

CREDIT COURSE

PAPER – COURSE WORK

ADVANCES IN LIBRARY AND INFORMATION SCIENCE

Unit 1: Library Management

Management : Meaning and definitions. Role, functions and principles of management,

Functional units of libraries : - Acquisitions section –Technical section.- Circulation section - Periodical section

Financial management – Human Resource Management (HRM) - Total Quality Management - Knowledge Management

Unit 2: Library Automation

Library automation: Definition, need, purpose and advantages.. Planning for library automation, Hardware and Software selection,.

Automation of library operations: Acquisitions, Cataloguing, OPACs, Circulation and Serials control.

Criteria for evaluation of Library Software : SOUL, Libsys, New Genlih

Unit 3: Information Literacy

Information Literacy:- Definition & need.

Types of information literacy skills and models

Standards for information Literacy

Evaluation of Information Literacy

Unit 4: Digital Libraries

Concept of Digital Libraries - :Definitions, Characteristics, Theoretical Fundamentals, merits, demerits and challenges

Digital Library Management - Design and Organization of Digital Libraries:

Digital Resource Management - Digital Library Evaluation

Planning for Digitization - Open Source Software for digital libraries:

GSDL - DSpace – EPrint.

Unit 5: User and User Studies

Information users: Definition, Types – User studies – User Education – User psychology – Guidance and Counseling. Information Seeking Behaviour – concept, Models – Information Needs – Types of Users. – Altmetrics – National Mission Library – National Knowledge Commission

Text Books

1. Evans ,G.E, .Management Techniques for Libraries, New York, Academic Press,1983.
2. Ravichandra Rao, I.K, Library Automation, New Delhi: Wiley Eastern,
3. Chowdhury, G.G. Introduction to Digital Libraries. London: acet, 2003.
4. Gorman, G.E. The Digital Factor in Information and Library Services.London: Facet, 2002.
5. Kumar, P.S.G., user and user studies.B R Publications, New Delhi 2011
6. Nancy J. Thomas, Sherry Crow, Lori Franklin Information Literacy and Information Skills Instruction: Applying Research to Practice in the 21st Century School Library

References

1. Koontz,H.et.al. Management,15th ed. Tokyo McGraw Hill International,Japan,1983.
2. Jones, N and Jordan, P Steps Management of Library and Information work, Aldershol,Gomer,1982.
3. Lancaster,F.W. Guidelines for evaluation of Information systems and services, Paris:Unesco,1998.
4. Mittal,R.L.Library Administration,Theory and Practice,Delhi,Metropolian Book Company.
5. Ranganathan,S.R. Library Administration, 2nd ed., Bombay ,Asia Publishing,1959.
6. Iyer, V.K., Management of Library Information services. Rajat Publicaitons. , New Delhi,
7. Chowdhury, G.G. Introduction to Digital Libraries. London: Facet, 2003.
8. Ravichandra rao, I. K. Library Automation. New Delhi. Wiley Eastern. 1993
9. Lankes, R. D. Implementing Digital Reference Services: Setting Standards and making it real. London: Facet, 2002.
- 10.International Conference on Digital Libraries. ICDL 2004. TERI, New Delhi. 2004.
- 11.Upadhaya, J.L. Information Retrieval and Digital Libraries New Delhi, Shree Publishers and Distributors, 2004
12. Vijay Lakshmi & S.C.Jindal. Digital Libraries V 1,V2, & V3 Delhi, Isha Books, 2004.