

ELECTIVE COURSES : Any One Course from the available Electives

Paper – M-110 (f) - ENGINEERING AND TECHNOLOGICAL LIBRARY AND INFORMATION SYSTEM

UNIT– I: Engineering and Technological Libraries and their Development

Objectives and Functions

History and Development of Libraries with Special Reference to India

Role of Engineering and Technological Libraries

Role of Agencies in the Growth and Development of Engineering and Technological Libraries in India

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: Information Services

CAS, SDI, Abstracting and Indexing Services

Library Bulletin, Newspaper Clipping Services

Computerized Services

Resource Sharing and Networking: INDEST – AICTE Consortium

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

Note: Reading list to be provided by the concerned teacher.