ELECTIVE COURSES : Any One Course from the available Electives

Paper – M-110 (a) – PUBLIC LIBRARY AND INFORMATION SYSTEM

UNIT – I: Public Libraries and their Development

Objectives and Functions

History and Development of Libraries with Special Reference to India

Role of Public Libraries in Society

Agencies and their Role in Promotion and Development of Public Libraries in India

UNIT – II: Collection Development and Management

Periodicals, Conference Literature, Grey Literature and Government Publications

Non-Book Materials

Electronic Sources 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

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. **BARUA (B P)**. National policy on library and information systems and services for India: perspectives and projections. 1992. Popular, Bombay.
2. **BATT (Chris)**. Information technology in public libraries. 1998. London Library Association Publishing, London.
3. **BHATT (R K)**. Unesco: development of libraries and documentation centres in developing countries. 2004. K K Publications, New Delhi.
4. **HIGGINS (S E)**. Youth services and public libraries.2007. Chandos Publishing, Oxford.
5. **IFLA**. IFLA guidelines for public libraries (revised). 2000. The Hague, IFLA.
6. **INDIA.** Advising committee for libraries. Ed. 2. 1958. Manager of Publications, Delhi.
7. **JAGANAYAK (S S)**. Role of libraries in socio-economic, cultural, and educational development. 1997. Classical Publication, New Delhi.
8. **PATEL (Jashu)** and **KRISHAN KUMAR**. Libraries and librarianship in India. 2001. Greenwood Press, Westport, Connecticut.
9. **THOMAS (V K)**. Public libraries in India: development and finance.1997. Vikas. Publication, New Delhi.
10. **WOODRUM (Pat), Ed**. Managing public libraries in 21st century. 1989. The Hawork Press, New York.