
INFORMATION, COMMUNICATION, LIBRARY AND SOCIETY SYLLABUS

1. Information and Information science: Nature and notions of information, Data and Knowledge - Generation Point to User.
2. Communication-Models, Barriers, Library/information Centres as communication agencies.
3. Five Laws of Library Science
4. Resource Sharing and Networking.
5. Library Movement and Legislation in India
6. Types of libraries and their organization. Public; Academic; Special and National.
7. Library and Information Profession and Associations. National & International-ILA, IASLIC, ASLIB, ALA, EFLA

- Lesson 1 Concepts of Information, Information Science, Knowledge and their characteristics.
- Lesson 2 Impact of Libraries in various fields.
- Lesson 3 Explain Information Transfer & its model.
- Lesson 4 Communications
- Lesson 5 Explain the role of library as an Information center: -(or) how does library act as a communication agency.
- Lesson 6 Five laws of library science
- Lesson 7 Resource sharing and networking
- Lesson 8 Resource sharing in India
- Lesson 9 Library Legislation.
- Lesson 10 Model union library act (Central and State).
- Lesson 11 Madras Public Libraries Act.
- Lesson 12 Delivery of Books Act, copyright act.
- Lesson 13 Types of Libraries.
- Lesson 14 a. Library Associations - National- ILA, IASLIC, ALA.
b. International- IFLA, ASLIB.

LESSON - 1

Concept of Information, Information Science, Knowledge and eir Characteristics

Introduction

Information is an essential ingredient in decision -making and the need for improved information systems in recent years has been made a criticism by the study growth in size and complexity of organization and data. As a matter of fact it has been said that information has a synergising effect in several areas of human activities.

Meaning & Definition

Meaning

It is not easy to define the term information precisely. It may be known as the recorded knowledge gained by man through experience, observation and experiments. But an understanding of how different individuals have tried to define and quantify information is valuable. Many views have been expressed as to the nature of information.

Definition

According to Websters 'Third International Dictionary' it may be defined as

- a. Facts or figures ready for communication or use as distinguished from those incorporated formally organized branch of knowledge.
- b. The process by which the form of an object is impressed upon the apprehending mind so as to bring about the state of knowing.

Theories of Information

i. Mathematical Theory - Shanon and Weaver Model.

ii. Semantic Theory.

Mathematical Theory

Most early work was based on classical research of Shanon and Weaver who gave a formal and quantitative definition of information. They suggest the amount of information in

a message is related to what one could say in other words the size of vocabulary available in a key factor. It asserts that the amount of information in a message is related to probability ratio of the message.

Semantic Theory

The Previous theory has come under criticism. In that model it is assumed that a prior knowledge will reduce the amount of information in a message. An information science student will gain more from an information textbook than schoolboy.

Qualities of Information

William son has noted six parameters of information. They are

1. Quantity
2. Content
3. Structure
4. Language
5. Quality
6. Life

Types of Information

1. Conceptual Information
2. Empirical Information
3. Procedural Information
4. Stimulatory Information
5. Policy Information
6. Directive Information

Need for Information

Growth of knowledge in three important areas. In US Government Arther D. Little identified it. The areas are

- a. Discipline Oriented era.
- b. Problem Oriented era.
- c. Mission Oriented era.

ii. Information Explosion

It saves a dramatic increase in the amount of information that is freely available. It denotes the rapid development in the publication of periodicals. It was estimated that the number of scientific journals that exist in the year 1800, 1850, 1900 and 1966 was approximately 100, 1000, 10000 and 100000 respectively.

iii. Present day need

The first need of scientist or technologist is that they must be aware of what is currently going in their respective field. So machines have been used in libraries to give updated information.

Information science

It is the study of the ways in which organisms process information. In theoretical sense, it tries to increase understanding of the ways in which information is generated, stored, made available and used. In the practical sense it undertakes specific actions to try to improve the same functions of information science.

Tools

- KWIC
- CAS
- SDI, Computer networks.
- Data Bases etc. (for detailed information refer cataloging theory)

Libraries are becoming access points for information as well as repositories for printed materials. A person may telephone or go to the library to locate information on community, services, stock market and so on. If the library does not possess the information it is likely to have network connection with other libraries or agencies that do.

Knowledge

The term 'knowledge' sounds synonymous with the term 'fact' or condition -**simply it defines the 'sum of what is known by a person. According to Foskett "Knowledge is what I know"**

Definition

According to Klebsters New International Dictionary of English Language knowledge is "familiarity gained by actual experience, practical skill, technical acquaintance. The simplest definition given by Dr. S.R. Ranganathan is "knowledge is the totality of ideas conserved through human civilization."

Knowledge can be expanded according to reading habits and so on. Knowledge is the base for information. While knowledge is recorded it is termed as information. So without knowledge there is no possibility of information and communication. So knowledge is an essential ingredient for a nations development

Data

The results of observation or measurement by human brain action are called data. The indication or record of occurrence of a fact or an event may be also known as data. The representation of a fact, in a formalized manner, which is suitable for Communication of processing by computer / human is known as data.

Conclusion

Thus, the word information, knowledge, data and communication are interrelated with one another. Simply speaking knowledge relates to the capabilities of a person, information deals with recorded knowledge and communication deals with exchange of ideas. All of them are essential for nation's development

LESSON - 2

Impact Of Library In Various Fields

Introduction

The study of libraries or information center is essentially concerned with transfer of information. Every facet of our life is related to information. Development is possible only when we are able to transfer information. Libraries have a very important part to play in future development of social, cultural, Educational life and progress is a country. Library service is useful for the study development of social being. This essay explains the impact of libraries in various fields of activities.

Role of Libraries

1. Sociological Development

Library especially public library should provide the following activities to act as a sociological or social institution.

- Library (public) can impact a life long self -education.
- Library should provide up to date facts and information on all subjects, to enable the human beings to discharge his social-duties as good citizen.
- It should inform scientists and scholars in top management about modern trends and developments in S & T field.
- It should preserve literary and historical records.
- It should provide all scope to one and all for gainful utilization of leisure.

2. Cultural Center

The culture of a nation depends upon the habits of people in it. The habits of people can be sharpened by reading habits or literary. The public libraries raises the quantum of common sense of average man to change their reading habits to raise the level of culture. At the same time the library will welcome the use of meeting rooms for socially useful and cultural activities.

3. As political center

A democratic state has to setup an agency to distribute information impartially.

Because each and every citizen of a democratic country has to be well informed about current status of a country. So a country wants an agency, which can constantly improve the power of judgments of every citizen by providing for his perpetual self-education. The tools of information and self-education had for long been accumulated and made to lie as deposits in libraries with various levels with the help of union catalogues.

4. Economic center

Due to rapid growth of literature it is highly impossible to acquire all information sources for research activities and handle effectively produced in the world even by economically developed countries.

- So every nation has been establishing National library systems to cater to the information needs of different types of information uses to act as an economic agency.
- Modern libraries are adapting inter-library loan facilities.
- For effective utilization of information sources a country should establish national network of information center at various levels.
- For resource sharing union catalogues of books and periodicals etc are compiled.
- Modern days libraries are providing Internet facilities for resource sharing.

5. As Technology transfer Centres

The development of science and Technology has resulted in the founding of large number of new journals and in the growth of papers published every year. The flood of materials continuously pouring from all parts of the world has forced the libraries in S & T field to develop and improve their techniques to control, organize and disseminate the information.

Conclusion

As seen in the above said factors it clear that libraries are procuring large amount of information in various fields of activities to satisfy the needs of all categories of population. At the same time technological explosion is a recent problem. So the activities of libraries will also undergo changes according to the needs of society.

LESSON - 3

Explain Information Transfer and its model

Introduction

Information is an all-pervasive resource in every human activity and helps in establishing a continuum from the past to the present and ultimately the future. This information is recorded and stored which is known as information processing. According to SRR processing includes both technical processing and book preparation for display on the shelves. The information is processed for easy retrieval.

Information Retrieval

The term information retrieval is synonymous with literature searching. Information retrieval is concerned with the act of finding again, recovery, retrospective searching and securing of documents.

Information Retrieval systems

Any system, which is designed to facilitate literature searching is known as 'Information Retrieval System' Example: - subject catalogue / Index.

Types

1. Question Answering system.
2. Data Retrieval system
3. Passage Retrieval system

Information Transfer

It is a process by which a new idea or an innovation spreads among the members of a social system. It should consist of

- Identification of the points of generation and utilization of information.
- Identification of sources of information.
- Observation of information requirements of user community.

Information Transfer Model

Information Transfer constitutes an essential element in a feasibility study for the

establishment of an Information system. A general model of Information transfer is concerned with generation, Acquisition, Organization, Control, Storage, Retrieval, Dissemination and Utilization, via various channels.

- The generators of information are publisher, information processors and producers of documents, Author of documents etc. Author is both the generators and users of documents at the same time.
- The generated information is gathered via various channels of communication like publishers catalogue etc.
- The gathered information is organized in a proper way within the control for storage of information.
- The organized information is stored in proper forms.
- Retrieval process may be deemed to start with the creation of a document by its author. Retrieval may originate by a query. Thus, the major activity in retrieval process to create a main entry for a document. Lancaster identifies two types of retrieval activities.
 - A. Question-answering service
 - B. Literature searching service
- The information process via IRS will be-ready for dissemination for proper utilization.

