

CONTENTS

Block/Unit	Title	Page No.
BLOCK-I	: INTRODUCTION TO DEVELOPMENT OF ACADEMIC LIBRARIES	1
Unit - 1	: History of Education and Academic Libraries	3
Unit - 2	: Organization of Academic Libraries	27
Unit - 3	: Role of UGC in Promoting Academic Libraries	48
Unit - 4	: Academic Library - Authorities, Policies and Programmes	66
BLOCK-II	: MANAGEMENT OF ACADEMIC LIBRARIES	81
Unit - 5	: Management of Physical Resources	82
Unit - 6	: Management of Financial Resources	104
Unit - 7	: Management of Human Resources	118
Unit - 8	: Management of Academic Library Services	134
Unit - 9	: User Studies and User Education Programmes	155
BLOCK-III	: COLLECTION DEVELOPMENT, MANAGEMENT AND MAINTENANCE	171
Unit - 10	: Collection Management and Maintenance	172
Unit - 11	: Collection Management and Maintenance of Multiple Media Resources	196
Unit - 12	: Policies of Collection Management and Maintenance	212
BLOCK-IV	: LIBRARY AUTOMATION, RESOURCE SHARING AND NETWORKING	231
Unit - 13	: Automation of Academic Libraries	232
Unit - 14	: Resource Sharing to Digital Access	248
Unit - 15	: Information and Library Network - INFLIBNET	265
Unit - 16	: Library Networks and Consortia	289

CONTENTS

Block/Unit No	Title	Page No.
BLOCK-I	: INTRODUCTION TO SPECIAL LIBRARIES	
Unit-1	: Special Library - Definition, Characteristics and Functions	1
Unit-2	: Special Libraries and Information Systems/ Centres	12
Unit-3	: Special Libraries and Information Centres in India: Libraries of R & D Organisations; Government Departments	27
Unit-4	: Special Libraries and Information Centres in India: Libraries for Business, Trade & Management; Socio-Economic Development Research Institutions; Training Institutions	38
BLOCK-II	: MANAGEMENT OF SPECIAL LIBRARIES	59
Unit-5	: Buildings and Furniture	61
Unit-6	: Finances and Personnel	71
Unit-7	: Collection Development: Books, NBM, Reference Tools	78
Unit-8	: E-Journals	95
BLOCK-III	: SPECIAL LIBRARY SERVICES	112
Unit - 9	: User Needs Survey	113
Unit-10	: Planning and Organization of Special Library Services	122
Unit-11	: Searching Online and CD-ROM Databases	134
Unit-12	: Information Products	158
Unit-13	: Resource Sharing and Networks	172
BLOCK-IV	: ORGANISATIONS PROMOTING SPECIAL LIBRARIES	195
Unit-14	: Organisations Promoting Special Libraries and Information Centres in India	196
Unit-15	: Role of Professional Bodies in the Promotion of Special Libraries and Information Centres: FID, SLA, ASLIB, IASLIC	212
Unit-16	: Education and Training in Special Librarianship	224

CONTENTS

Block/Unit	Title	Page No.
BLOCK-I : INTRODUCTION TO PUBLIC LIBRARIES		
Unit-1	: Public Library Concept	1
Unit-2	: Role of Public Library in Modern Society	12
Unit-3	: Public Library Systems-Urban and Rural	22
Unit-4	: National Policy on Public Libraries	31
BLOCK-II : DEVELOPMENT OF PUBLIC LIBRARIES		
Unit-5	: Public Library Development in USA, UK and India	42
Unit-6	: Library Legislation in India-A Comparative Study	54
Unit-7	: Library Movement and Legislation in A.P.	67
Unit-8	: Organisations Promoting Public Libraries	80
BLOCK-III: MANAGEMENT OF PUBLIC LIBRARIES		
Unit-9	: Public Library Buildings and Furniture	106
Unit-10	: Public Library Finance and Personnel	115
Unit-11	: Collection Development in Public Libraries	125
Unit-12	: Public Library Norms and Standards	137
BLOCK-IV : PUBLIC LIBRARY SERVICES AND AUTOMATION		
Unit-13	: Public Library Services	148
Unit-14	: Community Information Services	158
Unit-15	: Public Library Automation	170
Unit-16	: Public Library Networks and Resource Sharing	182

