object Identifies (DOI) National and international information system-NISSAT, NASSDOC, INSDOCM DEWESIDOC, INIS, SGRIS, MEDLARS, INSPEC.

 **Unit-IX**

Types of Research -Basic, Interdisciplinary, Research Design, Scientific Method, Hypothesis , Data Collection Sampling methods of Research-Historical , Descriptive, Case Study, Survey, Comparative, And experimental Statistical Methods, Data Analysis Report Writing Research Methods in library and Information Science and Services.

**Unit-X**

Types of Libraries national, Public, Academies, and Special Objective structure Functions

Digital Libraries-Concept Virtual Libraries-Concept Types of Users, Users Studies, Users education Role of UGC in the growth and development of Libraries and information centres in institutions of higher education in India, Role of raja Ram Mohan Ray Library Foundation (RRLF).

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