Information Transfer Model

All these activities are carried out by an Information Centres / System. So a basic information system must possess the following activities or elements:

- i. Facts or ideas
- ii. Encoding process
- iii. Analysis
- iv. Communication
- v. Storage and Retrieval
- vi. Management and control
- vii. Users
- viii. Creation of facts / ideas

LESSON - 4

Communication

Introduction

One of the most important contributory factors to the supremacy of our specie over others is our ability to communicate at higher level. It enables us to meaningfully relate ourselves with other, exchange our ideal, share, our thoughts and efforts in common endeavor. Important library managers know that, their success depends on communication skills. The librarian is concerned with communicating effectively with he users as well as the staff.

Meaning

The word communication has derived from the later word communism, meaning 'common', communication seeks to establish "commonness" with his receivers. The American society of training Directors regards. Communication is the interchange of thought or information to bring about mutual understanding.

Definition

Communication may be defined as any interchange of ideas, information, feelings and emotions among two or more persons in a way that they share a common understanding about it.

Importance

- Effectiveness of manager depends on his ability to communicate effectively with his superiors subordinate and so on.
- Depends on this ability a manager (or) take decisions.
- To perform the work of individuals the policies, procedure should be communicated properly.
- Recruitment is based on communication as a basic function.
- For direction, co-ordination & control communication act on a best tool.
- Feed back mechanism can be done by proper communication.
- It is used to improve the performance.

Process

Communication involves at least two persons.

1. A Sender
2. A Receiver

Steps

- The ideas of the sender must be encoded. This is essentially the cognitive process of formalizing the idea and gives a concrete shape.
- Encoding results in message. The message may be verbal or non-verbal.
- The encoded message must be send to the receiver via media. Medium is the carrier of message.
- When the message reaches the receiver he decodes it, i.e he interprets its meaning purpose and intent
- The receiver's response to the message provides feedback to the sender, to modify the message to enhance its effectiveness.

Communication process**Channels**

The design of an organization provides for the channels through which communication flows among its various methods. The formal communication structures tie the various parts of the organization into a framework. These channels act as a linkage among employees and aims at facilitating the performance of co-operative effect in a co-ordinate manner.

The following are the channels in terms of structure.

- Upward channels.
- Downward channels
- Lateral diagonal channels
- Networks or Communication Nets
- Grapevine

a. Upward

This information must be fed upwards to enable management to evaluate the effectiveness. An important aspect of upward communication is that it is condensed and summarized as it passes through various levels in the hierarchy.

b. Downward

The process of delegation and the concept of authority flow require information in the form of orders and directions to flow downwards from superior to subordinates.

c. Lateral Diagonal

This is used to eliminate the difficulties in vertical communication.

d. Communication Networks

It is a structured situation in which people transmit information in a specific pattern. The communication configurations are i. Wheel ii. Circular iii. Free flow

e. Grapevine or informal

Through informal communication a person can discover information, which takes a few days for him to receive through official channels.

Ways: -(Media)

- i. Oral
- ii. Written

Oral

This can be formal or informal or planned or deliberate.

Merits

1. Provide speedy interchange.
2. People can ask questions and clarify points.
3. A meeting may give importance to subordinates.
4. It can promote team spirit.

Demerits

i% Word is to be misunderstood.

i% Not suitable for lengthy communication.

- Requires effective skill of speaking.
- Inadequate for permanent form.

Written

Advantages

- Less likely to be misunderstood.
- It is carefully drafted.
- It can be direct to large audience.
- It can promote uniformity.

Disadvantages

- Difficult to keep the written material up to date.
- Ineffective writers may poorly express it.
- Written message may create large quantity of paper.
- It can encourage excessive formality and rigidity

Barriers

Communication seldom succeeds in achieving full understanding between the sender and receiver.

The most important cause of distortion in communication in libraries is that it includes so many kinds of readers and every one looks at the phenomena with his or her own coloured glasses. Here, we will discuss the major factors, which act as barriers to effective communication.

1. Every one in the library is not careful to use job-related terms. Due to this consistency people tend to develop individualisation. So meaning for words and things become confusing.
2. Lack of sound knowledge to library especially reference librarian will lead to improper guidance to General semantics (semantics is the study of origin and effect of communication habits)
3. Cards (catalogue cards) present in a table cannot give proper information about its usage of words.

This abstract and symbolic nature of words causes difficulty in communication.

4. Some words can have more than one meaning based on the environment it is used. In case library in case of classification routines the word classification, is generally gives the meaning grouping and the system is not understood by the user.
5. Psychological factor can also lead to communication problem.
6. Perceptual Differences: - Difference of opinion so sources cannot be properly gathered.
7. Motivation and Interest: - Creating awareness to the library staff and motivate them to do their work is a difficult task.
8. Filtering: - Filter is the gate that let in only the disorder communication sometimes it will lead to confusion.
9. Omission: - It involves deletion of certain aspects of message.
10. Information Explosion
11. Hierarchical Differentiation

Guidelines for improving Communication

1. Create an environment of trust and confidence
2. Clarify ideas before attempting to communicate.
3. Examine the purpose of communication.
4. In planning consult others to obtain support and fact.
5. Consider the contents and overtones of the message.
6. Be sensitive to the Receiver's Frame of reference.
7. Be a good listener.
8. Utilize feedback.
9. Actions must be congruent with communication.

Conclusion

So as seen in the above social points we will conclude that communication enables us to organize our resources, ability and efforts on a common endeavor. No organized activity and co-operative effort is possible without communication among those engaged in it and between them and their environment.

LESSON -5

Explain the role of library as an Information center (or)

How does library act as a communication agency

Introduction

Information can be considered as a basic resource for the development of human beings. Technological advances have made information a new basic resource of matter and energy. Information may be defined as recorded knowledge is stored is known as Information center. In this essay we will discuss the role of an Information center especially role of libraries as an Information center.

Information center

It is an office, or a section of a bibliographical center, research bureau or documentation center which provides information about books, or on a subjects 'with which an organization providing the facilities of the center gets concerned.

Roles of Information center

The main aim of information center is to provide information services to the users. The major function of an information service is to act as an interface between users and information resources. To fulfill the users requirements the information service is consisting up of the following major activities.

Functions of Information service

1. Acquisition of Information
2. Storage of Information
3. Organization of Information
4. Information control
5. Dissemination of Information

Simply, the major activities of an information system, can be explained by the following diagram:

Acquisition and Storage -> Organization & control -> Dissemination

Need for an Information

There exist so many factors, which are influencing enough of it self to justify the growing awareness of the need for information centers. They are given below under several categories.

1. Factors related to Documents:-

- a. Growth of literature
- b. Forms of publication
- c. Language of publication
- d. Cost of publication

2. Factors related to user population: -

- a. Growth of user population
- b. Information Awareness

3. Factors related to communication pattern: -

- a. Modes of communication
- b. Barriers of communication

Library as an Information center

The access to information is the key to any developmental process. Library thus gets transferred as an information center to the community. Library is having its own objectives in order to act as an Information system.

Objectives of Library

- Building up a good and valuable document collection.
- Acting as a control point for filling of the organization's reports in order to reduce duplication of work.
- Provides updated information via CAS
- Provides an efficient & effective SDL
- Act as a clearing houses, referral & switching center.

Functions of Library

In order to achieve the objectives library is performing various functions of a major information system / center. Though the acquisition, storage policies libraries provide a permanent achieve of professional achievement and guaranteed sources access to this record.

In addition libraries organize and control the literature by means of the following departments like,

- a. Acquisition section - mainly related to gathering of information (Acquisition of information)
- b. Technical section - to control & organize the information
- c. Circulation section - to disseminate the information.
- d. Maintenance section - to store & maintain information
- e. Reference section - to disseminate information
- f. Periodical section - to store periodical to give updated information

In addition to these department libraries are providing various services like CAS, SDI, Documentation service, Bibliographic service, etc. to give accurate and updated Information to the users. Modern libraries adopt inter library loans as the resources of the co-operating libraries are made available to users.

Conclusion

By providing various sources of information and services for dissemination library can be considered as a best information system / center. While compared with other information centers library's focuses or concentrates all types of users in the society and try to satisfy their need. In order to develop their knowledge from the above said points we can easily conclude that library play a vital role for dissemination of information by its valuable resources and their advanced technologies or services.

LESSON -6

Five laws of library science

Introduction

Libraries basically the social institutions existed 'to serve the every possible information interested of users. Dr. S. R. Ranganathan conceived the five laws of library science in 1928 and published first in 1931 in his book. These laws may look simple and self-evident. Though these laws evolved some fifty years ago these had the more relevance to modern libraries and information centers.

Five laws

- i. Books are for use.
- ii. Every reader his book.
- iii. Every book its reader.
- iv. Save the time of the reader.
- v. Library is a growing organism.

These laws have various scientific techniques, processes and services and aims to have the libraries functionally efficient. Let us see the five laws and its implications in libraries.

1st law:

"Books are for use"

The aim of the library should be to maximize the use of books. A librarian should feel satisfied only if the users keep the shelves constantly empty. Ranganathan suggested the following methods to maximize the use of documents.

1. Library collection

The building should be well planned. The atmosphere and location can create an environment suitable for study, reference and research.

2. Library hours

Libraries should always be opened to the users. So the library hours must be increased.

3. Library furniture

The fittings and furniture should meet the requirements adequately. Lighting and ventilation should meet the standards of LSI.

4. Book selection

Books should be selected very carefully. There should be always a periodical weeding of books. The books should be catalogued, classified and arranged according to a systematic order. The staff should be adequate and skilled.

5. Library service

Library should provide various services to increase the use of books. The motto of a librarian should be to acquire, process and serve the books.