CONTENTS

Block/Unit No.	Title	Page No.
Block- I	: Introduction to Digital Libraries	
Unit – 1	: Digital Libraries – An Overview	1-10
Unit – 2	: Digital Library Initiatives	11-22
Unit – 3	: Digital Data Formats	23-34
Unit – 4	: Technologies for Digital Libraries	35-43
Block-II	: Design and Development of Digital Libraries	
Unit – 5	: Digital Library Software	45-56
Unit – 6	: Digitization Process	57-68
Unit – 7	: Metadata Standards and Models	69-86
Unit – 8	: Institutional Repositories	87-97
Block-III	: Management of Electronic/ Digital Resources	
Unit – 9	: Knowledge Representation Schemes	99-128
Unit – 10	: User Interfaces	129-159
Unit – 11	: Resource Discovery and Searching	160-188
Unit – 12	: Digital Preservation and Archiving	189-212
Block-IV	: Digital Libraries – Access and Context	
Unit – 13	: Digital Libraries – Legal, Ethical and Social Issues	215-225
Unit – 14	: Digital Rights Management	226-244
Unit – 15	: Data Security and Privacy	245-263
Unit – 16	: Evaluation of Digital Libraries	264-276

CONTENTS

Block/Unit	Title	Page No.
BLOCK-I : INFORMATION		
Unit-1	: Nature of Information	1
Unit-2	: Information Generation and Transfer	14
Unit-3	: Information Diffusion Process	29
Unit-4	: Information Flow Theories	42
BLOCK-II : COMMUNICATION		
Unit-5	: Communication Models and Theories	59
Unit-6	: Information Transfer Media: Conventional	60
Unit-7	: Information Transfer Media: Non-Conventional	75
Unit-8	: Communication and Mass Media	88
BLOCK-III : KNOWLEDGE		
Unit-9	: Knowledge – Nature and Taxonomy	102
Unit-10	: Knowledge Growth and Formation of Subjects	120
Unit-11	: Knowledge and Information Transfer	134
Unit-12	: Knowledge Management	150
BLOCK-IV : INFORMATION AND SOCIETY		
Unit-13	: Information and Development	168
Unit-14	: Information Society	181
Unit-15	: Information Policies : International & National	182
Unit-16	: Library and Information Studies: Education, Training and Research	209
		231
		252

CONTENTS

Block/Unit No	Title	Page No.
BLOCK-I : THEORIES OF MANAGEMENT		
Unit-1	: Nature and Purpose of Management	1
Unit-2	: Schools of Management	12
Unit-3	: Organisational Theories	28
Unit-4	: Leadership and Decision Making	50
Unit-5	: Planning - Factors and Techniques	68
BLOCK-II : SYSTEMS STUDY		
Unit-6	: Systems Study and Analysis	92
Unit-7	: Management Information Systems (MIS)	109
Unit-8	: Total Quality Management (TQM)	126
BLOCK-III : MANAGEMENT OF RESOURCES		
Unit-9	: Collection development and management	140
Unit-10	: Budgeting Process and Methods	161
Unit-11	: Costing	175
Unit-12	: Marketing of Information Services	191
BLOCK-IV : HUMAN RESOURCE MANAGEMENT		
Unit-13	: Human Resources Management	212
Unit-14	: Human Resource Planning	224
Unit-15	: Role of communication in H R M	239
Unit-16	: Management of Change	255

BLOCK - I: BIBLIOGRAPHIC DESCRIPTION OF PRINT AND NON-PRINT MATERIALS

CONTENTS

Block/Unit No	Title	Page No.
BLOCK-I : BIBLIOGRAPHIC DESCRIPTION – PRINT & NON-PRINT MATERIALS		
Unit-1	Bibliographic Description – An Overview	1
Unit-2	Standards for Bibliographic Record Format	12
Unit-3	Bibliographic Description of Non-Print Materials	41
BLOCK-II : SUBJECT ANALYSIS AND INDEXING SYSTEMS		
Unit-4	Classification Systems: General and Special	60
Unit-5	Universal Decimal Classification (UDC)	84
Unit-6	Subject Indexing	100
Unit-7	Automatic Indexing and Machine Translation	126
Unit-8	Thesaurus – Its Structure, Functions and Construction	141
BLOCK-III : INFORMATION STORAGE AND RETRIEVAL (ISAR) SYSTEMS		
Unit-9	ISAR Systems – An Overview	166
Unit-10	File Organisation in ISAR Systems	179
Unit-11	Evaluation of ISAR Systems – Methodology	200
Unit-12	Evaluation of ISAR Systems – Experiments and Case Studies	214
BLOCK-IV : INFORMATION ACCESS AND RETRIEVAL		
Unit-13	Information Access: Online and CD-ROM Databases	234
Unit-14	Database Searching; Search Strategies	250
Unit-15	Information Retrieval Protocol; Data Mining and Data Warehousing	263
Unit-16	Library Expert Systems	280

