

MNPE-09425068494

BLIS -1

Library, Information and Society

BLOCK

1

**DEVELOPMENT OF LIBRARIES AND THEIR
ROLE IN THE SOCIAL & CULTURAL CONTEXT**

UNIT 1

**Concept of Libraries, Role of libraries in information
Society Concepts and Principles**

UNIT 2

Law of library science

UNIT 3

Development of libraries in UK, USA & India:

A historical perspective

UNIT 4

Information, Data & Knowledge: concepts & Definitions.

Information & Social Change. Role of information in Development

BLIS: 01 BLOCK: 01

UNIT: 02 – Laws of Library Science

Structure

2.0 Objectives

2.1 Introduction

2.2 First Law

2.2.1 Implications

2.3 Second law

2.3.1 Implications

2.4 Third Law

2.4.1 Implications

2.5 Fourth Law

2.5.1 Implications

2.6 Fifth Law

2.6.1 Implications

2.7 Current Interpretation of Five Laws

2.8 Summary

2.9 Answers to Self-Check Exercise

2.10 Keywords

2.11 Reference & Further Reading

BLIS: 01 BLOCK: 01

UNIT: 03 – Development of Libraries in UK, USA & India: A Historical Perspective

Structure:

3.0 Objectives

3.1 Introduction

3.1.1 Historical Perspective

3.1.2 The Impact of renaissance

3.1.3 The Impact of Printing

3.1.4 The Impact of industrial Revolution

3.2 Evolution of Libraries in UK-Genesis:

3.2.1 Earliest Libraries in UK

3.2.1.1 Monastic Libraries

3.2.1.2 Book Clubs and Reading Societies

3.2.1.3 Private Circulating Libraries

3.2.1.4 Commercial Circulating Libraries

3.2.1.5 Endowment Libraries

3.2.1.6 Mechanics Institute Libraries

3.2.2 Library Legislation in UK

3.2.2.1 Public Library Acts

3.2.2.2 Library Surveys & Reports

3.2.2.2.1 Donations to Public Libraries

3.2.2.2.2 Adams Report

3.2.2.2.3 Penny Rates Abolished

3.2.2.2.4 Mitchel & Kenyon Report

3.2.2.2.5 McColvin Report

3.2.2.2.6 Roberts Report

3.2.3 The British Library

3.2.3.1 Composition

3.2.3.2 Designated Service areas

3.3 Development of Libraries in USA

3.3.1 Colonial Period

3.3.1.1 Social & Subscription Libraries in USA

- 3.3.1.2 Mechanics & Mercantile Libraries in USA
 - 3.3.1.3 School district-Public Libraries
 - 3.3.2 Public Library Legislation in USA
 - 3.3.3 Philanthropy & Library Movement in USA
 - 3.3.4 American Library Association
 - 3.3.5 Library of Congress
- 3.4 Development of Libraries in India
 - 3.4.1 Libraries in Ancient and Medieval India
 - 3.4.2 Libraries in the Moghul Period
 - 3.4.3 Libraries Development in Modern India
 - 3.4.3.1 Public Libraries
 - 3.4.3.2 Academic Libraries
 - 3.4.3.3 Special Libraries
- 3.5 Summary
- 3.6 Answers to Self-Check Exercise
- 3.7 References & Further Reading

BLIS: 01 BLOCK: 01
UNIT: 04 –DATA INFORMATION AND KNOWLEDGE
CONCEPTS AND DEFINITIONS

Structure:

- 4.0 Objectives
- 4.1 Introduction
- 4.2 Data, Information Knowledge and Wisdom: Interrelationships
- 4.3 Data
 - 4.3.1 Definitions
 - 4.3.2 Categorization of Data
- 4.4 Information
 - 4.4.1 Significance of Information Concept for Information Science
- 4.5 Various Information Concepts
- 4.6 Selective Information Theory of Shannon-Weaver
 - 4.6.1 Fundamental Equation of Information of Brookes
 - 4.6.2 Semantic Information Theory of Shreider
 - 4.6.2.1 Information as an event as proposed by Pratt
- 4.7 Structural Information Concept of Belkin and Robertson
 - 4.7.1.1 Information as Knowledge Surrogate by Farradane
 - 4.7.1.2 Generalized Information System of Yovits
 - 4.7.2 Synthesis of Information Concepts
- 4.8 Knowledge
- 4.9 Information and Social Change
- 4.10 Summary
- 4.11 Answers to Self Check Exercises
- 4.12 Keywords/Key concepts
- 4.13 References and further reading

Objectives:

After reading this Unit you will be able to:

- ❖ Understand the connotations of the terms Data, Information, Knowledge and Wisdom
- ❖ Distinguish Data, Information and Knowledge

BLIS -1
Library, Information and Society

BLOCK

2

**DIFFERENT TYPES OF LIBRARIES AND THEIR
FUNCTIONS**

UNIT-5

National Libraries: Their purpose and functions.

UNIT-6

Public libraries: Their purpose and functions.

UNIT-7

Academic Libraries: Their purpose and functions.

UNIT-8

Special libraries: Their purpose and functions.

UNIT: 5 NATIONAL LIBRARIES

Structure:

- 5.1 Objectives
- 5.2 Introduction
- 5.3 Concept and Definition of National Library
 - 5.3.1 Historical Perspective of National Library
 - 5.3.2 Definitions of National Library
- 5.4 Functions of national Library
 - 5.4.1 Information needs of National Library Users
 - 5.4.2 Functions related to information needs
- 5.5 National Library Services
 - 5.5.1 National Services
- 5.6 National Library of India
 - 5.6.1 Introduction
 - 5.6.2 Historical Perspective of National Library of India
 - 5.6.3 Administrative set-up
 - 5.6.4 Functions of the National Library of India
 - 5.6.5 Collection development
 - 5.6.6 Services of National Library of India
 - 5.6.7 Indian National Bibliography (INB)
- 5.7 The British Library
 - 5.7.1 Introduction
 - 5.7.2 Historical review of British Library
 - 5.7.3 Objective and Functions of British Library
 - 5.7.4 Functional set-up
 - 5.7.5 Service Areas of British Library
 - 5.7.6 Collection development
 - 5.7.7 Digital Library System (DLS) of British Library:
 - 5.7.7.1 Objectives
 - 5.7.7.2 Functions
 - 5.7.7.3 Services
 - 5.7.8 Publications
- 5.8 The Library of congress (LC)
 - 5.8.1 Special features of library of congress
 - 5.8.2 Organization
 - 5.8.3 Collection development
 - 5.8.4 Processing and Organizing the collection
 - 5.8.5 Services
 - 5.8.6 National library programmes of library of congress
- 5.9 Summary
- 5.10 Keywords
- 5.11 Answers to self exercise

5.12 Reference and further reading

UNIT: 6 PUBLIC LIBRARIES: THEIR PURPOSES AND FUNCTIONS

Structure:

- 1.1 Objectives
- 1.2 Introduction
- 1.3 Emergence of Public Libraries
- 1.4 Definition of a Public Library
- 1.5 Objectives/Purposes of a Public Library
 - 1.5.1 Educational Function
 - 1.5.2 Information Function
 - 1.5.3 Cultural Function
 - 1.5.4 Recreational Function
- 1.6 Summary
- 1.7 Answers to Self-check Exercise
- 1.8 Keywords
- 1.9 References and Further Reading

UNIT: 7 ACADEMIC LIBRARIES: THEIR PURPOSES AND FUNCTIONS

Structure:

- 7.0 Objectives OF Academic Libraries
- 7.1 Introduction
- 7.2 School Libraries
 - 7.2.1 Primary School Libraries
 - 7.2.2 Secondary School Libraries
 - 7.2.3 The Indian Context
- 7.3 College Libraries
 - 7.3.1 Objectives and Functions of a college
 - 7.3.2 Importance of Libraries in Collegiate Education
 - 7.3.3 Essential of College Library
 - 7.3.4 The Present Scheme
- 7.4 University Libraries
 - 7.4.1 Objectives and Functions of a University
 - 7.4.2 Objectives and Functions of a University Library
 - 7.4.3 University Library Users
 - 7.4.4 Management of University Library Users
 - 7.4.5 Collection Development and its organization
 - 7.4.6 University Library Services
 - 7.4.7 Physical Facilities
 - 7.4.8 Staff (Professional)
- 7.5 General Observations
- 7.6 Summary
- 7.7 Answers to Self Check Exercises
- 7.8 References and Further Reading

UNIT: 8 SPECIAL LIBRARIES: PURPOSES AND FUNCTIONS

Structure:

- 8.0 Objectives OF Academic Libraries
- 8.1 Introduction
- 8.2 Special Libraries: Meaning and definition
- 8.3 Objectives and purposes of special libraries
- 8.4 Features and functions of special libraries
 - 8.4.1 User community
 - 8.4.2 Services
 - 8.4.3 Acquisition of documents
 - 8.4.4 Processing and Organization of documents
 - 8.4.5 Collection
 - 8.4.6 Adoption of latest technologies
 - 8.4.7 Circulation of documents (lending system)
 - 8.4.8 Publications
 - 8.4.9 Staff
 - 8.4.10 Other characteristics
- 8.5 Summary
- 8.6 Keywords
- 8.7 Answers to Self Check Exercises
- 8.8 Further readings