Ind law

“Every reader his book”

Here the emphasis is on the reader. His requirements must be satisfied. For this various techniques are adopted.

1. Collection building

The library authority is to select books taking into consideration the needs of the readers. For user's satisfaction analytical entries for composite books are prepared. Otherwise every user would not be able to get the documents of his interest, through some pages of certain books could serve the need.

2. Library legislation

As the requirements of users are varied and finances are limited, integration of libraries into on library system is essential. Organized co-operation between libraries at different levels ensure the use of total national resources for providing library services to every reader. To strengthen these concept, library legislation to be passed.

Open access system

In open access system books are kept on open shelves. This makes it possible for a reader to approach books directly. He will have chances of choosing right book.

Selection of staff

The library authority should take care of staff selection. The staff should have sense of duty. At the same time the users should co-operate with library staff and to obey rules and regulations of the library.

IIIrd Law**“Every Book its reader”**

It insists book should not be kept ideal and unused. A librarian should act as a canvassing agent for each book. The various devices to satisfy the 3rd law are

- i. Open Access system
- ii. Shelf arrangement
- iii. Catalogue.
- iv. Book selection.
- v. Publicity.
- vi. Reference service and
- vii. Extension services.

IVth Law**“Save the time of the reader”**

The important of this law is self-evident in modern era of Science & Technology. The effective information service is not merely the dissemination of information but also in timely receipt of information. For this purpose the following methods are employed.

1. Open Access system**ii. Stack - room Guides**

The stack room guides along with proper placing of tag will enable the users to promptly find their books.

iii. Classified Arrangements

It denotes best shelf arrangement of documents. For this we can adopt classified arrangement.

iv. Catalogue Entry

A library catalogue enables a reader to locate the desired book without any loss of time yet the position becomes different in case of micro documents.

v. Reference Service

In addition to various services the library should provide reference service, which is used to establish a contact between reader and his books. A reference staff is the matchmaker who brings together the book and reader by rendering ready and long-range reference services.

vi. Changing system

It helps the staff to say whether a particular book is issued, when it will be returned, who has the book etc. The reservation can be regulated on priority basis restricting the duration of loan.

vii. Centralized Cataloguing

To save time, money, time and energy of readers and library staff a centralized cataloguing procedure can be adopted. It will improve the uniformity and consistency. At the same time it helps libraries to improve catalogues and compilation of union catalogues.

Vth Law

"Library is a growing organism"

In case of library once its growth has reached adult stage, then growth would be in terms of replacing old books by new books and new users will replace old users. To grow up a library, we should set up a national library network to share resources. The techniques are

Physical form of catalogue

There are so many kinds of catalogues like sheaf catalogue card catalogue and printed catalogue. As at present the card catalogue can cope with the growth of materials despite its serious limitation that it consumes much of library valuable space.

Classification Schemes

It should be comprehensive, hospitable and expandable. It should cover all knowledge and should have capacity to accommodate future growth of knowledge.

Staff

Ranganathan's staff formula is accepted by the authorities. Then the library would be able to get requisite additional staff on important basis.

Readers

The growth of libraries measured in terms of continuity depends upon the growth of users.

Building

The size of building must be adequate.

Conclusion

Thus, the five laws of library science consist of five short statements. These are the fundamental laws of library science. With the help of these laws we can derive principles and postulates of library science. The laws have been useful in teaching of different branches of library science.

LESSON - 7

Resource sharing and networking

Introduction

Science and technology are concerned with the creation and application of knowledge through research and development. The very growth of knowledge again is dependent on information. Every library has the primary duty of satisfying the needs of users. It is here that the principles of resource sharing and networking have an important role to play. The merging of these two powerful instruments has brought about vast changes in computer systems and the way they can be used by interconnection in the Modern world.

Resource sharing

Resource sharing is as old as libraries. This concept was limited because the recorded materials are limited. This thinking began in 19th century. In 20th century it became a watch ward of social progress. Interlibrary loan was the first step of resource sharing. Then various libraries accepted this concept.

Meaning and Definition

Meaning

The term resource means giving aid at the time of need. The word sharing means to contribute something, which is useful to others. If we combine these two terms it means a reciprocal arrangement i.e. Two or more promise each other to contribute available information when needed.

Definition

It may be defined as a mode of operation whereby library functions are shared in common by a number of libraries.

Goals

The goals are to provide a positive net effect

- On the library users in terms of access to more materials or services .
- On library budget in terms of providing level service at less cost, increased service at less cost than if under taken individually.

Resource sharing Tools: - (Networking)

The growth of resource sharing tools began with the preparation of catalogues of libraries, bibliographic on subjects, union lists of periodicals etc. Changing from card catalogue and printed catalogue forms to databases, CD and on-line databases forms. Then the creation of union lists and union catalogue has been going on allover the world first in the printed forms and then in the machine-readable forms. Now, we will see several tools involved in resource sharing.

1. Databases

It is an organized, integrated and often inter-related collection of computer bases data, records files or information. In bibliographic databases the data stored comprises inputs of bibliographic details of a documents for identification, storage and retrieval purposes. It can be divided into two categories.

- i. Internal databases and associated services.
- ii. External databases and associated services. There are several types of online directories.

Examples

1. Abstracting and citation databases like PSYCINFO. (Psychological abstracts)
2. Databases of indexes to newspapers. E.g.: - New York Times.-
3. Databases of Union catalogues. E.g.: - National Union Catalogue of scientific serials in India (INSDOC)
4. Database of reference sources. E.g.: - Ulrich's Periodical Directory.
5. Full text Databases. E.g.: - Harvard Business Review (HBR)

2. Co-operative collection Development

Suitable collection development is essential for developing efficient resource sharing tools. Resource sharing can play a vital role in acquisition provided the acquisition librarians take effective measures in this regard.

3. Pre-order Verification

One of the important functions of a library network is to help the participating libraries to compare their list of books to be ordered with the union catalogue of the participating network so that duplication is avoided in acquisition, especially when the books are available in the neighboring libraries.

4. Union List

These are for current materials in libraries such as periodicals. For example, DELNET created the union list of periodicals available in 1351 libraries and the database is regularly in use and is being updated.

5. Union catalogues.

These are basic resource sharing tools that can be used for actual location and faster delivery of documents. There are various aspects associated with the preparation and use of union catalogues.

6. Online public Access catalogue: - (OPAC)

1. It is used to access a greater variety of materials.
2. It provides entrances to large number of libraries without walls.
3. It is capable of handling sound and images besides the text.
4. It is more attractive and user friendly.

5. It represents the collective interests of the library community.
6. Possibility of supporting multiple output options.
7. Storage capability of microcomputer may support inclusion of full-text of an item along with its description.

7. National Bibliographic Databases

Resource sharing becomes more functional if the national bibliographic Database in a country is existing and operational if there is an alternate database available to supplement the need.

8. Digital libraries

These are none growing as the important tools for resource sharing. The growth of digital libraries involve

- Digitization of existing library materials.
- Connectivity to users in the world, online / offline.
- Integration with networks.
- Availability on World Wide Web.

Purpose of Digitization

a Full-text printed publications, books, journals etc.

- Manuscripts
- Images
- Objects, including building
- Music and sound recordings
- Films, video clips etc

9. CD ROM

It is used for

- Creating catalogues, bibliographies etc
- Distributing catalogues among libraries
- Co-operative collection Development
- Promoting co-operation

- Increasing access to resources
- Making access user friendly
- Storing large databases at several locations.

10. Internet

The purpose was to share large scientific databases and reduce expensive investments wherever possible; WWW is the major tool for resource sharing.

11. Virtual Libraries

They have no physical existence owing to the enormous growth of WWW will become a major source of information in 21st century.

12. Mailing Lists

Latest information is becoming available through mailing lists that are available in different disciplines.

13. Human Resources

Access to human resources is important in this time and age. At present specializations are growing in large numbers.

14. Grey literature

It has become possible lately and is likely to grow as a specialized database on the web.

15. Patent Information

It is growing the world over, especially through the web.

16. Multimedia

17. Retro conversion

Barriers

- Technical infrastructure is not complete and is becoming more fragmented rather than complete:
- Faculty will not be well served
- Document Delivery time is too slow to meet local needs
- It is too costly

- Lack of awareness of library users
- Administrative structure and support are lacking
- There is often difficulty in locating suitable partners
- Lack of common language for collection description

Conclusion

Now libraries are going to become switching centers for users to access databases. Any library will be able to access knowledge databases from any part of the world. Librarians are going to grow as information engineers and specialists in 21st century.

LESSON - 8

Resources Sharing In India

Introduction

Libraries are now universally recognized as important social institutions for information. Information is defined as recorded knowledge which man has been acquiring since the evaluation of his mental faculties. India has been aware that information infrastructure and modernization of the library system are essential for achieving scientific technological and economic progress. So the Delnet that use of

major reasons libraries join together in network is to share resources in pervasive in the literature.

National policy

The policy started functioning in March 1987 and completed its work in March 1988. It addressed itself to the needs of I) public library system, II) Academic library system III) special library system IV) National libraries etc

Then the planning commission set up a working group on modernization of library services and information for seventh five year plan (1985-90), Afterwards the project on Information Library Networking (INLIBNET) aims at establishing a national network of libraries and information Centres in India

Various Data, Networks in India

- NICNET - National Information center Network for Govt. information.
- INDONET-A commercial network

- VIKRAM-Packet switched public data Network of India.
- ERNET- Academic and research purposes.

Documentation centers

INSDOCBTIS

SENDOC etc.