UNIT - I: INFORMATION SYSTEMS - CONCEPTS AND CHARACTERISTICS

CONTENTS

Block/Unit	Title	Page No.
BLOCK-I : INTRODUCTION TO INFORMATION SYSTEMS		
Unit-1	Information System - Concept & Characteristics	1
Unit-2	Components of Information Systems	18
Unit-3	Information Systems and Networks - Models	29
Unit-4	Planning and Designing National Information Systems	39
BLOCK-II : INFORMATION SERVICES AND PRODUCTS		55
Unit-5	Information Services & Products - An Overview	56
Unit-6	Reference, Literature search and Referral services	71
Unit-7	Document Backup Services	87
Unit-8	Standards for Documentation and Information Services	99
BLOCK-III: GLOBAL AND NATIONAL INFORMATION SYSTEMS & PROGRAMMES		113
Unit-9	UN and its Specialised Agencies-based Information Systems & Programmes	114
Unit-10	Regional Information Systems	139
Unit-11	National Information Systems and Programmes	154
Unit-12	Information Systems and Programmes in India	185
Unit-13	Information Systems and Networks in India	221
BLOCK-IV : ORGANISATIONS PROMOTING INFORMATION SYSTEMS & PROGRAMMES		247
Unit-14	International Organisations	248
Unit-15	Organisations Promoting Information Systems and Programmes in India	273
Unit-16	Role of Professional Associations in Promoting Information Systems and Services	287

CONTENTS

Block/Unit	Title	Page No.
BLOCK-I : INTRODUCTION TO INFORMATION TECHNOLOGY		3
Unit-1	Information Technology - Origin, Development and Applications	5
Unit-2	Computer Systems : Hardware, Software & Data Communication	22
Unit-3	Data Processing and Programming - Concepts	45
BLOCK-II : LIBRARY AUTOMATION and INFORMATION SERVICES		69
Unit - 4	Library Applications Software in General	71
Unit - 5	Library Application Software: Acquisition and Cataloguing	95
Unit - 6	Online Public Access Catalogue (OPAC)	109
Unit - 7	Library Application Software: Serials Control and Circulation	120
Unit - 8	Use of Computers in Information Services	131
BLOCK-III : DATABASES AND NETWORKS		143
Unit - 9	Introduction to Databases	145
Unit - 10	Bibliographic databases and Search Techniques	159
Unit - 11	Computer Networks	179
Unit - 12	Library and Information Networks	195
BLOCK-IV: DIGITAL LIBRARIES		205
Unit - 13	Introduction to Digital Libraries	207
Unit - 14	Digitization of Library Materials	221
Unit - 15	Metadata	238
Unit - 16	Management of Digital Libraries	254

BLOCK-I: INTRODUCTION TO RESEARCH METHODOLOGY

CONTENTS

Block/Unit	Title	Page No.
BLOCK-I : INTRODUCTION TO RESEARCH METHODOLOGY		
Unit-1	: Research - Definition, Need and Purpose	1
Unit-2	: Research Problem and Research Design	13
Unit-3	: Survey and Review of Literature	29
Unit-4	: Formulation of Hypothesis	50
BLOCK-II : RESEARCH METHODS		
Unit-5	: Types of Research Methods	64
Unit-6	: Research Tools	77
Unit-7	: Case Study and Evaluation Research	95
Unit-8	: Content Analysis; Comparative Studies; and other Research Methods	107
BLOCK-III: DATA COLLECTION, ANALYSIS AND INTERPRETATION		
Unit-9	: Data Collection Methods	125
Unit-10	: Data Analysis - Statistical Methods	139
Unit-11	: Data Analysis - Computer Processing	171
Unit-12	: Interpretation and Presentation of Results	186
BLOCK-IV : REPORT WRITING AND EVALUATION STUDIES		
Unit-13	: Research Report Writing	200
Unit-14	: Bibliometrics	213
Unit-15	: Research in LIS - the International Scene	238
Unit-16	: Research in LIS in India	254