

MLIS-302 Library Automation

Maximum Marks: 100

Maximum Allotted Hours: 100 (Classroom Teaching: 68 + Assignment: 19 + Seminar: 3)

Each Unit Allotted Hours: 20 (Classroom Teaching: 13 + Assignment: 4 + Seminar: 3)

Unit-1

- Library Automation: Historical Perspective, Need and Purpose
- Approaches to Library Automation: Library Collection, Number of Users, Number of Transaction, Types of Services Offered, Automation and Data Processing. Benefits of Library Automation. Planning and Implementation of Library automation.

Unit-2

- Management of Library Automation: Planning Library Automation - Basic Steps
- Formats and Standards- Historical Background and Global Scenario, UNIMARC, CCF
- Bibliographic standards and Internet: MARC-21, SGML, Dublin Core

Unit-3

- Open Source Software – KOHA, EASYLIB.
- Retrospective Conversion: Types, Methods
- Implementation and Evaluation of Library automation

Unit-4

- Automation of acquisition Section: Concept, Functions, Suggestion/Selection, Committee Decision, Ordering and Payment
- Implementation of Automated Acquisition System
- Automation of Serial Control: Features and Functions of Serial Control System, Subscription Process, Implementation and Management

Unit-5

- Automation of Technical Section: Concept, Functions and Features of Automated Classification & Cataloguing, OPAC, Implementation and Management
- Automation of Circulation Section: Concept and Features of Automated Circulation, Various Functions; Membership Transaction, Over Dues, Implementation and Management

Recommended Books:

1. BIERMAN (K. J.). Library automation. In: Annual Review of Information Science and Technology. Vol.9. 1974. American Society for Information Science, Washington..
2. DUAL (B.K.) and MAIN (L.). Automated Library Systems: A Librarians Guide and Teaching Manual. 1992. Meckler, London.
3. KIMBER (R.T.). Automation in Libraries. 1970. Pergamon Press, Oxford.
4. KUMAR(P.S. G.). Computerisation of Indian Libraries. 1987. B. R. Publishing House, Delhi.
5. LOVECY (Ian). Automating Library Procedures –A Survivor’s Handbook. 1984. D. K. Agencies (P) Ltd, New Delh.
6. MAURYA (V.C.). Organisation of Library Automation. In: Library Automation. 1999. Commonwealth Publishers, New Delhi.
7. MUHAMMAD RIAZ. Automation planning and implementation . in Library automation. 1995. Atlantic Publishers, New Delhi.
8. NELSON (N.M.) (ed.). Library Technology 1970-1990: Shaping the Library of the Future. Research Contributions from the 1990 Computer in Libraries Conference. 1990. Meckler, London.
9. PITKIN (G.M.). (ed.). The Evolution of Library Automation: Management Issues and Future Perspectives. 1991. Meckler, London.
10. REYNOLD (Dennis). Basic Approaches: Options and Resources. In: Library Automation: Issues and Applications. 1985. R. R. Bowker, New York:. pp.207-45.
11. RIAZ (Muhammad). Automation Planning and Implementation. In. Library Automation. 1995. Atlantic, New Delhi. pp182-95.
12. ROCE (James). Introduction to Library Automation. 1984. Libraries Unlimited, Littleton.

13. ROWLEY (J. E.). Planning and designing of computerized library, 2nd ed.1980. The Library Association, London.
14. ROWLEY (J. E.). Planning and Designing of Computerized Library. In: Computer for Libraries. 2nd ed. 1980. The Library Association, London.
15. ROWLEY (J. E.). Computers for libraries. 2nd edition. 1980. The Library Association, London.
16. SAFFADY (William). Introduction to Automation for Libraries. 1983. American Library Association, Chicago:
17. SALMON (Stephen). The Problems of library automation systems. Marcel Dekker, New York:
18. SHARMA PANDEY (S.K.). Library Automation . In: Fundamentals of Library Automation. 1995. Ess Ess Publication, New Delhi