Services of networks

1. Catalogue based services

- Shared cataloguing
- Union catalogues of books, serials and Non-book materials.
- Online catalogues Access.
- Catalogue production, Book processing and preparation.

2. Database services

- Bibliographic database services.
- Database Projects Institutions / Specialists.
- Document supply services.
- Interlibrary loan request.
- Document delivery.
- Collection Development.

3. Communication based services

- Referral service.
- E-mail.
- Bulletin Board.
- Academic communication.
- Translation service.
- Research and Training services.
- Press-cutting services.
- Advisory services.

Network Technology

Library networking is based on three major areas of technology.

- Creation of bibliographic information in a machine-readable format -storage and retrieval.
- Hardware/software-Database use and services.
- Telecommunication mechanism-Transmission of information.

Conclusion

IIT libraries in India carry out these services. For developing countries like India, pooling together and sharing a valuable and closely resources like information is an important factor in national developments and progress. We must share our knowledge resources and have access to the resources of other countries through proper application of various technologies.

LESSON 9

LIBRARY LEGISLATION

Meaning

Fund and Wagnali's standard Dictionary defines Legislation a "Enactment of laws or the laws enacted by a legislative power"

Definition

Dr. S.R. Ranganathan defines "legislation as the laying down of the instruction to persons responsible for running the government in order to properly discharge each of its functions"

Need For Library Legislation

- To provide better library service.
- The collection of funds by levying access for library service necessarily implies taxation.
- No taxation can be levied without a law. Hence the need for library legislation.

Role of Library Legislation

- The legislation should create the necessary library agencies.

- Library legislation guarantees establishment, development and maintenance of libraries.
- It provides for necessary financial support.
- It ensures development of libraries.
- It sets up proper management.
- The library authorities are so constituted that they are responsible to the public;
- The library legislation serves libraries from becoming tops in the hands of administrators.
- Even though we may initially frame laws.
- For a permanent, uniform, efficient growing and coordinated library service, library legislation is of utmost importance.
- An integrated library service could be achieved.
- Problems of land, building, donations, etc. can be solved easily by legislative measures.

Principles of Library Legislation

- The library legislation must be simple and general.
- It must be kept above Political changes;
- The law should create conditions.
- It should state the duties and privileges of public libraries.
- The law should also specify the responsibilities of local, state and central governments;
- The law also provide for the establishment of libraries by the State Government.
- The law must prescribe that the public libraries are free to-all categories of people.
- All libraries must lend their books free of charge to all citizens in the country;
- The books in the library should reflect all shades of opinion.
- The legislation should also make provision for the creation of an advisory body.
- Legislation should also provide for legal deposit and participation in national and international cooperation.
- Legislation should also make provision for sufficient documentation and bibliographical services;
- Provision should be made for the training of libraries;

Conclusion

In India the FIRST PUBLIC LIBRARY Act was enacted in Madras in 1948 following, which the Hyderabad public Libraries Act (1955). The Andhra Pradesh public Library Act (1960), Karnataka public Library Act (1965), Maharashtra public Library Act (1967) and the West Bengal library Act (1979) were passed. Some of the States in India are on the way to pass Public Act.

LESSON -10

Ranganathan's Model Acts For Central And State

The lesson deals with the Ranganathan's Model Acts Central and State.

- Model Union Libraries Act (Central) and
- Model Public Libraries Act (State)
- MODEL UNION LIBRARIES ACT (Central)

A Preliminaries

AI SHORT TITLE

This Act may be called as Union Libraries Act, 19 ...

A2 DEFINITION

The following terms are defined

1. Government
2. National Library Authority
3. National Library Committee
4. National Librarian]
5. National Department of Libraries
6. National Committee of Libraries
7. National Central Library
8. National copy-right Library
9. National Dormitory Library
10. National Seafarers Library
11. Contact Library
12. Out-lier Library
13. Reading Material
14. Prescribed
15. Notification

A3 NATIONAL LIBRARY AUTHORITY

The Union Minister for Education, hereinafter called 'Minister' shall be the National Library Authority.

FUNCTIONS OF THE MINISTER

A.31 Establish, 'maintain' and manage a system of National Central Libraries.

A.32 .Promote and stimulate the establishment in each Constituent state of

1. A state grid of public library system
2. Hospital Library service
3. Prison Library Service

A.33 SYSTEM OF NATIONAL CENTRAL LIBRARIES

The system of National Central Libraries shall include a

1. National Copyright Library
2. National Dormitory Library
3. A system of
 - i. National service libraries
 - ii. National Seafarers Libraries
 - iii. National Contact libraries

SYSTEM OF NATIONAL SERVICE LIBRARIES

The system of National Service Libraries shall include National Service Library for the

- Natural Sciences and their applications other than those mentioned in categories 2 and 3.
- Agricultural Sciences.
- Medical Sciences
- Humanities and Generalia
- Social Sciences and
- Such other subject fields forming subdivision of the subject fields mentioned in categories 1 to 5, as may be determined by the Minister from time to time.

SYSTEM OF NATIONAL SEAFARERS LIBRARIES

- National Seafarers Library in each of the ports. Calcutta, Vizakapatnam, Madras, Cochin and Bombay and such other ports in India as may be determined by the Minister from time to time.
- National seafarers Library on board each Indian ship.
- National Seafarers Library in each of such of the foreign ports. As may be determined by the Minister from time to time where an Indian ship may have to stay for a long time for repair or for overhauling or for other reason.

SYSTEM OF NATIONAL CONTACT LIBRARIES

The system of National Contact Libraries shall include a National Contact Library in such of the population cluster in each of such countries, as may be determined by the Minister from time to time.

NATIONAL DEPARTMENT OF LIBRARIES

For helping the minister in the administration of the system of National Central Libraries, there shall be a National Department of libraries with necessary staff.

A4 NATIONAL LIBRARIAN**A. 41 APPOINTMENT**

The Minister shall appointment on die basis of Principle of rotation, the librarian of one of the National Service libraries as the National Librarian for a period of five years.

A. 42 DUTIES AND FUNCTIONS

1. The National Librarian will generally assist the Minister, in the implementation and working of the union libraries Act.
2. He will be the Head of the National Department of Libraries.
3. He will coordinate the work of all National Central Libraries.
4. He will arrange for the carrying out of any centralized classification, cataloguing, ad-hoc bibliographies and the linguistic parts of the National bibliographies assigned to the National Central Libraries by mutual agreement between him and the State Librarians and foreign librarians.
5. In cooperation with the Indian Standards Institution he will promote standards for library work of every kind admitting of standardization and for library building, fittings and furniture and promote their adoption throughout the country.

6. With the sanction of the Minister, he will convene periodical conferences of representatives of the State Library System to find out ways and means for the continuing improvement of the working of the Library grid of the nation as a whole.
7. Subject to the direction of the Minister, he will draft the Annual Budget for the National Central Libraries and for the National Department of Libraries and
8. He will prepare and subject to the direction of the Minister, he will draft the Annual Report prepared by the respective librarians of those libraries. He will also include in his annual report the annual report of the Department of Libraries of the Union Government.

A.43. NATIONAL COMMITTEE OF LIBRARIANS

For discussion of the problems of common interest to all the National Central Libraries, there shall be a National Committee of librarians, consisting of the librarians of each of the National Copy right Library, the National Dormitory Library and the National Service Library with the National Librarian as the convener.

AS. NATIONAL LIBRARY COMMITTEE

There shall be national Library Committee for the purpose of advising the National Library Authority on all Matters arising under the Act and referred to it.

The National Library Committee shall consists 0/

1. The Union Minister for Education
2. The National Librarian
3. Secretary of the Union Ministry of Education or his Deputy.
4. Secretary of the Union Ministry of Finance or his Deputy.
5. Secretary of the Ministry of External Affairs or his Deputy.
6. One person elected by each of the Houses of the Parliament from among its members.
7. One person nominated by the Executive of the University of Delhi and of the Jawaharlal Nehru University respectively:
8. One person appointed by the Executive of a Library Association of national states approved by the Minister for the purpose; and
9. One person of the library profession in the country, nominated by the Minister.

Members of the national library committee, other than the ex-officio member shall hold office for three years from the date of their election or appointment as the case may be

The National Library Authority shall, by rules provide for the annual meeting and other meetings of the National Library Committee and so to the procedure thereof and about the election of its members.

A.6 WORKING OF NATIONAL CENTRAL LIBRARIES

Admission to any library of the system of National Central Libraries and the use of the reading materials in it shall be free and no subscription will be charged.

Admission into and the use of any library of the system of National Central Libraries shall be according to the bye laws and the rules of the library made for each of the libraries, framed according to the prescribed rules.

A7 FINANCE

A 71 NATIONAL LIBRARY FUND

There shall be a National Library Fund from which shall be met.

1. The salaries, allowances, pension and provident fund of the staff of the National Department of Libraries and of each of the libraries of the system of National Central Libraries.
2. All the other expenses of the said department of the said libraries of the National Library Committee and of any other committee or body functioning either as provided in the act or as may be sanctioned by the Minister.
3. The grants, normally grants for capital expenditure that may be paid to the government of a constituent state for public library purposes.
4. Grants if any, to be paid to any selected member of the library profession or to any institution for research in library science, approved for this purpose.
5. The expenses of conferences and exhibitions promoted by the National Library Authority for the furtherance of Library cause; and
6. All other expenses incurred by the National Library Authority in the furtherance of the purpose of this Act.

