

**Objective:**

- To acquaint with essential routines and operations performed in various types of libraries for providing effective services.

**Method of Instruction:** A combination of lectures, group discussions, live demonstrations, guest lectures (where possible) and special presentations will form methods of instruction. The module will follow with an *examination* at the end of the semester carrying 80 marks covering all units having three types of questions (long, short and very short) to be solved within 2 1/2hrs. Besides, *internal assessment* of 20 marks will be assessed on attendance, performance in presentations, assignments and symposiums.

**UNIT I: Collection Development**

- 1.1 Different Operations: Mechanism and components
- 1.2. Collection Development: Philosophy, Purpose and Policy.
- 1.3 Selection: Principles
- 1.4 Selection tools: print and Non Print Materials.
- 1.5 Acquisition: Mechanism of Procurement, functions and problems .

**UNIT II: Processing of Documents**

- 2.1 Technical Processing: Need, Role and procedure
  - 2.1.1 Accessioning.
  - 2.1.2 Classification.
  - 2.1.3 Cataloguing.
  - 2.1.4 Labelling
  - 2.1.5 Shelving and Display
  - 2.1.6 Maintenance

**UNIT III: Serials**

- 3.1 Serials: Concept and types.
- 3.2 Serials: Selection and Procurement
  - 3.2.1 Planning.
  - 3.2.2 Selection.
  - 3.3.3 Ordering.
  - 3.3.4 Problems and Issues.
  - 3.3.5 Serial Control Systems: Traditional and Automated Systems

## **UNIT IV: Circulation Control System and Preservation etc**

- 4.1 Circulation: Concept, Need and Functions.
- 4.2 Charging and Discharging Systems: Traditional and Modern Systems
- 4.3 Care and Preservation.
  - 4.3.1 Common Sources of danger to Documents: Physical, Chemical and Biological factors and Preventive Measures.
  - 4.3.2 Digital Preservation: Concept, importance and measures.
- 4.4 Stock verification: Methods and Tools
- 4.5 Stock Evaluation and weeding.

### **Suggested Readings:**

Chapman, Liz (2004). *Managing Acquisitions in Library and information Services* (Rev ed). London: Facet Pub.

Dhiman, A.K. (2004). *Library Management: a manual for effective management*. New Delhi: Ess Ess Pub.

Fowler, David C (Ed.).(2004). *E-Serial Collection Management: Transitions, Trends and Technicalities*. New York: Haworth Information.

Grieder, Theodore. (1978). *Acquisitions: where, what and how: a guide to orientation and procedure for students in librarianship, librarians and academic faculty*. Westport Conn: Greenwood .

Johnson, Peggy. (2004). *Fundamentals of Collection Development and Management, Chicago*: American Library Association.

Kumar, Krishan. (1987). *Library Administration and Management*, Delhi: Vikas Pub.

Lazinger, Susan.S. (2001). *Digital Preservation and metadata* .Englewood: Greenwood.

Lee, Stuart D. (2002). *Electronic Collection Development: a practical guide*. New York:: Neal-Schumann Pub.

Lock, Reginald Northwood. (1973). *Library Administration (3<sup>rd</sup> ed)* London: Crosby Lockwood Staples.

Magrill, Rose Mary. (1989). *Acquisitions Management and Collection Development in Libraries (2<sup>nd</sup> ed)*. Chicago: American Library Association.

Millard, Scott. (2004). *Introduction to Serials Work for Library Technicians*. U.S.A: Haworth Press.

Mukherjee, A.K. (1974). *Book Selection, Principles, Practices and tools*. Calcutta: world Press.

Ranganathan, S.R. (1989). *Library Administration (2<sup>nd</sup> Rev ed-)* .Bangalore: Sarada Ranganathan Endowment for Library Science

Singh, R.S.P (1999) *Library Administration and management*. New Delhi: Ocean Books.

Spiller, David. (1996). *Book Selection: Principles and Practice (5<sup>th</sup> ed)* London: Library Association.

Wilkinson, Frances C. (2003). *The Complete Guide to acquisitions Management*. London: Libraries Unlimited.