

**ELECTIVE COURSES : Any One Course from the available Electives**

**Paper – M-110 (b) - ACADEMIC LIBRARY AND INFORMATION SYSTEM**

**UNIT – I: Academic Libraries and their Development**

Click Title for Old Question Papers.

Objectives and Functions

History and Development of Libraries with Special Reference to India

Role of Libraries in Formal and Non-Formal Education System

UGC and its Role in the Development of College and University Libraries

**UNIT – II: Collection Development and Management**

Periodicals, Conference Literature, Grey Literature and Government Publications

Non-Book Materials

Electronic Resources and Online Databases

**UNIT – III: Library Organization and Administration**

Organizational Structure

Staff Manual, Library Surveys, Statistics and Standards, etc.

**UNIT – IV: Information Services**

CAS, SDI, Abstracting and Indexing Services

Library Bulletin, Newspaper Clipping Services

Computerized Services

Resource Sharing and Networking: INFLIBNET, UGC-INFONET Digital Library Consortium, etc.

Information Literacy Programmes

**UNIT – V: Financial and Human Resource Management**

Determination of Finance, Sources of Finance

Types of Budget

Nature, Size, Selection, Recruitment, Qualification and Training

Responsibilities and Duties

Competency Development

### Recommended Books

1. **BAKER (David), Ed.** Resource management in academic libraries.1997. Library Associations, London.
2. **BROPHY (Peter).** The academic library. 2000. Library Association, London.
3. **BUDD (J M).** The academic library: the context, its purpose and its operation. 1988. Libraries Unlimited, London.
4. **CHAPMAN (Liz).** Managing acquisitions in library and information services 2001. Library Association, London.
5. **DOWLER (L) Ed.** Gateways to knowledge: the role of academic libraries in teaching, learning and research.1998. The MIT Press, London.
6. **JORDON (Peter).** The academic library and its users.1998. Gower Publishing Limited, London.
7. **LINE (Maurice B), Ed.** Academic library management. 1990. Library Association, London.
8. **RANGANATHAN (S R).** School and college libraries. 1942. Madras Library Association, Madras.
9. **WEBB (Sylvia P).** Personal development in information work. Ed 2. 1991. Aslib, London.
10. **WHITE (Carl M).** Survey of university of Delhi. 1965. Planning Unit, University of Delhi, Delhi.