A 72 CREDIT TO THE NATIONAL LIBRARY FUND

To the National Library Fund shall be credited

1. The amount provided by the parliament for the purpose of this Act.

2. Any other amount provided by the union government
3. The amount collected by the each of the libraries of the system of national Central Libraries under the rules of the library;
4. Amount received from any endowment if any; and
5. Any contribution from any person or body of persons.

MISCELLANEOUS

Under this following are discussed

1. Power to make rules;
2. Offences and penalties
3. Savings of validity of acts and proceedings
4. Provisions relating to suits
5. Power to remove difficulties and
6. Amendment to the Delivery of Books and Newspaper (Publication) Act. 1954 As Amended in 1956)

In section 3 of the Delivery of Books and Newspapers (Public Libraries) Act, 1954, change the words 'National Library at Calcutta' into the words 'Department of Libraries of the Union Government'

12. MODEL PUBLIC LIBRARIES ACT (STATE)

It is expedient to provide for the establishment and maintenance of a system of public libraries and for the comprehensive development and organizations of city, rural and other kinds of library service in the state.

PRILIMINARY

A 1 SHORT TITLE

This act may be called as The Libraries Act, it shall extended to the whole state.

DEFINITION:

1. 'Government' means the Government of the State of Grant. Hajagat;
2. "State Library Authority" means the Authority defined in SectionA3
3. "State Library Authority" means the committee constituted under Sec. A32 and its sub-divisions:

4. "City" means a population cluster with 100,000 or more or such other number of people as may be prescribed by the Government from time to time.
5. 'City Library Authority' means a Library Authority constituted for a City under secA41 and its sub-divisions.
6. 'District' means a revenue district excluding the cities in it.
7. 'District Library Authority' means a Library Authority constituted for a district-under SecA42 and its sub-divisions.
8. 'State Librarian' means the Librarian appointed to manage the implementation of this Act.
9. 'Department of Libraries' means a Department of Government formed for the purpose of this Act.
10. "Chief Librarian" means the Librarian appointed to manage a City Library System or a District Library System.
11. "Public Library" means State Service Library established or declared to be State Service Library for the purpose of this Act;
Any Library established or maintained by a Local Library Authority, including the traveling libraries and service stations;
Any Library, open to the public free of charge and maintained and managed by the Government or by any local body.
12. "State owned Library" means a library maintained by a Department of the Government, the State Legislature, the High Court, or any other court or any other Governmental body.
13. "Academic Library" means a library maintained by research institution, a university, a college or a school.
14. "Business Library" means a library maintained by industrial or commercial body.
15. "Out-lier Library" means any library, other than a public library, situated within the State or outside it.
16. "Library Cess" means a cess levied under Section 6a and its sub- divisions;
17. "Book" means
Any volume, part or division of a volume.
Any sheet of music, map, chart.

Any Newspaper, Periodical publication.

Any other reading or kindred material such as Book for the Blind, Audio, Visual or Audio-visual material, etc.

18. "Prescribed" means prescribed by Rules made under this Act.
19. 'Notification' means the notification published in the official Gazette of the Government.
20. 'Year' means the financial year.
21. 'Town' means a population cluster with 5,000 or more people but less than 22,100,000.
23. 'Village' means a population cluster with 1,000 or more people but not less than 5,000.
24. 'Hamlet' means a population cluster with less than 1000 people.

A3 STATE LIBRARY AUTHORITY

It shall be the duty of the State Library Authority to provide for an adequate library service in the State and for the progressive development of institution devoted to the purpose and to secure the effective execution by Local Library Authorities, of the national policy for providing adequate library service to the people in every locality.

A31 STATE LIBRARIAN

Subject to the Control of the State Library Authority, the State Librarian:

1. Shall manage the State Service Library.
2. Shall superintend, direct and deal with all matters relating to the press and Registration of Book Act 1867 (Central Act 25 of 1867) and maintain and manage the state Copyright Library:
3. Shall maintain and manage the State Dormitory Library.
4. Shall superintend, direct and deal with the exercise of powers and the performance of duties by Local Library Authorities under the Act.
5. May centralize all impersonal technical work such as acquisition classification and cataloguing and coordinate the selection service and maintenance of reading and kindered materials.
6. Shall maintain the State Register of Libraries;
7. Shall submit to the State Library Authority annual report on the progress and the working of the public library system of the State.
8. Shall control the appointments, posting, transfers, etc.

9. Shall generally assist the State Library Authority and carry on the correspondence and exercise the powers assigned to him.

A32 STATE LIBRARY COMMITTEE

The State Library Committee shall consist of

1. The Minister of Education-the ex-officio Chairman;
2. The Minister in charge of Local Self-government or his depute;
3. The State Librarian, the ex-officio secretary
4. The Secretary for Education.
5. The Director of Education.
6. Two persons elected by the State Legislative Assembly.
7. One person elected by the State Legislative council if it exists.
8. One person appointed by the Executive of each of the Universities in the State;
9. One person elected respectively by the members of each of two of the city Library authorities by rotation;
10. One persons elected respectively by the members of each of three of the District Library Authorities by rotation.
11. Three person appointed by the Executive of the Library Association of the State approved by the Minister for this purpose and
12. Three Library Experts with special knowledge of library science and service appointed by the Minister.

A34 DEPARTMENT OF PUBLIC LIBRARIES

A department of Public Libraries shall have constituted with the State Librarian as its head and such other officers and servants as the government may by order specify.

A35 STATE LIBRARY SERVICE

The 'State Library Service shall consist of the State Librarian, Chief Librarians of cities and District librarians and such other classes and categories of posts as the government may from time to time determine. All members of the said services shall be government servants, and their recruitment and conditions of service shall, subject to the provisions of Article 309 of the constitution of India be regulated, by such rules as may be prescribed.

The salary, allowances, gratuity, pension and other benefits of the members of the State Library Service shall be met from the consolidated Fund of the State.

A4 LOCAL LIBRARY AUTHORITY

A41 CITY LIBRARY AUTHORITY

Every City Library Authority shall consist of

1. The Mayor of the Municipal Corporation or the President of the Municipal Council
2. A principal of a First Grade College in the city nominated by the government, who shall ex-officio be the vice-chairman of the authority:
3. The chief librarian of the city who shall ex-officio be the secretary of the city library authority
4. Two persons elected by the municipal corporation
5. One person nominated by the government
6. A Headmaster of a High school in the city
7. One person nominated by the council of the city branch
8. An officer of the Department of public Instruction having jurisdiction over the city
9. Two persons nominated by the Government

A42 DISTRICT LIBRARY AUTHORITY

1. The Deputy Commissioner or the Collector
2. A principal of a First Grade College
3. The chief librarian of the District
4. The District Educational Officer
5. Two persons elected from among its members by the District Development Council
6. One person elected from among its members by each municipal council
7. Two persons nominated by the Government from among the members of the municipal councils
8. One person nominated by the council of the District Branch
9. One person nominated by the Government from among the members of the Taluk Development
10. Two persons nominated by the Government from among the members of the village panchayats.
11. Two persons nominated by the Government from among the members of the governing bodies

12. A headmaster of a high school in the District
13. Three persons nominated by the Government from among persons ordinarily resident within the district.

POWERS AND FUNCTIONS OF LOCAL LIBRARY AUTHORITY

1. It shall be the duty of every city Library Authority and every District Library Authority to provide Library Service to the persons residing in the area within its jurisdiction.
2. One City Central Library One city branch One city traveling library.
3. Every District Library Authority shall establish and maintain:
 - a. One District Central Library;
 - b. Two District Branch Libraries.
 - c. One District Branch Library for each town with a population between 5,000 and 40,000 and
 - d. One District Travelling Library for a rural population of about 40,000.
4. For giving library service every local library authority may
 - a. Provide suitable lands and buildings.
 - b. Provide to its libraries, books and other kindred materials;
 - c. Provide for lectures and conduct.
 - d. With the content of the management and the previous sanction of the Government acquire and library on such conditions.
 - e. With the previous sanction of the Government shift or close any of its libraries;
 - f. Accept any endowment or gift for any purpose connected with its activities.
 - g. With the sanction of the Government do any other thing that may be conducive to the furtherance of the purpose of the Act.
 - h. Exercise such other powers and perform such others duties.

POWERS AND DUTIES OF CHAIRMAN AND VICE-CHAIRMAN OF A LOCAL LIBRARY AUTHORITY

1. Preside over every meeting of the authority;
2. Watch over the financial and executive administration of the authority.
3. The Vice-chairman of a Local Library Authority shall
4. In the absence of the chairman, preside over a meeting of the authority;

5. Exercise such powers and perform such duties of the Chairman as the chairman may from time to time; delegate to him;

AS STATE CENTRAL LIBRARY SYSTEM

ASI STATE SERVICE LIBRARY

The State Library Authority shall establish, maintain and manage, a State Service Library at the metropolis or any other suitable place

ASH STATE BRANCH SERVICE LIBRARY

The State Library Authority may establish maintain and manage a State Branch Service Library.

AS 2 COPYRIGHT DUTIES AND POWERS

With regard to State Copyright Library, the State Librarian shall be the officer to discharge the duties

and to exercise the powers laid down in the Press and Registration of Book Act of 1867.

AS3 STATE LIBRARY FOR THE BLIND

The State Library Service may Maintain a State Library for the Blind.

AS4 STATE BUREAU OF INTER LIBRARY LOAN

The State Bureau of Inter-library loan may include in the scheme of inter-library loan.

ASS STATE BIBLIOGRAPHICAL BUREAU

It may admit into the scheme of its work in the state.