BLIS -1
Library, Information and Society

BLOCK

3

LIBRARY LEGISLATION

UNIT-9

Library Legislation Purpose, function and features

UNIT-10

Library Legislation in India

UNIT: 9 LIBRARY LEGISLATION

Structure:

- 9.0 Introduction: Development of Human Resources
- 9.1 Objectives of the Library Legislation (as stated by the UNESCO)
- 9.2 Need for Library Legislation (The Responsibilities of the government)
- 9.3 History of Library Legislation
 - 9.3.1 In UK, USA, JAPAN
 - 9.3.2 In India (Early efforts)
 - 9.3.3 Native General Libraries
 - 9.3.4 Baroda (a Princely state)
 - 9.3.5 Bombay Province
 - 9.3.6 Bengal Province
 - 9.3.7 Madras Province
 - 9.3.8 Bihar State
 - 9.3.9 Hyderabad Princely State and Modern Andhra Pradesh
 - 9.3.10 Travancore & Cochin Princely States and Modern Kerala
 - 9.3.11 Uttar Pradesh, Punjab, Kashmir, Delhi, Madhya Pradesh, Gujarat, Karnataka, Goa, Manipur.
- 9.4 Efforts made by the Central Governments
 - 9.4.1 Union Library Bill (1948)
 - 9.4.2 National Library Act (1948)
 - 9.4.3 Library Advisory Committee (1957)
- 9.5 Efforts made by the Model Bill (1965)
 - 9.5.1 Ranganathan's Model Public Library Act
 - 9.5.2 Venkatappaiah's Library Legislation
 - 9.5.3 Deshpande's Library Legislation
- 9.6 Efforts of the International Bodies
 - 9.6.1 UNESCO
 - 9.6.2 IFLA
- 9.7 Answers to Self- Check Exercises

UNIT: 10 LIBRARY LEGISLATION IN INDIA

Structure:

- 10.1 Salient features of existing acts.
- 10.2 Purposes of the acts.
- 10.3 State library authority.
- 10.4 Administration of Public libraries.
- 10.5 (a) in TN, AP, Karnataka, Maharashtra, etc.
- 10.6 Local library authorities
- 10.7 Public library authorities
- 10.8 Public library staff (Human Resources)
- 10.9 Conclusion
- 10.10 Answers to self check exercises.
- 10.11 Reference and further reading.

BLIS -1
Library, Information and Society

BLOCK

4

RESOURCE SHARING AND USER STUDIES

UNIT-11

Library Co-operation History and Development

UNIT-12

Resource Sharing: Need, Purpose and functions

UNIT-13

Resource Sharing: Selected case Studies

UNIT: 11 LIBRARY COOPERATION: HISTORY AND DEVELOPMENT

Structure:

- 11.0 Introduction
- 11.1 Objective
 - 11.1.1 Concept and Definition
 - 11.1.2 Objective and Needs
- 11.2 Merits of Library Cooperation
- 11.3 Areas of Library Cooperation
- 11.4 Library Cooperation- Case Studies
 - 11.4.1 Library Cooperation in USA
 - 11.4.2 Library Cooperation in UK
 - 11.4.3 Library Cooperation in India
- 11.5 Library Cooperation in Public and Academic Libraries
- 11.6 Impact of Information Technology on Library Cooperation
- 11.7 Role of Professional Association in Library Cooperation
- 11.8 Summary
- 11.9 Answers to Self- Check Exercises
- 11.10 Keywords
- 11.11 Abbreviations
- 11.12 List of Prominent Library associations in the world
- 11.13 Reference for further reading

UNIT: 12 RESOURCE SHARING- NEED, OBJECTIVES AND FUNCTIONS

Structure:

- 12.0 Objectives
- 12.1 Introduction
- 12.2 Definition
- 12.3 Need for resource sharing
- 12.4 Objectives of resource sharing
- 12.5 Function
- 12.6 Pre-requisites
- 12.7 Areas of Resource Sharing
- 12.8 Disadvantages of Resource Sharing
- 12.9 Summary
- 12.10 Answers to self check exercises
- 12.11 Keywords
- 12.12 References and further reading

UNIT: 13 LIBRARY RESOURCE SHARING: SELECTED CASE STUDIES

Structure:

- 13.0 Objectives
- 13.1 Introduction
- 13.2 INFLIBNET
 - 13.2.1 Origin
 - 13.2.2 Objectives
 - 13.2.3 Functions
 - 13.2.4 Activities
- 13.3 DELNET
 - 13.3.1 Objectives
 - 13.3.2 Services
 - 13.3.3 Products
- 13.4 CALIBNET
 - 13.4.1 Objectives
 - 13.4.2 Activities
- 13.5 OCLC
 - 13.5.1 Objectives
 - 13.5.2 OCLC Services
 - 13.5.3 Other service areas
- 13.6 Summary
- 13.7 Answers to self check exercises
- 13.8 Abbreviations
- 13.9 Keywords
- 13.10 References and further reading

BLIS -1
Library, Information and Society

BLOCK

5

PROFESSIONAL ASSOCIATIONS, SYSTEMS AND PROGRAMS

UNIT-14

Professional Associations: Need and Purposes

UNIT-15

Role of UNESCO in the development of Professional Associations

UNIT-16

Study of some associations ALA, LA, IFLA, FID, IASLIC, ILA, etc

UNIT: 14 PROFESSIONAL ASSOCIATIONS NEED AND PURPOSE

Structure:

- 14.0 Objectives
- 14.1 Introduction
- 14.2 Definitional Analysis “Profession” and “Professional Association”
- 14.3 Need and Objectives of a Library Association
- 14.4 National Library Association Activities
- 14.5 Library Associations in India: Trends in Development
 - 14.5.1 General Library Association
 - 14.5.2 Special Library Association
 - 14.5.3 Association of Professional in Particular Types of Libraries
- 14.6 Summary
- 14.7 Keywords
- 14.8 References and further reading

UNIT: 15 ROLE OF UNESCO IN RELATION TO OTHER PROFFESIONAL ASSOCIATIONS

Structure:

- 15.0 Objectives
- 15.1 Introduction
- 15.2 UNESCO
- 15.3 Cooperative Mechanism of UNESCO
- 15.4 Summary
- 15.5 Answers to self check exercises
- 15.6 Keywords
- 15.7 References and Further Reading

BLIS -2
Management of
Libraries and Information Centers

BLOCK

1

PRINCIPLES OF SCIENTIFIC MANAGEMENT

UNIT 1

Concepts and Principles

UNIT 2

Application of management principles to Libraries and Information centres.

UNIT 3

Library/Information Centres as a system: their organizational structure.

BLIS:02BLOCK:01

UNIT: 01 – Management: Its Nature And Purpose

- 1.0 Introduction
- 1.1 Objectives
- 1.2 Management: Its nature and purpose
- 1.3 Definition of management
- 1.4 Functions of management
 - 1.4.1 Planning
 - 1.4.2 Organizing
 - 1.4.3 Staffing
 - 1.4.4 Leading
 - 1.4.4.1 Principles of leading and Directing
 - 1.4.5 Controlling
 - 1.4.6 Coordinating
 - 1.4.7 Reporting
 - 1.4.8 Budgeting
- 1.5 Some important management concepts
 - 1.5.1 Management as an essential function of an organization
 - 1.5.2 The ten management roles identified by MintzBerg
 - 1.5.3 Managerial functions at different organizational levels
 - 1.5.4 Managerial skills and organizational hierarchy
 - 1.5.5 The goal of all managers
- 1.6 Principles of management
 - 1.6.1 Scientific Management
 - 1.6.2 Administrative Management
- 1.7 Summary
- 1.8 Key Words
- 1.9 Answers to Self-Check Exercise
- 1.10 References & Further Reading

BLIS-02 Blok -01

Unit -02 Application of Management principles to Libraries and Information Centres

Structure:

10.0 Objectives

10.1 Introduction

10.2 Functions of Management

10.3 Tabular Presentation of Management Roles

10.4 Levels of Management

10.4.1 Top Management (Chief Librarian)

10.4.2 Middle Management (Deputy Librarian)

10.4.3 First Line Management

10.5 Levels of Management and Managerial skills

10.5.1 Conceptual skills

10.5.2 Interpersonal skills

10.5.3 Technical skills

10.5.4 Diagnostic skills

10.5.5 Analytical skills

10.6 Application of Management

10.6.1 F.W. Taylor's Scientific Management and its uses to Libraries

10.6.2 Henry Fayol's Administrative Management Principles and its Uses to
Libraries

10.7 Summary

- 10.8 Key Words
- 10.9 Answers to Self-Check Exercise
- 10.10 References

BLIS-02 Blok -01

Unit -03 LIBRARY AND INFORMATION CENTRES MANAGEMENT

STRUCTURE:

