

B.Ed ELECTIVE COURSE X

LIBRARY AND INFORMATION RESOURCE MANAGEMENT

OBJECTIVES

At the end of the course the student -teachers will able to

- get familiarized with the importance of library in the field of education
- enable them to understand contemporary technologies like digital library, electronic library, virtual library, library network
- become independent users of information by means of providing variety of information sources which includes print, non print media(internet, CD Rom, Multi media etc)
- use the library and information resources in teaching and learning process effectively
- get familiarized with the organization of library.
- acquaint with the resources available in the library.
- understand the user education and user needs.

Unit I Library and Information Society

Library: Meaning, definition, art of book publishing and copy right act- Types of libraries: their functions and objectives – Laws of library science and implications in teacher education libraries.

Unit II Information Sources

Information: definition –Sources of information: Primary, secondary and tertiary- Types of reference sources –Electronic/web learning sources: e book, e journal, e-learning, subject gateways in teacher education.

Unit III Information Services

Reference services - types of reference service – Current awareness service, Selective Dissemination of Information, translation service, Reprographic service, Bibliographic service, Indexing and Abstracting service- on line service - Learning resource centre.

Unit IV Organization of Information

Collection development policy of information resources for teacher education institution libraries: document selection, accessing of the document, technical processing, physical verification of collection, serials and electronic materials management, preservation.

Unit V Preparing Bibliography and Indexes

Format of writing Bibliography: APA standard and MLA standard. Annotated Bibliography. Writing a review article, review paper. book review, preparing abstract and indexes for teacher education resources.

Unit VI Retrieval Techniques and Approaches

Search engines- types of searching - Search techniques – Basic retrieval techniques: Boolean searching, truncation, proximity searching – Query representation – Browsing: types of browsing, browsing strategies.

Unit VII Library Network

Library automation: digital library, electronic library, virtual library - ERNET, DELNET, INFLIBNET-Documentation centre-NASSDOC, INSDOC- Internet, WWW, Internet for teacher educators. On line search of teacher education databases.

Unit VIII User Education

User education in academic libraries - Role of teacher as a library teacher – Library committee: Role of students, teachers and parents for effective use of library.

Unit IX Information Literacy

Information literacy for teacher education: User and their information needs - Access, evaluation, uses of information – plagiarism -Marketing of information product and services to teacher community.

Unit X Knowledge Management

Basics of Knowledge Management - Knowledge management tools- Knowledge Management application in teacher education- Total Quality Management- Total Quality management in libraries- six sigma.

SUGGESTED REFERENCE BOOKS:

Satija, M. P. (2007). *The theory and practice of the dewey decimal classification system*. UK:Cahnda Publication.

Crawford, W., & Gorman, M. (2005). *Future libraries:Dreams, madness & reality*. London: American Library Association.

Ingersoll, P., & Culshaw, J. (2005). *Managing information technology*. London: Libraries unlimited.

Millard, S. (2005). *Introduction to serials work for library technicians*. New Delhi: Atlantic Publishers.

Dawra, M. (2004). *Libraries in india*. New Delhi: Rajat publications.

Kumaresan, K. C. (2004). *Library science unleashed*. Trichy: Rock city publication.

Gernert, L. (2003). *A text book of library cataloguing*. New Delhi: Dominant publishers.

Dhiman, A. K., & Sinha, S. C. (2002). *Academic libraries*. New Delhi: Ess Ess Publication.

Krishankumar,. (2000). *Library organization*. New Delhi: Vikas Publication..

Krishnakumar,. (2004). *Reference services*. New Delhi : Sterling Publishers.

Krishnakumar (1995). *Library administration and management*. New Delhi: Vikas publication : New Delhi.

Ranaganathan,S.R (1969). *Prolegomena in library classification*, Bombay: Asia Publishing House.