AS6 STATE BUREAU OF TECHNICAL SERVICE

It may be maintained by the State Service Library for centralized technical services.

A6 USE, STANDARD REPORT

1. Admission to public library
2. Library Rules
3. Offences and punishment
4. Inspection
5. Public Enquiry
6. Representation of the Local Library Authority

7. Reports, Returns etc and

8. Report

A 7 FINANCE AND ACCOUNTS

A 71 LIBRARY CESS

1. A library cess in the form of surcharge on 1. Tax on land and buildings
2. Tax on entry of goods into the local area.
3. Tax on profession.

A 712 Government grant to district library authority

A 713 City and district library funds

A 714 State library fund

A72 ACCOUNTS

An account shall be kept of the receipts and expenses of the State Library Authority and each of city library authority and District Library Authority.

A3 RULES AND BYLAWS

A81 powers to make rules

A82 powers to make bye-laws

A9 MISCELLANEOUS

A10 POSSIBLE ADDITIONAL SECTION

CONCLUSION

Both the above acts are only Model Acts. These Two above discussed Acts served as a model Act for the enactment of the public libraries Act.

LESSON -11

Madras Public Libraries Act (1948)

Introduction

An Act to provide for the establishment of public libraries in the province of Madras and the organization of a comprehensive rural and urban Library Service therein.

Objectives

The objectives of the Madras Public Libraries Acts were published in Madras Government Gazette as under.

"Libraries in this State have not been developed on well defined and proper lines. They are now distributed in haphazard fashion and there is no coordination among them. Libraries are a potent agency for the development of adult education it is essential that they should be organized with the general scheme of educational institutions, This bill gives effect to these objectives. It will save unnecessary expenditure and make for efficiency all round."

PROVISIONS

State Library Committee

A state Library Committee is constituted by the Government for the purpose of advising the Government on such matters relating to libraries.

Director And His Duties

The Director of Public Libraries is empowered to manage the State Central Library, superintendent and all matters relating to public Libraries. Superintendent and control the work of all local Library Authorities and submit- to the Government every year a report on the working of libraries under the Act in the previous year.

Local Library Authorities

For the purpose of organizing and administering public libraries in the State the Act Creates Local Library Authorities, one for the City of Madras and one for each District,

Incorporation Of Local Library Authorities

Every Local Library Authority shall be body corporate by the name of the area for which it is constituted.

Executive And Sub-Committee Of The Local Library Authority

A local library authority may appoint an Executive Committee consisting of its members, not exceeding seven and delegate to it all or any of its powers or duties under this Act.

Schemes to be submitted by the Local Library Authorities:

A Local library authority may prepare a scheme for establishing libraries and for spreading library service within its area and submit it to the Director of Public Libraries for sanction.

Powers Of The Local Library Authority

A Local Library Authority may-

1. Provide suitable lands, and buildings for public libraries;
2. Stock such libraries with books periodicals, newspapers etc. suitable for their purpose;
3. Employ from time to time such staff as it considers necessary for such such libraries;
4. Close or discontinue a public library or change the site there of with the previous sanction of the government; and
5. In general do everything necessary to carry out the provisions of the Act.

Vesting Properties In Local Library Authorities

All property, movable or immovable acquired or held for the purpose of any public library in any area shall vest in the local library authority of that area.

Regulation By Local Library Authorities

A local Library Authority may make regulations generally to carry out the purpose of this Act and without prejudice to the generality of the power such regulations.

Suppression Or Reconstitution Of Local Library Authorities

The Government may in case where they think it is necessary to supersede or reconstitute any library authorities constituted under the Act. It shall give notice to the authority concerned together with the grounds on which they propose to supersede or reconstitute and shall consider any explanations that may be offered by such authority.

Finance**Library Cess****Library Fund****Maintenance Of Accounts**

An account shall be kept of the receipts and expenses of each Local Library Authority.

Aided libraries

A Parallel system of libraries is also created under the provision of the Act.

Reports and Returns

Each Local Library Authority and every person in charge of a public or aided library shall submit reports and returns to the director or any person authorized by him from time to time required.

Inspection Of Libraries

The Director or any person authorized by him inspect any public or aided library or any institution attached there to for the purpose of satisfying himself that the provisions of this Act and the rules and regulations there under are duly carried out.

Power To Make Rules

The government may by notification, make rules consistent with this Act to carryout the purpose.

Public Library System

The Madras public Libraries Act, 1948 and the Rules made there under envisage a system of public libraries in the State with State Central Library at the capital and one district central library for each district in the state. A number of Branch libraries and Delivery Stations are to be attached to the each District Central Library.

Amendments To The Act

For the past 36 years, only few amendments had been issued to the. Act and the important ones are enumerated below.

Duties Assigned To District Library Officers

This Act specifies the duties of the Chairman of the Local Library Authority.

Conclusion

The public libraries playing a vital role in the society. People have realized the public libraries are of the people by the people and for the people. In spite of all these things, the public library service in Tamil Nadu is much Satisfactory.

LESSON - 12**Delivery Of Books And Newspapers Act 1954****Introduction**

This act came into force in 1954, which facilitated the free flow of books to the National Libraries and other libraries. As a result of this, Central Reference Library was formed in the premises of National Library and the first volume of Indian National Bibliography was released in the year 1958.

Objectives

To promote libraries in India and to encourage and scholarship, it is desired to acquire not more than four copies of the books, and publications in India One set of books will be deposited in National Library, Calcutta and remaining sets will be utilized for important libraries.

Libraries of National Importance

1. Connemara Public Library
2. Central Library, Bombay
3. Delhi Public Library, Delhi

Features

1. The publishers should deliver one copy to the four libraries within thirty days of publications at his own cost.
2. The best copy printed on best paper and elegantly sewed and neatly bound shall be delivered to National Library Calcutta. Other three copies are ordinary.
3. News papers and magazines should also be delivered.

4. The four copies are in addition to the copies to be supplied according to press and registration of books act 1867.
5. It provides a penalty up to Rs.50 for the provision of Act.

Conclusion

So, the delivery of books act 1954 had been a land mark in bibliographical development of India.

Copy right Act 1957

According to the legal deposit act by the Indian Parliament in 1954, every publisher in India was obliged to send a copy of each book he published to the National Library, Calcutta, and to three other public libraries located in three other metropolitan towns of India. This act was amended in 1957 to include all Indian periodical publications. Thus for the first time in the history of India, all the printed publications of the country could be assembled at a central place and a national bibliography containing entries of such material could be published.

Definition

Harrod defines copy right as a procedure whereby the originator of a piece of intellectual property (book, article, piece of music etc.) receives due recompense for the inventiveness or imagination expended."

Features

The salient features of the copyright Act, 1 1967, are noteworthy.

1. Provision to establish a copyright office.
2. Constitution of a copyright board.
3. Applying the Act to the works published in any territory outside India to which the order relates in like manner as if they were first published within India, etc.
4. Maintenance of Register of copyright, in the copyright office.

Conclusion

This Act covered books, periodicals, music and cinematographic works. Latest techniques of reprography, computers, with storage retrieval systems, videocassettes and cable television, satellite broadcasting, the astonishing marvels of modern technology revolution the systems of communications.

LESSON -13

Types of Libraries

Introduction

In recent years there has been an increasing recognition among governments of the developed as well as developing countries that information is a national resource. The access to information is necessary for the development of a nation. To access information each and every nation is having various information Centres. One among them is library.

Libraries are mainly concerned with storage gathering, and dissemination of information. But it is difficult to give updated information in each and every field of knowledge. At the same time the main aim of library is to satisfy the user's requirements. In order to satisfy the requirements of users community libraries are of various types.

Types of libraries

We are living in the age of information explosion. To give essential information to the users community the libraries are categorized into the following types. They are

- i. National libraries
- ii. Public libraries
- iii. Academic libraries and
- iv. Special libraries.

But the activities are common to all types of libraries, which have to do with

- i. Administering the library
- ii. Building the library collection
- iii. Making it accessible for use and
- iv. Serving the users.

The number and variety of these activities and the ways of performing them will vary according to the size, purpose and clientele of the library, the adequacy financial support and the availability of personnel. Now let us see the various kinds of libraries.

National Libraries

Introduction

National libraries have been benefited from revolutions. But the founding of national libraries began in the seventh century. After French revolution many thousands of volumes were added to Bibliotheque nationale. Just like that after Russian revolution a vast number of libraries were transferred to the Lenin state library. The first person to turn his attention to the importance of National library was Arundelle Esdaille of British Museum.

Definition

Many attempts have been made to arrive at a universal definition of the national Library.

UNESCO defines national libraries as "Libraries, which, irrespective of their title are responsible for acquiring and conserving copies of all significant publications published in the country and functioning as a deposit library either by loan or under other arrangement."

Types of national libraries

- i. Cultural 'National libraries (National library of ideals)
- ii. Dual nation purpose libraries (Bavarian State library in Munich)
- iii. National Academic library (Jerwish national University library)
- iv. National Public Library (India)
- v. National Parliamentary libraries (Library of Congress)
- vi. National Subject Libraries (US Agriculture and Medical Libraries)
- vii. National library for disabled (National library for blind)
- viii. National library which are difficult to classify (National Central library in Florence)

Functions

- i. Acquisition - It should acquire publications within the Country.
Materials like newspapers are omitted.
- ii. National Bibliographies: - They have to prepare national bibliography.
- iii. They are responsible for preparing union catalogues, which is used as a total for knowing, whether a book being traced to be traced within the country.
- iv. International Exchange of information.
- v. Training - It should provide training to the staff in special tasks. It should provide guidance and training to other librarians in new methods.