- 11.0 Introduction
- 11.1 Library and Information Centres Management
- 11.2 Open System and its characteristics
- 11.3 Library Organization Structure
- 11.4 Formal Organization Structure
- 11.5 Designing Organization Structure
 - 11.5.1 Designing formal organization structure
 - 11.5.2 Designing informal organization structure
- 11.6 Organizational Charts: Vertical and horizontal connections
 - 11.6.1 Differentiation and organization structure
 - 11.6.2 Function organization structure
 - 11.6.3 Locality organization structure
 - 11.6.4 Product organization structure
 - 11.6.5 User organization structure
 - 11.6.6 Hybrid organization structure
 - 11.6.7 Matrix structure
- 11.7 Summary
- 11.8 Answers to self check exercise
- 11.9 Reference for further reading

OBJECTIVES:

After studying this unit we will be able to understand:

1. The general concept of LIC Management
2. Library as a open system
3. Designing of the organization structure

4. The flow of functions and activities of a few typical library systems

BLIS -2
Management of
Libraries and Information Centres

BLOCK

2

DEVELOPMENT OF LIBRARY RESOURCES

UNIT 4

Selection and acquisition of Books and Periodicals

UNIT 5

Electronics resources and Non-print materials: Principles, policies and procedures of collection development

UNIT 6

Technical Processing

BLIS-02 Blok -02

Unit -04 Selection and Acquisition and Periodicals

Structure:

12.0 Objectives

12.1 Introduction

12.2 Selection

12.2.1 Selection Principles

12.2.2 Selection Tools

12.2.3 Selection Procedure

12.3 Acquisition

12.4 Subscription To Periodicals

12.4.1 Selection Principles

12.4.2 Methods of Procurement

12.4.2.1 Procedure For Subscribing Foreign Journals Directly From Publishers

12.4.2.2 Subscribing of Foreign Journals Through Agents

12.4.2.3 Acquisition Of Back Volumes Of Periodicals

12.4.2.4 Periodicals Through Gift And Exchange

12.4.3 Subscription To Indian Periodicals

12.4.4 Problems Encountered In The Process Of Subscription To Journals

12.4.5 Subscriptions Of Periodicals And Impact Of Information Technology

12.5 Remedies

12.6 Some Observations

12.7 Summary

12.8 Model Answers For The Self-Check Exercises

12.9 Keywords

12.10 References And Further Reading

BLIS-02 Blok -02

Unit -05 Electronics resources principles, policies, and procedures of collection development

Structure:

13.0 Objectives

13.1 Introduction

13.2 Collection Development in an Electronic Environment

13.3 Collection Development Policy: Definitions and Factors

13.3.1 Ownership Vs Access

13.3.2 Co-operative Efforts and Evolution

13.4 Use of Networks for Collection Development Activities

13.4.1 Internet-based collection Development

13.4.2 Factors in Selection of Internet Resources

13.5 Collection Evaluation

13.6 Role of Libraries and librarians

13.7 Summary

13.8 Answers to self-check Exercises

13.9 Keywords

13.10 References and Further Reading

BLIS-02 Blok -02

Unit -06 Technical Processing

Structure:

- 14.0 Objectives
- 14.1 Introduction
- 14.2 What is Technical Department?
- 14.3 Planning & Organizations
- 14.4 Distinctive work of the Technical Section
- 14.5 Classification and Cataloguing
 - 14.5.1 Cataloguing
 - 14.5.2 Classification Scheme
 - 14.5.2.1 DDC
 - 14.5.2.2 Colon Classification
 - 14.5.2.3 UDC
 - 14.5.3 Catalogue Code
 - 14.5.3.1 A.A.C.R
 - 14.5.3.2 CCC
- 14.6 Policy and Procedure
- 14.7 Practical Classification
 - 14.7.1 Assessment of the Subject
 - 14.7.2 Assigning Class Number
 - 14.7.3 Assigning Book Number
 - 14.7.4 Assigning Call Number
- 14.8 Practical Cataloguing
 - 14.8.1 Main Entry
 - 14.8.2 Added Entries
 - 14.8.3 Shelf List Call
 - 14.8.4 Checking
 - 14.8.5 Alphabetization
 - 14.8.6 Filling of Cards
 - 14.8.7 Writing the Book Card
- 14.9 Summary

14.10 Answers to self-check Exercises

14.11 Keywords

14.12 References and Further Reading

BLIS -2
Management of
Libraries and Information Centres

BLOCK

3

RESOURCES MAINTENANCE

UNIT 7

Circulation work

UNIT 8

Preservation, Conversation and maintenance of library materials

BLIS-02 Blok -03

Unit -07 CIRCULATION WORK

Structure:

- 15.0 Objectives
- 15.1 Introduction
- 15.2 Circulation systems
 - 15.2.1 Historical development of systems
 - 15.2.2 Register system
 - 15.2.3 Card system
 - 15.2.4 Browne system
 - 15.2.5 Network system
 - 15.2.6 Era of mechanical gadgets
 - 15.2.7 Automated circulation system
- 15.3 Management of circulation work
 - 15.3.1 User Registration
 - 15.3.2 Registration Procedures
 - 15.3.3 Charging and discharging functions
- 15.4 Controlling processes
 - 15.4.1 Renewals
 - 15.4.2 Reservations
 - 15.4.3 Recalls
 - 15.4.4 Reminders
 - 15.4.5 Fines/overdue charges
- 15.5 Charging Systems
 - 15.5.1 Browne charging system
 - 15.5.2 Network charging system
 - 15.5.3 Automatic Circulation system

- 15.5.4 Inter-library loans
- 15.5.5 Management of circulation services
- 15.6 Summary
- 15.7 Answers to self-check Exercises
- 15.8 Keywords
- 15.9 References and Further Reading

BLIS-02 Blok -03

Unit -08 Preservation, Conservation, Maintenance of Library Materials

- 16.0 Objectives
- 16.1 Introduction
- 16.2 Need for Preservation.
- 16.3 Different types of library materials and their preservation
 - 16.3.1 Ancient writing materials
 - 16.3.1.1 Hazards and preservation.
 - 16.3.1.1.1 Hazards caused by biological factors.
 - 16.3.1.1.2 Hazards caused by environmental factors.
 - 16.3.1.1.3 Hazards caused by human beings.
 - 16.3.2 Paper based writing materials.
 - 16.3.2.1 Hazards to paper based writing materials
 - 16.3.2.1.1 Internal causes
 - 16.3.2.1.2 External causes
 - 16.3.3 Non-book materials
 - 16.3.3.1 Hazards and Preservation.
- 16.4 Summary
- 16.5 Answers to self-check Exercises
- 16.6 Keywords
- 16.7 References and Further Reading

BLIS -2
Management of
Libraries and Information Centres

BLOCK

4

STAFF MANAGMENT

UNIT 9

Job Analysis and Job Description

UNIT 10

Selection and Recruitment of library staff

UNIT 11

Staff manual

BLIS-02 Blok -04

Management of Library and Information Centres Staff Management

Unit -09 Job Analysis And Job Description

Structure:

- 17.0 Objectives
- 17.1 Introduction
- 17.2 What is job and job analysis?
 - 17.2.1 Purpose of job analysis
 - 17.2.2 Process in job analysis
 - 17.2.3 Use of job analysis
- 17.3 Job description
 - 17.3.1 Purpose of job description
- 17.4 Tools of job analysis
- 17.5 Illustration of job description
- 17.6 Summary
- 17.7 Answers to self-check Exercises
- 17.8 References

BLIS-02 Blok -04

Unit -10 SELECTION AND RECRUITMENT OF LIBRARY STAFF

Structure:

- 18.0 Objectives
- 18.1 Introduction
- 18.2 Definition of Staff Management
- 18.3 Objectives of Staff Management
- 18.4 The process involved in Staff Management
- 18.5 Problems of Staff Management in Libraries
- 18.6 Summary
- 18.7 Answers to self-check Exercises
- 18.8 Keywords
- 18.9 References for further reading

COURSE-02 Management of Libraries and Information Centres
Block -04 Staff Management
Unit -11 Staff Manual

Structure:

- 19.0 Objectives
- 19.1 Introduction
- 19.2 Definition of Staff Manual
- 19.3 Objectives and purpose of Staff Manual
- 19.4 Content of Staff Manual
- 19.5 Factors to be considered in preparation of Staff Manual
- 19.6 Advantages of Staff Manual
- 19.7 Conclusion
- 19.8 Summary
- 19.9 Answers to self-check Exercises
- 19.10 Keywords
- 19.11 References for further reading

BLIS -2
Management of
Libraries and Information Centres

BLOCK

5

MANAGEMENT OF FINANCIAL RESOURCES

UNIT 12

Principles of budgeting, types of budget and source of revenue

UNIT 13

Library Statistics and Annual Reports

BLIS: 02 Management of Libraries and Information Centres

Block: 05 Management of Financial Resources

Unit -12 Management of Financial Resources, Principles of Budgeting, Types of Budgets and Sources of Revenue

