

ELECTIVE COURSES : Any One Course from the available Electives

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

Click Title for Old Question Papers.

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

1. **AUGER (C P)**. Information sources in grey literature. Ed. 3. 1994. Bowker, London.
2. **CHAPMAN (Liz)**. Managing acquisitions in library and information services. 2001. Library Associations, London.
3. **GROGAN (N)**. Science and technology: an introduction to the literature. Ed. 4. 1982. Clive Bingley, London.
4. **HERNON (Peter) and WHITMAN (John R)**. Delivering satisfaction and service quality: a customer-based approach for libraries. 2001. American Library Association, Chicago.
5. **LAWES (Ann), Ed.** Management skills for the information manager. 1993. Gower Publishing, London.
6. **RAITT (David), Ed.** Libraries for the new millennium. 1997. Library Association, London.
7. **SAHA (J)**. Special libraries and information services in India and the USA. 1969. Scarecrow, New York.
8. **SCAMMELL (A W), Ed.** Handbook of special librarianship and information work. Rev. Ed. 7. 1997. Aslib, London.
9. **SINGH (S P)**. Special libraries in the electronic environment. 2005. Bookwell, New Delhi.
10. **STRAUSS (L J)**. Scientific and technical libraries: their organization and administration. Ed. 2. 1972. Beckey and Hayes, New York.