

**Paper- B-104 - BASICS OF INFORMATION TECHNOLOGY IN LIS (Theory)** 

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**UNIT – I: Introduction to Computers**

Computers: Generations, Types, Input and Output Devices, Computer Architecture

Data Representation and Storage

Introduction to System Software and Application Software

Operating Systems: DOS, Window XP, Vista, Windows NT, Linux, etc.

Word Processing, Spreadsheets, PowerPoint Presentation

Graphics Software: Basic Functions and Potential Uses

Communication Software

**UNIT – II: Library Automation**

Library Automation: Planning and Implementation

In-house Operations: Acquisition, Cataloguing, Circulation, Serial Control, OPAC, etc.

Bibliographic Standards: CCF and MARC 21

Introduction to Metadata: Types of Metadata Dublin Core

Library Software Packages: Overview and House Keeping Operations

Case Studies: WINISIS, Alice for Windows and SOUL

**UNIT – III: Database Management Systems**

Database: Concepts and Components

Database Structures, File Organization and Physical Design

Database Management System: Basic Functions, Potential Uses

**UNIT – IV: Web Interface to WINISIS Databases**

Introduction to Web Interface: WWWISIS

Introduction to Web Servers: Apache Server and Internet Information Server

Web Interface Software: GENISIS

## **UNIT – V: Introduction to Internet**

Basics of Internet

Search Engines and Meta Search Engines

Internet Search Techniques

E-resources and Online Databases

### **Recommended Books**

1. **DEEPALI (Talagala)**. Web interface for CDS/ISIS : GENISISweb v.3.0. 2003. Sri Lanka Library Association, Colombo.
2. **HARAVU (L J)**. Library automation design, principles and practice. 2004. Allied Publishers, New Delhi.
3. **INFLIBNET**. Software for university libraries user manual. 2003. INFLIBNET, Ahmedabad.
4. **NEELAMEGHAN (A)** and **LALITHA (S K)**. Tutor +: A learning and teaching package on hypertext link commands in WINISIS. 2001. Sarada Ranganathan Endowment for Library Science, Bangalore.
5. **NEGUS (Christopher)**. Linux bible. 2005. John Wiley, New York.
6. **RAJARAMAN (V)**. Introduction to information technology. 2007. Prentice-Hall of India, New Delhi.
7. **SIMPSON (Alan)**. Windows XP bible. 2004. John Wiley, New York.
8. **SIMPSON (Alan)** and **JONES (Bradley L)**. Windows vista bible. 2007. John Wiley, New York.
9. **UNESCO**. CDS/ISIS for windows: reference manual. v1.5. 2004. UNESCO, Paris.
10. **WALKENBACH (John), et al**. Office 2007 bible. 2007. John Wiley, New York.