Structure:

- 20.0 Objectives
- 20.1 Introduction
- 20.2 Budgetary Terminology
- 20.3 Methods of Financial Estimation
 - 20.3.1 Per Capita Method
 - 20.3.2 Cost of Additions Method
 - 20.3.3 Method of Details
 - 20.3.4 Method of Proportions
 - 20.3.5 Programmed Budgeting
- 20.4 How to prepare a Budget
 - 20.4.1 Objectives of Budgeting
 - 20.4.2 Factors to be considered in the formulation of a Budget
 - 20.4.3 Sources of Finance
 - 20.4.4 How to arrive at appropriate figures
 - 20.4.4.1 Budgetary Norms and Standards
 - 20.4.4.2 Library Statistics and data from other sources
 - 20.4.4.3 Review of Past Expenditure
 - 20.4.5 Preparation of Library Budget
- 20.5 Financial Records
- 20.6 Budget Justification
 - 20.6.1 Data/Information Collection
 - 20.6.2 Method Adopted In Budgeting
 - 20.6.3 Other Tactics
- 20.7 Conclusion
- 20.8 Summary
- 20.9 Answers to self-check Exercises

- 20.10 Keywords
- 20.11 References and Further Reading

BLIS: 02 Management of Libraries and Information Centres

Block: 05 Management of Financial Resources

Unit -13 Library Statistics and Annual Reports

Structure:

- 21.0 Objectives
- 21.1 Introduction
 - 21.1.1 Meaning & Purpose
- 21.2 Developments in the Task
- 21.3 Developments During 1950-1969
- 21.4 UNESCO & IFLA's Contributions
- 21.5 General Recommendations by the UNESCO Committee
- 21.6 Specific Recommendations
- 21.7 Application of Library Statistics
- 21.8 Summary
- 21.9 Answers to self-check Exercise
- 21.10 References & Further Reading
- 21.11 Annual Reports
 - 21.11.1 Meaning of Annual Reports
 - 21.11.2 Purpose
 - 21.11.3 Format of the Report
 - 21.11.4 Contents of the Report
 - 21.11.4.1.1 The Clientele
 - 21.11.4.1.2 The Book Stock
 - 21.11.4.1.3 Technical Services
 - 21.11.4.1.4 Public Services

BLIS -2
Management of
Libraries and Information Centres

BLOCK

6

PHYSICAL PLANNING

UNIT 14

Buildings: Planning and design

UNIT 15

Furniture and equipment

UNIT 16

Library standards

BLIS-02 Blok -06

Unit -14 BUILDINGS : PLANNING AND DESIGN

- 22.0 Objectives
- 22.1 Introduction
- 22.2 Planning of Library Building
 - 22.2.1 Basic Principles
 - 22.2.2 Criteria of Factors involved in designing
 - 22.2.3 Indian Standard
 - 22.2.4 Space Estimation
 - 22.2.5 Internal Planning
- 22.3 Pre-Planning Stage
- 22.4 Planning Stage
- 22.5 Structural Stage
- 22.6 Interior Decoration, etc.
- 22.7 Summary
- 22.8 Answers to self-check Exercise
- 22.9 References & Further Reading

14.0 OBJECTIVES

The Purpose of this unit is to acquaint you with concepts pertaining in library buildings and to highlight the basic principles of planning library building.

After reading this unit, you should be able to:

- ❖ Explain the basic principles involved in planning of library buildings.
- ❖ Discuss the criteria of factors involved in designing.
- ❖ Describe the different stages in planning library buildings.

14.1 INTRODUCTION

In ancient times, libraries were located in temples or places as the priests and rules were considered the learned people who interested in collection and preservation of books for posterity. However, after that the invention of the printing press, the number of books increased which caused the ancient libraries to expand. But, even in the eighteenth century, the space for a library consisted of a room with cupboards and/or wall shelving of books. This situation changed in the nineteenth century where there was a considerable increase in the number of books and

readers. In order not to disturb the readers, more attention was paid in designing library buildings. Consequently, architects got interested in planning and designing of library buildings.

Irrespective of the type of library, a considerable amount of attention was given to the library building as it had a role in rendering efficient and effective services to the readers.

BLIS-02 BLOCK -06

Unit -15 FURNITURE AND QUIPMENT

Structure:

- 23.0 Objectives
- 23.1 Introduction
- 23.2 Factors in Planning
- 23.3 Selection of Furniture/Equipment
- 23.4 Items of Furniture
- 23.5 Items of Equipment
- 23.6 Summary
- 23.7 Answers to Self Check Exercise
- 23.8 Reference and Further Reading

15.0 OBJECTIVES

After reading this unit, you will be able to

- ❖ Acquaint yourself with the factors in planning as well as the process of selection of furniture/equipment
- ❖ Identify the important items off furniture and equipments required for libraries

15.1 INTRODUCTION

While a good collection and effective services are hallmarks of a good library, a well-planned building with well-designed furniture and fitting is equally important. It has been said that a library building is incomplete without proper furniture, fittings and furnishings. By proper is meant that they should be appropriate for the building from the point of view of comfort, appearance, harmonious design and function. It is quite likely that the management, with the best of intentions, may wish to spare the librarian this extra load and may have no way of knowing that this is a responsibility a librarian is not only eager to undertake but one he will prepare himself to take. Perhaps the best results would be if this responsibility is shared by the librarian, architect, administrator and consultant if and when necessary. It is unfortunate that, in India, while considerable attention is paid to the planning and design of library furniture. As a matter of fact considerable expenses are incurred in the construction of library building leaving very little for purchasing furniture. This has resulted in a lop-sided planning of library furniture and equipments.

15.2 FACTORS IN PLANNING

Some of the factors to be considered in the planning of library furniture equipment are:

- ❖ Collection – Macro- Documents, such as books bound volumes of periodicals: Micro – Documents like reports article in periodicals.

BLIS-02 BLOCK -06

Unit -16 LIBRARY STANDARDS

Structure:

- 24.0 Objectives
- 24.1 Introduction
- 24.2 Definition Analysis
- 24.3 Furniture/Fitting Standards
- 24.4 Space/Building Standards
- 24.5 Summary
- 24.6 Answers to Self Check Exercise
- 24.7 Keywords
- 24.8 References and Further Reading

16.0 OBJECTIVES

After reading the unit, you should be able to

- ❖ Define a Standard and recognize different types of standards
- ❖ Acquaint yourself with Standards pertaining to Furniture/Fittings and Space/Building Standards.

16.1 INTRODUCTION

Scientific management of library work and service have led to the formulation and establishment of standards for library work and service. For the purpose of brevity, we shall be using the term “Library Standard” to denote standards for library work and service. Library standards are helpful in planning, instructing, implementing, testing and controlling any area of activity in libraries and information centres. This has been clearly expressed in the “Introduction to Standards may be defined as the criteria by which library services may be measured and assessed. They are determined by professional librarians. They in order to attain and maintain the objectives they have set themselves. Standards may be interpreted variously as the pattern of an ideal, a model procedure, a measure for appraisal, a stimulus for the future development and improvement and as an instrument to assist decision and action not only to librarians themselves, but for laymen concerned indirectly with the institution’s planning and administration of library services. The adoption of it does not imply a loss of individually, a cut to initiative or a pattern to which all... “library development must conform...”.

These library standards provide an essential basis for planning of libraries. These standards usually.

- a) Provide an objective basis for decision making.
- b) Aid the equitable distribution of work while delegating responsibility.
- c) Provide an objective test for measurement of effectiveness of different method.

BLIS -3

Information Processing (Theory-1)

BLOCK

1

THEORY OF LIBRARY CLASSIFICATION

UNIT 1

Library Classification: Need, purpose and function

UNIT 2

Types of Classification systems

UNIT 3

Structure, development, growth of universe of subject, modes of formation

UNIT 4

General theory of classification: Principles, postulates and canons

BLIS:03BLOCK:01

UNIT: 01 – LIBRARY CLASSIFICATION NEED, PURPOSE AND FUNCTIONS.

Structure:

- 1.0 Objectives
- 2.0 Introduction
- 3.0 Documents
 - 3.1 Documents and their nature.
 - 3.2 Organization and arrangement of documents in libraries.
- 4.0 Classification
 - 4.1 Meaning – Basic concepts
 - 4.2 Library classification – Definition and meaning.
 - 4.3 Need for Library classification
 - 4.4 Purpose and functions of Library classification
- 5.0 Summary
- 6.0 Answers to self check exercises.
- 7.0 Keywords
- 8.0 References for further Reading.

1. OBJECTIVES

The objective of this course unit is to familiarize you to-

- ❖ Understand the type of documents the library acquires for use by users/readers in the library.
- ❖ Importance of arranging the acquired library documents for easy access and use.
- ❖ Identify the factors determining the arrangement of different library documents in libraries.
- ❖ Identify different approaches of users for documents.
- ❖ State and understand the meaning of library classification.
- ❖ Identify the need, purpose and functions of library classification.

