COMPULSORY COURSES

Paper – M-101 - INFORMATION SYSTEMS AND PROGRAMMES

UNIT – I : Information Systems and Organisations

Information Organisation as a System: Basic Concepts, Types and Characteristics of an Information System

Kinds of Information System: Libraries, Documentation Centres and Information Centres

Data Centres, Information Analysis Centres, Referral Centres and Clearing Houses

Archives and Translation Pools: Functions and Services

UNIT – II : National Information System and Policy

Planning and Design of National Information System

National Information Policy

National Information Systems: NISCAIR, DESIDOC, NASSDOC, SENDOC, NDCMC, ENVIS, etc.

UNIT – III : Global Information Systems

Programmes and Activities of UNESCO, UNISIST and IFLA, etc.

INIS, AGRIS, INSPEC and MEDLARS, etc.

UNIT – IV : Resource Sharing, Library Networks and Library Consortia

Programmes and Activities of INFLIBNET and DELNET

CSIR E-Journals Consortium, UGC-INFONET Digital Library Consortium

UNIT – V : Information Services and Information Products

Information Services

Literature Search

Documentation Services, Translation Services

CAS, SDI, Document Delivery Service, Alert Services and INTERNET Services

Information Products: Newsletter, In-house Journal, State of the Art Report, Trend Report, etc.

Recommended Books

1. **ATHERTON (Pauline)**. Handbook for information system and services. 1997. UNESCO, Paris.

2. **BAMAN (P)**. Studies on information systems, services and programs in India and abroad. 1993. Ajanta, Delhi.

3. **BARUA (B P)**. National policy on library and information systems and services for India: perspectives and projections. 1992. Popular Prakashan, New Delhi.

4. **BURCH (J G)** and **GRUDNITSKI (G)**. Information systems: theory and practice. 1986. Wiley, Singapore.

5. **KENT (A)**. Resource sharing in libraries: why, how, when next action step. 1974. Marshal Dekker, New York.

6. **KOCHTANEK (T R)** and **MATTHEWS (J R)**. Library information systems: from library automation to distributed information access solutions. 2002. Libraries Unlimited, West Westport.

7. **NEELAMEGHAN (A)** and **PRASAD (K N), Eds**. Information systems, networks and services in India. 2 vols. 1998. Ranganathan Centre for Information Studies, Chennai.

8. **ROWLEY (J)**. The basics of information system. Ed 2. 1996. Library Association, London.

9. **VICKERY (B C)**. Information systems. 1973. Butterworths, Washington.