UNIT – I: Academic Libraries and their Development
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

10. **WHITE (Carl M).** Survey of university of Delhi. 1965. Planning Unit, University of Delhi, Delhi.