2. INTRODUCTION

Libraries are functional units attached to parent organizations. The parent organizations may be Government, an industry; R & D Institutions; a college, a school; university; commercial establishment etc. The libraries select and collect various kinds of materials or documents for use by the users. The types of collections in the library include, printed books, periodicals, reports, newspapers, manuscripts, maps, charts, micro-documents,

CD-ROMS, video and audio cassettes, etc. All these collections should necessarily be arranged systematically for easy and convenient use by the users. Thus, the purpose facilitate and promote the use of documents acquired in the library.

Users visit the library in search of documents. There are three possible ways in which users search or demand library material or documents.

BLIS:03BLOCK:01

UNIT: 02 – Types Of Classification

Structure:

- 25.0 Objectives
- 25.1 Introduction
- 25.2 Species of Library Classification
 - 25.2.1 Enumerative Classification
 - 25.2.2 Almost Enumerative Classification
 - 25.2.3 Almost Faceted Classification
 - 25.2.4 Rigidly Faceted Classification
 - 25.2.5 Almost Freely Faceted Classification
 - 25.2.6 Freely Faceted Classification
- 25.3 Depth Classification
- 25.4 Summary
- 25.5 Answers to Self Check Exercise
- 25.6 Keywords
- 25.7 References and Further Reading

BLIS-03 BLOCK -01

UNIT-3 MODES OF FORMATION, STRUCTURE AND DEVELOPMENT OF SUBJECTS

Structure:

- 26.0 Objectives
- 26.1 Introduction
- 26.2 Modes of Formation of Subjects
 - 26.2.1 Lamination
 - 26.2.2 Loose Assemblage
 - 26.2.3 Fission
 - 26.2.4 Fusion
 - 26.2.5 Distillation
 - 26.2.6 Clustering
 - 26.2.7 Agglomeration
- 26.3 Structure
 - 26.3.1 Dichotomy
 - 26.3.2 Decachotomy
 - 26.3.3 Polychotomy
- 26.4 Development
 - 26.4.1 The Past
 - ❖ Research in parallel
 - ❖ Time-Lag
 - 26.4.2 The Present
- 26.5 Spiral of development of new subjects
- 26.6 Summary
- 26.7 Answers to Self Check Exercise
- 26.8 References and Further Reading
- 3.0 OBJECTIVES**

This Unit helps in understanding the various Modes of Formation of Subjects : Structure and Development of subjects.

At the end of the Unit, you should be able to

- ❖ Describe different modes of formation of subjects;
- ❖ Describe different types of structuring of the subjects; and

- ❖ Describe the important features of development of subjects in the Universe of Subjects.

3.1 INTRODUCTION

Man is said to be an intelligent animal since he has the ability to think and take decisions. The thinking integrated with the aid of logic results in ideas, and when ideas get organized or systematized in the form of the body of ideas, a subject is formed.

BLIS-03 BLOCK -01

UNIT-4 MODES OF FORMATION, STRUCTURE AND DEVELOPMENT OF SUBJECTS

Structure:

- 27.0 Objectives
- 27.1 Introduction
- 27.2 Theory of Classification
 - 27.2.1 Importance of Theory
 - 27.2.2 Need for Theory
 - 27.2.3 Development of Theory
- 27.3 Descriptive Theory of Library of Library Classification
 - 27.3.1 J.D Brown
 - 27.3.2 E.C Richardson
 - 27.3.3 E.W Hulme
 - 27.3.4 W.C.B Sayers
 - 27.3.5 H.E Bliss
 - 27.3.6 S.R Ranganathan
- 27.4 Dynamic Theory of Library Classification
 - 27.4.1 S.R Ranganathan
 - 27.4.2 Mapping of Universe of Knowledge
 - 27.4.3 Laws of Library Science
 - 27.4.4 Basic Laws
 - 27.4.5 Fundamental Categories
 - 27.4.6 Principles of Facet Sequence
 - 27.4.7 Canons of Classification
 - 27.4.8 Role of Postulates, Canons and Principles
- 27.5 Summary
- 27.6 Keywords
- 27.7 Answers to Self Check Exercise
- 27.8 References and Further Reading

4.0 OBJECTIVES

On studying this unit, you will be familiar with:

- i. The need for and importance of a general theory of library classification.

- ii. The two stages of development of theory of library classification viz. descriptive theory and dynamic theory.
- iii. Contributions of Brown, Richardson, Hulme, Sayers, Bliss and Rananathan
- iv. The place of postulates, principles and canons in the theory of library classification.

BLIS -3

Information Processing (Theory-1)

BLOCK

2

POSTULATION APPROACH TO CLASSIFICATION

UNIT 5

Normative principles of classification- three planes of works: Idea Plane, Verbal Plane and Notation Plane, Canons Governing three planes of work

UNIT 6

Facet Analysis and Principles of facet sequence

UNIT 7

Fundamental categories

BLIS-03 BLOCK -02

UNIT-5 NORMATIVE PRINCIPLES OF CLASSIFICATION

Three Planes of Work; Idea Plane, Verbal Plane, Notational Plane. Canons Governing Three Planes of Work

Structure:

- 28.0 Objectives
- 28.1 Introduction
- 28.2 Normative Principles
 - 28.2.1 Concepts
 - 28.2.2 Levels
- 28.3 Three planes of work
 - 28.3.1 Canons of classification
 - 28.3.1.1 Work and Canons for Idea Plane
 - 28.3.1.2 Work and Canons for Verbal Plane
 - 28.3.1.3 Work and Canons for Normative Plane
- 28.4 Summary
- 28.5 Answers to self check exercises
- 28.6 Keywords
- 28.7 References and Further Reading

5.0 OBJECTIVES

The books after acquisition, accessing are transferred to technical processing section, for Classification and Cataloguing. For Classification of books various schemes are available. The practical knowledge of classification schemes should be based on sound guiding principles-the basis on which the system of Library classification is designed. In this unit you are introduced to the basic guiding principles involved in the design of Library Classification Systems in general and the Colon Classification in particular.

After reading this unit you will be able to:

- ❖ Know the Normative Principles of Classification
- ❖ Know the Types and Levels of Normative Principles

- ❖ Get acquainted with the Three Planes of Work
- ❖ Be familiar with the Canons Governing the Three Planes

5.1 INTRODUCTION

The Unit 4 of this Block has acquainted with the broad idea of theoretical basis of classification. The Principles, the Postulates and the Canons are the fundamental concepts that need to be studied to understand the scientific basis of design of a classification system and also the distinguishing characteristics among different schemes.

BLIS-03 BLOCK -02

UNIT-6 FACET ANALYSIS AND PRINCIPLES OF FACET SEQUENCE

Structure:

- 29.0 Objectives
- 29.1 Introduction
- 29.2 Facet Analysis
 - 29.2.1 Definitions of Facet
 - 29.2.2 Definitions of Facet Analysis
 - 29.2.3 Colon Classification and Facet Analysis
 - 29.2.4 Dewey Decimal Classification and Facet Analysis
 - 29.2.5 Universal Decimal Classification and Facet Analysis
- 29.3 Facet Sequence
 - 29.3.1 Facet Sequence in Colon Classification
 - 29.3.2 Facet Sequence in Dewey Decimal Classification
- 29.4 Principle for Facet Sequence
- 29.5 Some General Observations
- 29.6 Summary
- 29.7 Answers to Self Check Exercises
- 29.8 Keywords
- 29.9 References and Further reading

6.0 OBJECTIVES

After reading this unit, you will be able to:

- ❖ Understand the meaning of Facet and Facet Analysis and their implications to Library Classification of Books and other reading materials.
- ❖ Solve the problems of sequencing the Isolate Ideas of a subject with the help of Principles of Facet Sequence as enunciated by S.R Ranganathan.

6.1 INTRODUCTION

This Unit offers study material on the concept of Facet Analysis and explains the Principles of Facet Sequence. An understanding of these concepts is essentials to the

classification approach to documents. Classification of documents in a library involves an analysis of the contents of documents into various facets. This Unit will bring the concept of facet and facet analysis and the principles of facet sequence as stated by S.R Ranganathan.

BLIS-03 BLOCK -02

UNIT-7 FUNDAMENTAL CATEGORIES

Structure:

- 30.0 Objectives
- 30.1 Introduction
- 30.2 Postulate of Fundamental Categories
- 30.3 Fundamental Categories
 - 30.3.1 Time
 - 30.3.2 Space
 - 30.3.3 Energy
 - 30.3.4 Matter
 - 30.3.5 Personality
- 30.4 Summary
- 30.5 Keywords
- 30.6 Model Answers to self check exercises
- 30.7 References and Further Reading

7.0 OBJECTIVES

This unit is intended to introduce the concept of fundamental categories. A knowledge of the Fundamental categories helps in the analysis of the different facets of a compound subject. After reading and understanding this unit, you will be able to:

- ❖ Understand the Postulate of Fundamental Categories
- ❖ Obtain an insight and familiarity with the five Fundamental Categories : Personality, matter, Energy, Space and Time

7.1 INTRODUCTION

In order to organize the universe of subjects, different methods and approaches have been adopted by classifications who design and develop classification systems. However all of them are not as systematic as the Postulation Approach of Ranganathan. According to him, every subject discussed in a document/book has one or more facets. According to him, every subject discussed in a document/book has one or more facets. A basic facet which is the first context-specifying facet is called as the basic subject, to which one or more isolate ideas are attached. These isolate ideas have been called as “Fundamental Categories” by Ranganathan. He enunciated a Postulate called postulate of Fundamental Categories which is discussed in detail in the succeeding section.

