ELECTIVE COURSES: Any One Course from the available Electives

Paper – M-110 (c) - RESEARCH AND TECHNICAL LIBRARY AND INFORMATION SYSTEM

UNIT - I: Research and Technical Libraries and their Development
Objectives and Functions
History and Development of Libraries with Special Reference to India
Role of Special Libraries and its Relationship with Parent Organization
Types and Functions of Special Libraries
Agencies and their Role in the Promotion and Development of Research and Technical Libraries

UNIT - II: Collection Development and Management
Periodicals, Conference Literature, Grey Literature, Patents, Standards, Specifications 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: Planning and Organization of Various Information Services
CAS, SDI, Abstracting and Indexing Services
Library Bulletin, Newspaper Clipping Services
Computerized Services
Resource Sharing and Networks: RLIN, OCLC, etc.

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

7. **SAHA (J)**. Special libraries and information services in India and the USA. 1969. Scarecrow, New York.