

LSS507: SPECIAL LIBRARY SYSTEM

Objectives:

- To define the basic objectives of special libraries, their types, and functions;
- To understand the historical development of special libraries in India;
- To understand the fundamentals of special library administration and management
- To gain knowledge about planning and organization of special libraries
- To know the procedure for the selection and recruitment of library staff.
- To study about the library finance, and budgeting system
- To know the requirements of infrastructure for a special library

Course Outcome (CO):

- CO1 Understand the define the primary objectives of special libraries, their types, and functions of special libraries;
- CO2 Understand the historical development of special libraries in India;
- CO3 Understand the fundamental of special library administration and management;
- CO4 Gain knowledge about planning and organisation of special libraries;
- CO5 Know the procedure for selection and recruitment of library staff;
- CO6 Study of library finance, and budgeting system;
- CO7 Knowledge of requirements of infrastructure for a special library.

Unit 1	: Special Libraries: <ul style="list-style-type: none">– Meaning and definition, aims, objectives, and functions;– Types of special libraries: characteristics and their role in research and development environment, industries and decision making;– History and development of special libraries in India.	08hrs
Unit 2	: Information Resources Development and Management: <ul style="list-style-type: none">– Steps in information resources development and management;– Selection and acquisition of books, periodicals, technical reports, patents, standard, learned society publications, government documents, non- book materials including electronic publications;– Weeding, preservation, storage, and evaluation.	08hrs
Unit 3	: Planning and Organization of Library and Information Services <ul style="list-style-type: none">– Conventional, Computer based including Internet resources and services.	08hrs

Unit 4	:	Human Resource Management: <ul style="list-style-type: none"> – Meaning, definitions, and objectives; – Selection and Recruitment of Library staff; – Qualifications, Duties, and Responsibilities, Conditions, Training and Education; – Motivation and Control. 	08hrs
Unit 5	:	Finance and Budgeting: <ul style="list-style-type: none"> – Meaning, definitions; – Resource Mobilization and Sources of Finance, budgeting Techniques, Budgetary Control. 	08hrs
Unit 6	:	Library Infrastructure: <ul style="list-style-type: none"> – Planning and Designing of Modern Special Library Building; – Furniture and Equipment. 	08hrs
			48hrs

References:

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- Chapman, L. (2001). *Managing acquisitions in library and information services*. London: Library Association.
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- Griffith, J. M., & King, D. W. (1993). *Special libraries: Increasing the information edge*. Washington D C: SLA.
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- Jones, N., & Jordon, P. (1982). *Staff management in library and information work*. Gower: Grafton book.