7.2 POSTULATE OF FUNDAMENTAL CATEGORIES

Mapping of subjects being a complicated task, different schemes have dealt with mapping in a different manner. As Ranganathan's approach is guided by a set of postulates, it has been termed as Postulational approach.

BLIS -3 Information Processing (Theory-1)

BLOCK

3

NOTATION NEED, FUNCTION AND QUALITY

UNIT 8

Notation-Types and Qualities

UNIT 9

Canons for notations

UNIT 10

Mnemonics and devices

UNIT 11

Assigning of call numbers: different methods

BLIS-03 BLOCK -03

UNIT-8 Notation; Types and Qualities

Structure:

- 31.0 Objectives
- 31.1 Introduction
- 31.2 What is notation?
- 31.3 Need for notation
- 31.4 Types of notation
- 31.5 Functions of notation
- 31.6 Qualities of notation
- 31.7 Summary
- 31.8 Answers to self check exercises
- 31.9 References and further reading

BLIS-03 BLOCK -03

UNIT-9 CANONS FOR NOTATION

Structure:

- 32.0 Objectives
- 32.1 Introduction
- 32.2 Basic Terminology
- 32.3 Canons of Synonym and Homonym
 - 32.3.1 Canon of Synonym
 - 32.3.2 Canon of Homonym
- 32.4 Antithetic Pairs of Canons
 - 32.4.1 Canon of Relativity and Canon of Uniformity
 - 32.4.2 Canon of Hierarchy and Canon of Non-Hierarchy
 - 32.4.3 Canon of Mixed Base and Canon of Pure Base
 - 32.4.4 Canon of Faceted Notation and Canon of Non-Faceted Notation
 - 32.4.5 Canon of Co-Extensiveness and Canon of Under-Extensiveness
- 32.5 Additional Canons required for Notational System
 - 32.5.1 Canons for a Notational System for a Growing Universe
 - 32.5.2 Cannons for Hospitality in Array
 - 32.5.2.1 Canon of Extrapolation in Array
 - 32.5.2.2 Canon of Interpolation in Array
 - 32.5.3 Canons for Hospitality in Chain
 - 32.5.3.1 Canon of Extrapolation in Chain
 - 32.5.3.2 Canon of Interpolation in Chain
- 32.6 Summary
- 32.7 Answers to Self Check Exercises
- 32.8 References and Further Reading

BLIS-03 BLOCK -03

UNIT-10 Mnemonics and Devices

Structure:

- 33.0 Objectives
- 33.1 Introduction
- 33.2 Mnemonics: Definition and Meaning
- 33.3 Value of Mnemonics
- 33.4 Kinds of Mnemonics
 - 33.4.1 Alphabetical Mnemonics
 - 33.4.2 Scheduled Mnemonics
 - 33.4.3 Systematic Mnemonics
 - 33.4.4 Seminal Mnemonics
- 33.5 Devices
 - 33.5.1 Concepts of Device-Definition and Meaning
 - 33.5.2 Advantages of Devices
 - 33.5.3 Types of Devices
- 33.6 Some General Observations
- 33.7 Summary
- 33.8 Answers to self check exercises
- 33.9 Keywords
- 33.10 References and Further Reading

BLIS-03 BLOCK -03

UNIT-11 CALL NUMBER: PURPOSE, STRUCTURE AND METHODOLOGY FOR ASSIGNING CALL NUMBERS TO BOOKS/DOCUMENTS

Structure:

- 34.0 Objectives
- 34.1 Introduction
- 34.2 Call Number
 - 34.2.1 Functions of a Call Number
- 34.3 Class Number
- 34.4 Book Number
 - 34.4.1 Use of Name of the Author as Book number
 - 34.4.2 Year of Publication as Book Number
 - 34.4.3 Book Number According to Colon Classification
- 34.5 Collection Number
 - 34.5.1 Canon of Collection number
- 34.6 Summary
- 34.7 Keywords
- 34.8 Answers to self check exercise
- 34.9 References and Further Readings

11.0 OBJECTIVES

As books have to be arranged in a library and also to retrieve them quickly as and when necessary, there is a necessity to use a scheme of Classification. Using the scheme the books are assigned Call Numbers. In this Unit, details regarding Call numbers and the method of constructing it is highlighted. After studying this unit you will be able to:

- ❖ Get a clear idea about the Call Number and its components, and
- ❖ Understand the method of constructing it with reference to Colon Classification.

11.1 INTRODUCTION

In order to classify documents, the various schemes of Classification have certain unique features and use various devices, especially with reference to the newly emerging subjects. In

other words, providing for hospitality of new subjects seems to be a common characteristic of all classification schemes.

In this unit, the method adopted by Colon Classification for the purpose of subject description and also for fixing the relative position of a book in the collection through the assigning of a Call Number has been discussed.

11.2 CALL NUMBER

The question that would come to you as a student is “What is a Call Number?” Perhaps, one can explain by defining it structurally.

BLIS -3 Information Processing (Theory-1)

BLOCK

4

STUDY OF SCHEME OF CLASSIFICATION

UNIT 12

DDC

UNIT 13

UDC

UNIT 14

CC

BLIS-03 BLOCK -04

UNIT-12 Dewey Decimal Classification

Structure:

- 35.0 Objectives
- 35.1 Introduction
- 35.2 Melvil Dewey
- 35.3 DDC: A historical perspective
 - 35.3.1 First edition to twentieth-edition: a brief study
 - 35.3.2 Twenty-First edition
- 35.4 Features of DDC
 - 35.4.1 Philosophical basis
 - 35.4.2 Hierarchical basis
 - 35.4.3 Divisions and subdivisions
 - 35.4.4 Relative index
 - 35.4.5 Number building
- 35.5 Electronic Editions
- 35.6 Evaluation of DDC
 - 35.6.1 Merits
 - 35.6.2 Drawbacks
- 35.7 Summary
- 35.8 Self check exercises
- 35.9 Keywords
- 35.10 References and further reading

BLIS-03 BLOCK -04

UNIT-13 UNIVERSAL DECIMAL CLASSIFICATION (UDC)

Structure:

- 36.0 Objectives
- 36.1 Introduction
- 36.2 Universal Decimal classification
 - 36.2.1 Origin and Development
 - 36.2.2 Types of edition
 - 36.2.3 Organizational Support
 - 36.2.4 Revision policy
- 36.3 Structure of UDC
 - 36.3.1 Main Tables
 - 36.3.2 Auxiliary Tables
 - 36.3.3 Common Auxiliaries
 - 36.3.4 Special Auxiliaries
- 36.4 Notation
 - 36.4.1 Subordinate to order
 - 36.4.2 Simplicity
 - 36.4.3 Lengthy
 - 36.4.4 Hospitality
 - 36.4.5 Flexibility
 - 36.4.6 Synthesis
 - 36.4.7 Mnemonics
 - 36.4.7.1 Types of Mnemonics
- 36.5 Significances of UDC
- 36.6 Summary
- 36.7 Answers to self check exercises
- 36.8 Keywords
- 36.9 References and Further Reading

37.0 OBJECTIVES

- ❖ This unit enables you to understand the
- ❖ Meaning of Classification

- ❖ Major schemes of Classification that are generally accepted
- ❖ Genesis and development of Universal Decimal Classification
- ❖ Variety and size of different editions of UDC
- ❖ Revision policy of UDC
- ❖ Significance of UDC
- ❖ Use Classification procedure according to UDC. Use it in Libraries.

13.1 INTRODUCTION

The term classification is defined differently in different disciplines. This is process by which similar things are put together and dissimilar things are separated. Library classification attempts at the systematic arrangement of documents with the help of some classification system or scheme. Any such scheme is a major tool for a librarian to bring all related documents together and arrange them in a helpful sequence. The arrangements of the documents should there for be such that, it should save the time of the reader in his pursuit of knowledge. The efficiency of a classification system can be evaluated against its effective retrieval and use.

Scheme of classification.

The major scheme of classification are:

- 1. Dewey Decimal Classification (DDC)**
- 2. Universal Decimal Classification (UDC)**
- 3. Library of Congress (LC)**
- 4. Colon Classification (CC)**
- 5. Bibliographic Classification (BC)**

As the purpose of this unit is to know about universal Decimal Classification, we shall concentrate on the same.

