

LIS14104 CR LIBRARY OPERATIONS

(4 Credits)

Credit Pattern

Lecture	Tutorial	Practical	Total
3	1	0	4

Objective:

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

Unit I

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

Unit II

- 2.1 Technical Processing: Need, Role and procedure.
- 2.2 Accessioning.
- 2.3 Classification.
- 2.4 Cataloguing.
- 2.5 Labeling.
- 2.6 Shelving and Display.
- 2.7 Maintenance.

Unit III

3.1 Serials: Concept and types.

3.2 Serials: Selection and Procurement

3.2.1 Planning.

3.2.2 Selection.

3.2.3 Ordering.

3.2.4 Problems and Issues.

3.3 Traditional Serial Control Systems.

3.4 Automated Systems.

Unit IV

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

Boss, R. W., & American Library Association. (2003). *RFID technology for libraries*. Chicago, Ill: American Library Association.

- Chapman, L (2004). *Managing Acquisitions in Library and information Services (Rev ed)*. London: Facet Pub.
- Chen, D. C. (1995). *Serials management: A practical guide*. Chicago: American Library Association.
- Deegan, M., & Tanner, S. (2006). *Digital preservation*. London: Facet.
- Dhiman, A. K., & Rani, Y. (2004). *Library management: A manual for effective management*. New Delhi: Ess Ess.
- Elguindi, . (2013). *Electronic resource management. Practical perspectives in a new technical services model*. Stanton Harcourt: Chandos Publishing Ltd.
- Elguindi, A. C., & Schmidt, K. (2012). *Electronic resource management: Practical perspectives in a new technical services model*. Oxford: Chandos.
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- 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.
- Gupta, S. R. (1990). *Stock verification in libraries: Problems and solutions*. Delhi: Ken Publications.
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- Kidd, T., Rees-Jones, L., & UK Serials Group. (2000). *The serials management handbook: A practical guide to print and electronic serials management*. London: Library Association Pub.
- Kirk, R. A. (2013). *Balancing the books: Accounting for librarians*. Santa Barbara, California : Libraries Unlimited
- Kumar, Krishan. (1987). *Library Administration and Management*, Delhi: Vikas Pub.
- Lazinger, S. S., & Tibbo, H. R. (2001). *Digital preservation and metadata: History, theory, practice*. Englewood, Colo: Libraries Unlimited.
- Lazinger, Susan.S. (2001). *Digital Preservation and metadata* .Englewood: Greenwood.
- Lee, S. D. (2002). *Electronic collection development: A practical guide*. New York: Neal-Schuman Publishers.
- Lock, Reginald Northwood. (1973). *Library Administration (3rd ed)* London: Crosby Lockwood Staples.
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- McIntosh, J. (2011). *Cataloging and indexing: Challenges and solutions*. Oakville, Ont: Apple Academic Press.
- 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.
- Palmer, M. (2009). *Making the most of RFID in libraries*. London: Facet.
- Pandian, M. P. (2010). *RFID for libraries: A practical guide*. Oxford: Chandos.
- Peck, P. (2006). *Crash course in children's services*. Westport, Conn: Libraries Unlimited.
- Ranganathan, S.R. (1989). *Library Administration (2nd 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 (5th ed)* London: Library Association.
- Tuttle, M., Swindler, L., & White, N. I. (1983). *Introduction to serials management*. Greenwich, Conn: JAI Press.

Van, O. P., & Strong, S. (2007). *Children's books: A practical guide to selection*. New York: Neal-Schuman Publishers.

Wilkinson, F. C., & Lewis, L. K. (2003). *The complete guide to acquisitions management*. Westport, Conn: Libraries Unlimited.