- vi. Bibliographical services must be performed.
- vii. It is doing the other possible functions like collection of information media relating to country, providing books for blind and collection of manuscripts.

Conclusion

Now, there is a change in the functions of national libraries. The primary function was to build up an exhaustive collection. Secondly most of national libraries allowed public to access collection. Thirdly they did not participate in inter-library co-operation.

Public library

Introduction

A public library is one that serves the entire population of a community. Broadly public library is one, which is open to public without any distinction. It is generally established and maintained out of public funds under legislation. The public library service is generally free of cost. But some libraries charge a nominal fee. They are known as subscription libraries.

Definition

“Public libraries which serve the population of a community or region free of charge or for a nominal fee” - UNESCO and IFLA.

Base of a public library

In contemporary world public library is founded on certain beliefs. They are

- i. The reading is a good habit and public library has the power to alter people,
- ii. It is used for promoting education.
- iii. Provides a lot of information sources and services.

Functions

The major functions of a public library are

- i. Promoting Education
- ii. Forecasting culture
- iii. Disseminating Information and
- iv. Providing recreation.

Role of public libraries in various fields

i. Public library as Educational center

It acts as an educational center by providing the following

- Formal education
- Life-long self education

- Education for working Group
- Distance Education
- Adult Education

ii. Cultural Role

It plays a vital role in collecting and preserving the cultural heritage of the locality and enriches current awareness service. It also organizes various cultural activities.

iii. Recreational Role

It provides recreational facilities to spend their leisure time with profit. Modern public library is required to organize various social functions.

iv. Civic Role

By this way the public can know, define and enjoy their rights. By providing services for education and information on civics plays a great role in civic and political awakening of people.

v. Social Role

It offers materials to public to understand social phenomena. To keep the adults as literates it provides rural library services.

Conclusion

In addition to the above said functions it is important that the books must be chosen very carefully. These must be regular flow of materials. It should provide different media of mass communication. The most important thing is that special attention should be paid to the problem of reaching special groups.

Academic Libraries

Introduction

Libraries attached to institutions of learning like schools, colleges and universities fall under the category of Academic libraries. The basic function is to aid the institution in carrying out its programme. The primary characteristic is to complete identification with its own institution.

Types

- School library
- College library
- University library

i. School Library

A school library has a clearly defined clientele - the pupils and teachers in a particular school. The collections are based on the needs of them.

Book selection It is an important function; the basis is to select what is most needed,

useful and most likely to be of permanent value. Proper attention should be paid to reference collection and recreational literature.

Role of librarian

Librarian should encourage the individual pupil. At the same time the pupil should develop trust in the librarian.

Role of Headmasters

The Headmaster should constantly be kept informed of new developments in library.

Services

- Make availability of information resources.
- To assist and provide instructional materials.
- To promote reading habits among children.
- To give instruction for handling books.
- To filter and extract information from universe according to their specific field of interest.
- Library co-operation.

Conclusion

Good libraries in middle, high or higher secondary schools in India are largely non-existence.

Libraries in some public schools in cities have got well equipped.

College library

The libraries that function as a part of higher educational institutions are known as college library. They provide documents needed by students, teachers and other supporting staff to college.

Functions

- i. Acquisition of library materials
- ii. Selection of materials.
- iii. Processing of materials.
- iv. Provision of assistance to readers in the use of library materials.
- v. Encouraging reading habits among students.

Instructions to make use of library

i. Orientation

Orientation programme can be fixed at the beginning of the year. During this

programme the student is shown where different resources and services are to be found in the library. Initiation of fresh man is an important concept in college library.

ii. Library Instruction

- a. Library lectures.
- b. Separate course with credit.
- c. Bibliographical instruction.

Present stage

- i. The main role of college library is dissemination of augment college instruction related to teaching. So major book stock remains idle.
- ii. It is considered as an administrative unit in college office.
- iii. Finance is a serious problem.
- iv. In majority of colleges books are not properly classified catalogues.
- v. Services are unsatisfactory.
- vi. Inadequate staff member.
- vii. Lack of sufficient building for library.

Conclusion

College library can become effectively only if the services are systematically organized.

iii. University library

No university can develop standard work without a strong library. Library plays a vital role for the progress of research activities in universities. It acts as the nervous system of university.

Functions

- Conservation of knowledge
- Teaching
- Publication
- Research
- Extension service & Interpretation

Essentials:

- Resources must be adequate in nature.
- Adequate and skilled staff.
- Materials must be organized in a systematic way for use.
- Adequate space.

- Adequate furniture and equipment.
- Co-operation.

Services

- Current Awareness service
- Abstracting service
- Indexing service
- Reprographic service
- SDI service
- OP AC service
- Bibliographic service
- Cataloguing service
- On-line services
- Internet facility

Administration

Head of the library is responsible for monitoring all activities. He may be designated as Librarian, University librarian etc. For monitoring the activities a committee can be established. In some universities the committee may be statutory and in some other cases it may be Executive! syndicate. In some cases vice chancellor is the chairman librarian may be secretary.

The sources of finance are i. UOC Grant ii. State Government fund ii. Endowments iv. Gifts v. Exchange etc.

Committees & Commissions

- i. University Education Commission
- ii. UGC
- iii. Education Commission
- iv. Special Libraries

Introduction

Special library is of recent origin. Special libraries mean several things -Libraries attached to advertising companies, banks, insurance companies, and research institutions.

Definition

The most accepted definition of the special library,

“is devoted to special subject and offers specialized service to the specialized clientele.”

Objectives

1. To maintain a continuing survey and evaluation of current publications.
2. To organize the sources of both written and unwritten materials.
3. To assemble within and outside the library both publications and information.
4. Should be visible, accessible and easy to use.
5. Facilitate oral communication.
6. Provide feedback to users.
7. Allow browsing.
8. Have a flexible approach.
9. Use familiar methods.
10. Give access to key publications.
11. Disseminate information and materials rapidly.
12. Suits various types of users.

Characteristics of libraries**Users**

The clientele served by a special library is usually limited and clearly defined.

Collections

- o The collections of the special library are usually kept within the precise limits:
- o The emphasis is on current information.
- o Special libraries usually turn to academic and public libraries.
- o To maintain currency and usability, within defined limits,
- o Microfilms, pictures, clippings play dominant role.

Services

- o Charging and Discharging.
- o Answering specific factual questions.
- o Literature searches and their products.
- o The anticipation of user needs and provision of current awareness service.
- o Selective Dissemination of Information service (SDI)
- o Some special libraries undertake to write reports.
- o Sophisticated methods are used in the place of traditional methods.
- o They have usually small staffs, who are subject specialists.

LESSON -14

National And International Associations

Various types of libraries are strengthened by establishing associations. Depends upon the region covered there are of two types, i.e. national and International. In this chapter we will see in a detailed manner on national and International associations.

National Associations (India) ILA

IASLIC

National Association (America)

ALA

International Association

IFLAASLIB

Indian Library Association (ILA) Early

History

The library movement of India owes its origin to Maharaja Sayajirao Gaekward of Baroda. In the early part of the present century, he organized free public library service. After Baroda, Punjab was the next to provide leadership in library development. The first ever conference of the librarians was held at Lahore in 1918, along with the Indian Science Congress session.

During these years Andhra Desa was also in the vanguard of the library movement and the Andhra Desa Library Association was started in 1940. Another landmark was the organization of the First all India Public Library conference in 1919. Soon after, the All India Public Library Association was formed with its headquarters at Vijayawada. During the next ten years as many as nine public library conferences were held at various places under the auspices of this Association. These conferences led to the starting of many library associations i.e. Maharashtra (1921); Bengal (1926), Madras (1928) and Punjab (1929). The Indian Library Association was founded in 1933.

Membership

All persons and institutions, who subscribe to the objectives of the Association and fulfill other prescribed conditions, are eligible for membership of the Association. The members are entitled to the following privileges.

- Presence and participation in all general body meetings as well as meeting of the sessional committee to which they belong. Further they may attend annual conferences, seminars, workshops etc. that may be organized by organized by the Association from time to time.
- Eligibility to propose, stand and vote in the election of the Association.
- Gratis or concessional supply of any of the publications of the Association.

ORGANIZATION STRUCTURE

The following are the office bearers of the Association. President

Six Vice presidents General

Secretary Two secretaries

Treasurer Librarian

Public Relations Officer

The president, six vice presidents and the General secretary are elected. The Treasurer, two secretaries. Librarian and public Relations Officer are co-opted by the council.

There is the council, which includes all those specified above besides a few others. A compact body is also created out of the office bearer, which is called an executive. There are 11 sectional committees, for example a section for agricultural libraries, one for special libraries etc., each section is expected to take initiative in the matters pertaining to that field.

Conferences

The Association, organizes the conferences, special symposia, seminars,

conferences conversions,

For the last thirteen years it has also been celebrating the 'Library Week' every year from 14th November. On its appeal, the week is now celebrated all over India by Library Association, University, College, Public and libraries.

National and International Co-operation: The ILA is duly represented in bodies like the Indian Standards Institution, Rajammohan Roy Library foundation. It is also affiliated to IFLA and the Commonwealth Library Association (COMLA)

The Association has been pressing the Government at the center, and in the states to bring forth proper library legislation, without which it is not possible to have the well-planned and coordinated system of libraries in the country. The association has strived hard to improve the working conditions of the librarians.

Although much has been done, much more remains to be done. The Association has to project the importance of libraries in the education and cultural development of the country.