13.2 UNIVERSAL DECIMAL CLASSIFICATION (UDC)

The Universal Decimal Classification (UDC) was originally derived from the Dewey Decimal Classification (DDC) by to Belgians-Paul Outlet and Henri La Fontaine. They adopted DDC because of to reasons-Firstly the DDC Notation had great attraction for universal usage, and secondly the Arabic numerals used in this scheme have wider applications then any other notational scheme. They added a number of synthetic devices and auxiliary tables to over come the problem of the total enumerative structure of DDC and the outcome was a much more flexible and detailed classification scheme- UDC

13.2.1 Origin and development of UDC

The main classes of DDC form the base of UDC. DDC is an enumerative system of classification where in all the envisaged subjects belong in to the universe of knowledge are exhaustively divided, subdivided, listed and coded.

The first international conference on Bibliography held in 1895 at Brussels amongst its various recommendations, helped in the establishment of Institute International de Bibliography (IIB) the IIB sponsored a project under the leadership of Paul Otlet and Henri La Fontaine. As DDC was the only general scheme available, the IIB sought permission from Dewey to expand the DDC and use it for the above project, based on the extension and adaptation of the edition 5 of DDC scheme (1894), the first Universal Decimal Classification (UDC) was published during 1897-1905 in 35 parts.

BLIS-03 BLOCK -04

UNIT-14 Colon Classification

Structure:

- 14.0 Objectives
- 14.1 Introduction
- 14.2 Colon Classification
 - 14.2.1 Colon Classification Version 1
 - 14.2.2 Colon Classification Version 2
 - 14.2.3 Colon Classification Version 3
- 14.3 Principles Of Colon Classification
 - 14.3.1 Basic Facet
 - 14.3.2 Planes Of Work
 - 14.3.3 Rounds And Levels
 - 14.3.4 Facet Sequence
- 14.4 Notation
 - 14.4.1 Mixed Notation-Indicator Digits
 - 14.4.2 Empty Digit
- 14.5 Devices
 - 14.5.1 Chronological Device;
 - 14.5.2 Geographical Devices;
 - 14.5.3 Subject devices;
 - 14.5.4 Alphabetical device; and
 - 14.5.5 Enumeration Device
- 14.6 Phase Relations
- 14.7 Systems and Specials
- 14.8 Practical Work of CC
- 14.9 Summary
- 14.10 Keywords
- 14.11 Answers to self check exercises
- 14.12 References and Further Readings

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

INFORMATION PROCESSING (Theory-2)

BLIS-4

Block-1

KARNATKA STATE OPEN UNIVERSITY

MANASAGANGONTRI, MYSORE-570 006

BLIS -4

**Information Processing
(Theory-2)**

BLOCK

1

INTRODUCTION TO LIBRARY CATALOGUING

UNIT 1

Library catalogues Objectives. Purpose and Functions

UNIT 2

Physical forms of catalogues

UNIT 3

Type of catalogues: Inner formats

BLIS-4 BLOCK-1

UNIT-1 LIBRARY CATALOGUES: OBJECTIVES, PURPOSE AND FUNCTIONS

Structure

- 1.0 Objective
- 1.1 Introduction
- 1.2 Library catalogues
 - 1.2.1 Definition
 - 1.2.2 Library Catalogues vis-à-vis tools other Bibliographical
 - 1.2.2.1 Library Records
 - 1.2.2.2 Bibliographical Tools
 - 1.2.2.3 Trade Catalogues
 - 1.2.3 Need for a library catalogue
 - 1.2.4 Objectives of a library catalogue
 - 1.2.5 Functions of a Library catalogue
- 1.3 Impact of Five Laws of Library Science
- 1.4 Process of cataloging
- 1.5 Cataloguing versus Classification
- 1.6 Summary
- 1.7 Answers to self check exercises
- 1.8 Keywords
- 1.9 Reference and Further reading

1.0 OBJECTIVE

Various tools and techniques have been developed in order to meet the information retrieval function. Of the many tools, the library catalogue is the most important and useful one, which helps in identifying, tracing and locating the documents in the library. After studying this unit, you will be able to.

- I. Define a library catalogue:**
- II. Differentiate a Library catalogue form other records available in the library:**
- III. Describe the impact of five laws on cataloguing:**
- IV. Explain the need, Objectives and functions of a library catalogue and**
- V. High light the symbiotic relationship between cataloguing and classification.**

1.1 INTRODUCTION

Cataloguing is a process by which the bibliographical elements of a document (physical description) is recorded in a standard format, according to a chosen set of rules and procedures. It library catalogue is the list of the records representing the different documents and is systematically arranged so as to make it a retrievable tool. In short, the process of making it is cataloguing while the product is the library catalogue.

BLIS-4 BLOCK-1

UNIT-2 PHYSICAL FORMS OF CATALOGUES

Structure

- 2.0 Objective
- 2.1 Introduction
- 2.2 Different Physical Forms of Library Catalogues
 - 2.2.1 Conventional / Traditional Form
 - 2.2.2 Non Conventional / Modern Forms
 - 2.2.3 Cataloguing Systems : A Comparison
- 2.3 Characteristics of an Ideal Physical Forms of Catalogue
- 2.4 Summary
- 2.5 Answers to self check Exercises
- 2.6 Keywords

2.0 OBJECTIVE

In unit I, you have learnt about the basic definitions, objectives, purposes and function of library catalogues. In this unit, you are introduced to the physical forms of a catalogue.

After reading this unit, you will be able to:

- ❖ Grasp the different physical forms of library catalogues.
- ❖ Compare the relative advantages and disadvantages.
- ❖ Explain the unit card principals.
- ❖ Mention the features of machine readable catalogue as a versatile tool.
- ❖ Study the best physical forms of library catalogue.

2.1 INTRODUCTION

Over the decades the evolution of library and information centers has enabled the library professionals to innovate different physical forms of library catalogues. The primary forms for library catalogues are the card catalogue, the microform catalogue, the book catalogue and the computer accessed catalogue, the last is usually referred to as an online catalogue. When catalogue records were manually produced hand written, typed or type set there were only a few options for physical forms: card and to a limited extent, microform. Within these forms, considerations of cost and bulk placed a severe limit on the

amount of information that could be included in a given record and on the number of access points, the advent of catalogue automation made a major difference in the potential forms the catalogues could take and in the variety of features an individual catalogue could exhibit. New networking of libraries has become possible through satellite service. This led to online public access catalogues (OPAC) connecting distant libraries through terminals for use by remote control.

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

INFORMATION PROCESSING (Theory-2)

BLIS-4

Block-2

KARNATKA STATE OPEN UNIVERSITY

MANASAGANGONTRI, MYSORE-570 006

BLIS -4

Information Processing

(Theory-2)

BLOCK

2

**THEORY AND DEVELOPMENT OF
CATALOGUING**

UNIT 4

Historical Perspective

UNIT 5

Normative principles of cataloguing Canons and principal

UNIT 6

Development of catalogue code

BLIS-4 BLOCK-2

UNIT-4 CATALOGUES AND CATALOGUING **HISTORICAL PERSPECTIVES**

Structure

- 1.0 Objective
- 1.1 Introduction
- 1.2 Catalogue of early period
- 1.3 Medieval Age
- 1.4 Modern Period (17th to 19th century)
 - 1.4.1 British Museum code
 - 1.4.2 Jewett code 1853
 - 1.4.3 Crestadoro Code 1856
 - 1.4.4 Cutter Code 1876
- 1.5 Developments in the 20th Century
- 1.6 Summary
- 1.7 Answers to self check exercises
- 1.8 Keywords
- 1.9 References

BLIS-4 BLOCK-2

UNIT-5 NORMATIVE PRINCIPLES OF CATALOGUING

Structure

- 5.0 Objective
- 5.1 Introduction
- 5.2 Definition
- 5.3 Purpose of Normative of Principals
- 5.4 Categories of Normative Principals
- 5.5 General Normative Principals
 - 5.5.1 Five Laws of Library Science
 - 5.5.2 Four General Laws
 - 5.5.2.1 Law of Interpretation
 - 5.5.2.2 Law of Impartiality
 - 5.5.2.3 Law of Symmetry
 - 5.5.2.4 Law of Parsimony
- 5.6 Canons of Cataloguing
 - 5.6.1 Canon of Ascertain ability
 - 5.6.2 Canon of Prepotency
 - 5.6.3 Canon of Individualization
 - 5.6.4 Canon of Sought Heading
 - 5.6.5 Canon of Context
 - 5.6.6 Canon of Permanence
 - 5.6.7 Canon of Currency
 - 5.6.8 Canon of consistence
 - 5.6.9 Canon of recall Value
- 5.7 Principles
 - 5.7.1 Principles of Local Variation
 - 5.7.2 Principles of Osmosis
- 5.8 Summary
- 5.9 Answers to self check exercises
- 5.10 Key words
- 5.11 References and further Reading

1.0 OBJECTIVE

The previous unit (4) has introduced you to the historical perspective of catalogue. In this unit we discuss the normative principles of cataloguing.

After reading this unit you will be able to.

