

Paper No - 5 Special Library and Information Network System

Unit No.	Topic Name	Content	Hrs.	Marks	Credit
1.	Basic concept and collection development	<ul style="list-style-type: none"> • Special Library and its concept, Development of special libraries in western countries and India. • Types of collection-periodical, conference literature, grey literature, patents, standards, specifications, Govt. publications, non book materials, electronic documents, CD-ROM, and online data base. • Need and types of networks, Consortia, introduction to various consortia, 			
2.	Library organization and administration.	<ul style="list-style-type: none"> • Administrative organization, staff manual, library survey, statistics, work measurement and standards and their use and effectiveness. • Basic elements in planning the design of special library building, furniture and fittings, Modern special library building. 			
3.	Planning and organization of various information services.	<ul style="list-style-type: none"> • CAS, SDI, Abstracting and Indexing library bulletin, News paper clippings, computerized services, literature search, information analysis, repackaging and consolidation, marketing of information services. 			
4.	Personnel management.	<ul style="list-style-type: none"> • Nature, size, selection, recruitment, qualification, training, professional development, responsibilities and duties, determination of finance, sources of finance, types of budget. 			

Reference Books

1. **AUGER (C P)** Information sources in Grey literature. Ed. 3. 1994. Bowker, London.
2. **BURKETT (J)** and **MORGAN (T S)**, *Ed.* Special materials in the Library. 1963. Aslib, London.
3. **CHAPMAN (Liz)**. Managing acquisitions in library and information services. 2001. Library Associations; London.
4. **CLAPP (V W)**. Feature of the research library. 1964. University of Illinois, Urbana.
5. **GRENFELL (D)**. Periodicals and serials; their treatment in special libraries. Ed. 2. 1965. Aslib, London.
6. **GROGAN (N)**. Science and technology: An introduction to the literature. Ed. 4. 1982. Clive Bingley, London.
7. **HERNON (Peter) and WHITMAN (John R)**. Delivering satisfaction and service quality: A customer-based approach for libraries. 2001. American Library Association, Chicago.

8. **HOUGHTON (Bernard)**. Technical information sources. Ed. 2. 1972. Bingley, London.
9. **LEWIS (C M)**, *Ed.* Special libraries. 1963. Special Libraries Association, USA .
10. **LOWES (Ann)**, *Ed.* Management skills for the information manager. 1993.
11. **RAITT (David)**, *Ed.* Libraries for the new millennium. 1997. Library Association, London.
12. **RANGANATHAN (S R)**. Documentation and its facets. 1963.
13. **SAHA (J)**. Special libraries and information services in India and the USA. 1969. Scarecrow, New York.
14. **SCAMMELL (A) (W)**, *Ed.* Handbook of special librarianship and information work. Rev. ed. 7. 1997. Aslib, London.
15. **STRAUSS (LJ)**, : their organization and administration. Scientific and technical libraries. Ed. 2. 1972. Beckey & Hayes, New York.
16. **WILKIE (Chris)**. Managing film and video collections. 1999. Aslib, London.