Publications

The Association publishes the journal called ILABULLETIN, besides promoting library movement publishers' technical answers on various aspects of library science, librarianship and library technique-and services.

Indian Association Of Special Libraries And Information Centres (IASLIC)

Origin

The feasibility of Indian Association of special libraries and information Centres (IASLIC) was arrived at a meeting of librarians, scientists and research workers in Calcutta in June 1955. The Association, however, came into being in September 1955. An organizing committee to steer it through till the first Annual General meeting was formed, From its inception, the Association has been fortunate enough to get active support of eminent scientists, librarians and documentalists.

Objectives: The objectives of the IASLIC are:

1. To encourage and promote the systematic acquisition and dissemination of

knowledge.

2. To improve quality of library and information services.
3. To co-ordinate the activities of and foster mutual co-operation among special libraries and scientific and technological institutions.
4. To serve as a field of active, contact for the libraries, information bureau, documentation Centres, scientists, research workers, specialists and others having common interest.
5. To improve the technical efficiency of workers in special libraries and information Centres, and to look after their professional welfare.
6. To act as a center of research in special library and documentation techniques.
7. To act as a center for information in scientific, technical and other fields and
8. To take all such actions as may be incidental or conducive to the attainment of the objectives of the Association, or any of them.

Structure

IASLIC is governed by a council, which is pivot of the General body. The council formulates policies and programmes. The functions are performed through its six divisions. They are:

- a. Documentation services
- b. Publications and publicity
- b. Library services
- c. Documental reproduction and translation
- d. Co-operation and co-ordination
- e. Education

The IASLIC has individual and institutional membership. This association is affiliated to IFLA and FID and is a member of the Documentation Committee of the Indian Standards Institutions and the Indian National Commission for UNESCO.

Study Circles

IASLIC study circles began to act as meeting place for the professionals working in different libraries in various cities. The local problems, as well as topics of wider interest, like papers sent for, publication, conferences and seminars etc. Can be taken up for discussion for the benefit of professionals, Study circles meetings are held at different places at different intervals.

Reprographic and Translation Services

IASLIC took initiative in providing reprographic and translation services in 1958, to individual researchers and institutions. Its reprographic service consists of providing micro and macro copies of documents, and translation service consists of providing English translation from all the major foreign languages on nominal charges. Translation services are provided with the help of professional translators working in different institutions.

Publications Programme

IASLIC is publishing a quarterly journal entitled IASLIC BULLENTIN, which contains articles on library and information science and allied areas. It also published IASLIC News letter. It is a monthly publication and contains news of institutional activities, papers and other news of professional interest.

Another Serial Publication is the Indian Library Science Abstracts

It includes abstracts in English of articles, papers and books published in all the Indian languages. Its special publication includes a number of monographs on specific aspects of librarianship and documentation. In 1985, it published the DIRECTORY OF SPECIALAND RESEARCH LIBRARIES IN INDIA.

Co-operation

IASLIC maintains unflinching faith in the spirit of co-operation, but has failed to achieve much in this direction. An inter-library loan code was drafted to facilitate better co-operation and resource sharing among libraries. IASLIC also completed its projects of collection of data for the union catalogue of scientific periodicals sponsored by INSDOC.

Seminars And Conferences

IASLIC holds a bi-ennial seminar and a conference in alternate years. Though this forum, the Association maintains its rapport with the members in different parts of the country. Such professional gatherings play an extremely important role of promoting professional goodwill.

Education

From the beginning IASLIC started conducting language courses in French, German and Russian. It conducted a training course in special librarianship and documentation from 1961 to 1972. A course was also organized on indexing system in 1976. IASLIC also managed a weeklong course in reprography in 1981. In addition IASLIC has sponsored many continuing education programmes.

Library

IASLIC library is being gradually developed which made a modest beginning with mostly library science journals. With the addition of a second floor to the building, it has additional space for the library. The library facilities are normally available to the members of the association.

IASLIC has achieved a lot since its inception. The areas in which IASLIC can do more include resource sharing, library science education and automation in libraries.

American Library Association (ALA)

Early Development

On October 4, 1876, a large number of librarians from all over the United States, as well as librarians from Canada and the United Kingdom met at Philadelphia. It was here the American Library Association was born with Melvil Dewey as its first secretary. The first important activity of the Association was to start "The American Library Journal" as an official organ. The Journal is still continued. The early activity of Association was restricted largely to holding annual meetings and to committee work. During World War I the Library Association came into national prominence because of its service to armed forces. The

endowment received from Andrew Carnegie gave further boost up to the Library Association.

Organization

The goal of American Library Association is "the promotion of libraries and librarianship to assure the delivery of user-oriented library and information service to all."

To achieve this goal, the association is made up of thirteen divisions, each responsible for a specific area of concern. There are ten round tables composed of members who are interested in aspects of librarianship not within the scope of any division. And there are fifty-six chapters, each one responsible for the promotion of library services and librarianship within its geographical area. All the policy decisions of the Association are made by the elected council.

Activities

All the activities of A.L.A. are directed to promoting library service and librarianship and they include:

1. Conducting programmes to educate the American public about the important contributions, which the library makes to cultural social and educational life.
2. Maintaining a constant watch over the freedom to read.
3. Establishing and encouraging the adoption of standards to improve the quality of library service and
4. Striving to maintain equal access to materials, facilities and services.

The A.L.A. Serves Its Members By

1. Establishing standards of service and education.
2. Protects professional status by accrediting library educational programmes.
3. Provides guidelines for their professional performance and opportunities for continuing self-improvement
4. It creates, publishes and encourage the publication of

Publications

1. Booklist, biweekly (except August)
2. American libraries, monthly (except July / August)
3. Washington Newsletter, monthly
4. Choice
5. Library video Magazine (video cassette) quarterly
6. A.L.A. Hand book of organization and membership directory, annual.

Also, publishes books. Monographs, directories, bibliographies, Video publications, reference works, Specialized journals and pamphlets.

International Federation Of Library Association (IFLA)**Origin**

On the occasion of 50th Annual conference of the American Library Association held in Atlanta in October 1926 it was decided to invite national associations. In 1927 an International Library and Bibliographic Committee was established. The representative of 15 countries signed the revolution. Thus IFLA was founded.

Objectives

- i. To promote international understanding.
- ii. To promote library co-operation.
- iii. To promote various services at international level.

Organization

Supreme body: The council (General assembly of all members) Administrative body: The Executive Board of (7-9 elected persons)

Membership

The federation currently comprises 1,213 members from 123 countries. It works through two types of bodies. Professional groups and core programme.

Publications

IFLA publishes the following publications

IFLA Journal IFLA Annual IFLA Directory

Regional Development

- a. Provision of expert advice and assistance in planning and development of library sciences
- b. IFLA makes efforts to convince the governments to support library development
- c. Encouragement of appropriate forms of association with IFLA in countries where the library associations are non-existent or too weak to take active part in the international activity
- d. Giving developing countries a more effective voice in IFLA
- e. Holding IFLA conferences in each region

The following are some of the achievements and projects of the IFLA

International library loan

In 1935 regulations and a standard form for loan were agreed upon, and have been progressively revised since then. Related matters such as union catalogues, international loan centers, the use of telex, microcopies as substitute for loans were all standardized by the relevant committees thus contributing to the smooth flow of documents across national boundaries.

Cataloguing

The most ambitious undertaking by IFLA was the International Conference on cataloguing principles held in Paris in 1961

International Standard Bibliographic Description (ISBD)

The report on ISBD was submitted in 1971. In the words of the Chairman of the Committee "the ISBD does not prescribe the choice of headings. It is designed primarily as an instrument for the internal communication of bibliographical information." It has three objectives.

1. To make records from different sources inter-changeable.

2. To facilitate their interpretation across language.
3. To facilitate to conversion of such records to machine-readable form.

Statistics

Statistics to have value must be standardized. IFLA committee on statistics and standardization evolved international standards.

Divisions

1. General research libraries
2. Special libraries
3. Libraries serving the general public
4. Bibliographic control
5. Collections and services
6. Management and Technology
7. Education and Research
8. Regional activities

Core Programmes

- Universal availability of publications (UAP)
- Universal Bibliographic control International Marc (UBCIM)
- Preservation and conservation (PAC)
- Universal data flow and Telecommunication (UDT)
- Advancement of librarianship in the third world (ALD)

Association of Special Libraries and information Bureau (or)

Association for Information Management (ASLIB)

It is a charity registered in 1924 whose 2000 members are private and public sector companies and organizations throughout the world, concerned with managing information resources efficiently.

Key roles

- To stimulate awareness of the benefits of good management of information resources and its value.

- To represent and lobby for the interests of the information sector on matters and networks which are of national and international import .
- To provide a range of information related products and services to meet the needs of the information society.

Functions

To fulfill these roles we have developed four main functions within the Association. They are consultancy, publications, training and recruitment

Our consultancy activities range from giving answers to specific questions for individuals or small companies, to major studies such as the Public Library Review for the British Government, to recommending policies and strategies to the People's Republic of China. It is mainly for the less comprehensive enquiry that we have set up our Information Resource Centre for an online brokerage service for such questions. The service covers all sectors of the economy including business, healthcare, technical, financial, and company data.

ASLIB's role includes making organizations aware of the information resources published or available online for business and other organizations. Aslib

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Question Pattern**Marks : 100****SECTION - A (5×5=25 Marks)****Answer any FIVE out of EIGHT.****SECTION - B (5×15 = 75 Marks)****Answer any FIVE out of EIGHT.**