- ❖ Define the Normative Principles
- ❖ Identify the purpose Normative Principles

BLIS-4 BLOCK-2

UNIT-6 DEVELOPMENT OF CATALOGUING AND CATALOGUE CODES

Structure

- 6.0 Objective
- 6.1 Introduction
- 6.2 Developments in the twentieth century
- 6.3 Anglo-American Code: Catalogue Rules; Author and title Entries (1908)
- 6.4 ALA Catalogue Rules: Author and title Entries (ALA draft code 1941)
- 6.5 ALA Cataloguing Rules: Author and title Entries (ALA draft code 1949)
- 6.6 Code of Cataloguing Rules (CCR 1960)
- 6.7 The Paris Principles (ICCP 1961)
- 6.8 Anglo-American Cataloguing rules (AACR1967)
- 6.9 International Standard Bibliographic Description (ISBD)
- 6.10 6.10 Anglo-American Cataloguing Rules, Second Edition (AACR2 1978)
- 6.11 Anglo-American Cataloguing Rules, Second Edition 1988 Revision (AACR2R)
- 6.12 Some Important Cataloguing codes of other Countries
- 6.13 Current Trends
- 6.14 New Challenges Cataloguing in the Internet and Digital Library Environment.
- 6.15 Summary
- 6.16 Answers to self check Exercises
- 6.17 Key words
- 6.18 References

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

INFORMATION PROCESSING (Theory-2)

BLIS-4

Block-3

KARNATKA STATE OPEN UNIVERSITY

MANASAGANGONTRI, MYSORE-570 006

BLIS -4

**Information Processing
(Theory-2)**

BLOCK

3

CATALOGUING CONCEPTS AND SURROGATES

UNIT 7

Kinds of entries, their structures and uses

UNIT 8

Entry elements in different type of entries

UNIT 9

Centralization and co-operative cataloguing. Cataloguing at source Shared cataloguing and current developments.

BLIS-4 BLOCK-3

UNIT-7 KINDS OF ENTRIES, THEIR STRUCTURES & USES

Structure

- 1.0 Objective
- 1.1 Introduction
- 1.2 Catalogue Entry – Definition and Meaning
- 1.3 Need and purpose of catalogue entries
- 1.4 Sample Catalogue and Format
 - 1.4.1 Unit Cord System
- 1.5 Kinds of Entries
 - 1.5.1 Classified Catalogue and Dictionary Catalogue.
 - 1.5.2 Kinds of Entries in Dictionary Catalogue
 - 1.5.3 Cross Reference Entries
 - 1.5.4 Analytical Entries
- 1.6 Summary
- 1.7 Answers to self check Exercises
- 1.8 Key Words
- 1.9 Reference and Further Reading.

7.0 OBJECTIVE

On studying this unit, you will be able to.

- ❖ Define the concept of an entry in a catalogue and its significance.
- ❖ Explain the need and purpose of an entry
- ❖ Identify the different kinds of entries in the Dictionary catalogue and classified catalogue.
- ❖ Distinguish the differences between the various kinds of entries in the dictionary catalogue and classified catalogue.

7.1 INTRODUCTION

In the previous Units, you have read about the function of a Catalogue and the types of catalogue as Dictionary and classified catalogue. You have also understood that every document had to be catalogued and provided as access through multiple approaches such as author, subject, title, collaborator (s), series and any other alternative names of persons and subjects. For this

purpose, you have to prepare a catalogue consisting of entries in the systematic order. Therefore we use catalogue codes for guideline in the preparation of various entries. There are two catalogue codes of importance and you will study Anglo-American Cataloguing Rules (AACR) and will make reference to classified catalogue code (CCC) wherever necessary.

BLIS-4 BLOCK-3

UNIT-8 DATA ELEMENTS IN DIFFERENT TYPES OF ENTRIES

Structure

- 2.0 Objective
- 2.1 Introduction
- 2.2 Data Elements
 - 2.2.1 Data Elements in the Descriptive cataloguing
 - 2.2.2 Data Elements in the limited Cataloguing
 - 2.2.3 Data Elements in Dictionary Catalogue (AACR2)
 - 2.2.3.1 Levels of Description
 - 2.2.3.2 Main Elements in AACR II
- 2.3 Cross Reference Entries
- 2.4 Summary
- 2.5 Answers to self check Exercises
- 2.6 Keywords
- 2.7 Reference and Further Reading

8.0. OBJECTIVE

This unit has been prepared with the following objectives.

- ❖ To describe the nature and kinds of data Elements in a catalogue.
- ❖ To show the difference between the kinds of data Elements in Descriptive catalogue and classified catalogue.
- ❖ To explain the various types of entries according to AACR2.
- ❖ To Provide an over view of the various levels of description as per AACR2.

8.1. INTRODUCTION

You have read in the Unit 7, about the kinds of entries in Dictionary catalogue. You have also read the differences between various entries and the nature of information given for each kind of entry. In this Unit. We provide you an overview of the data Elements as per AACR2. The kinds of Data Elements you use for preparing various entries differ form one another and form

one code to another. While, AACR2 adopts Descriptive Cataloguing, the CCC follows the limited cataloguing concept.

8.2. DATA ELEMENTS

AACR2 defines an Element as a “Word phases, or group of characters representing a distinct unit of bibliographic information and forming part of an area of the description”

International Standard for Bibliographic Description (ISBD) has specified certain data elements under the following areas of Description.

BLIS-4 BLOCK-3

UNIT-9 Cataloguing Concepts and Surrogates centralized and Co-operative Cataloguing

Structure

- 3.0 Objective
- 3.1 Introduction
- 3.2 Centralized Cataloguing
 - 3.2.1 Definition
 - 3.2.2 Objectives
 - 3.2.3 Forms of Centralization
- 3.3 Co-operative Cataloging
 - 3.3.1 Definition
 - 3.3.2 Objectives
 - 3.3.3 Forms of Co-operative
- 3.4 Current Developments
- 3.5 Summary
- 3.6 Answers to self check Exercises
- 3.7 Key Words
- 3.8 References and Further reading

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

INFORMATION PROCESSING (Theory-2)

BLIS-4

Block-4

KARNATKA STATE OPEN UNIVERSITY

MANASAGANGONTRI, MYSORE-570 006

BLIS -4

**Information Processing
(Theory-2)**

BLOCK

4

**STRUCTURE AND FUNCTIONS OF
BIBLIOGRAPHIC RECORDS**

UNIT 10

**Tools for subject cataloguing: LCSH and sears List of Subject
Heading**

UNIT 11

Standard formats –ISBD & MARC

BLIS-4 BLOCK-4

UNIT-10 Tools for Subject Cataloguing

Structure

- 4.0 Objective
- 4.1 Introduction
- 4.2 Evolution of Lists of Subject Headings
- 4.3 Kinds of lists of subject Headings
- 4.4 Library of Congress Subject Headings
 - 4.4.1 Main Headings
 - 4.4.2 Subdivisions
 - 4.4.3 Pattern Headings
 - 4.4.4 Class Numbers
 - 4.4.5 Scope Notes
 - 4.4.6 References
 - 4.4.7 Categories of Headings Included
 - 4.4.8 Categories of Headings Omitted
- 4.5 Sears list of Subject Headings
 - 4.5.1 Main Headings
 - 4.5.2 Subdivisions
 - 4.5.3 Class Numbers
 - 4.5.4 Scope Notes
 - 4.5.5 References
 - 4.5.6 Categories of Headings Omitted
- 4.6 Summary
- 4.7 Answers to self check Exercises
- 4.8 Key words
- 4.9 References and Further Reading

BLIS-4 BLOCK-4

UNIT-11 Standard Formats: ISBD and MARC

Structure

- 5.0 Objective
- 5.1 Introduction
- 5.2 Bibliographic records
- 5.3 Standard formats
 - 5.3.1 Definition
 - 5.3.2 Need
 - 5.3.3 ISBD versus MARC
- 5.4 ISBD
- 5.5 MARC
 - 5.5.1 US MARC Structure
- 5.6 Summary
- 5.7 Answers to self check Exercises
- 5.8 Keywords
- 5.9 References and Further Reading

11.0 OBJECTIVE

This unit enabled you to learn about the following:

- ❖ Bibliographic records and their function.
- ❖ Need for Standard formats for bibliographic records.
- ❖ Major Standard formats like ISBD, MARC and CCF

11.1 INTRODUCTION

The task of bibliographers and catalogues is to make a complete and accurate analysis of bibliographic items; the results of this analysis are recorded. This is referred to as 'Bibliographic Records' containing bibliographic data and elements. Bibliographic data is information pertaining to the distinguished by board function. They are:

- I. Data which unequally identify a particular document (Eg. Data of publication)
- II. Data which reveal an association of two or more documents (Eg. Common Authorship)

III. Data which describe some characteristic of the intellectual content of a document (Eg. Subject)

The need for unique identification of documents, especially important in automated system, led to the development of ISBN (International Standard Book Number) ISSN (International Standard Serial Number).

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

INFORMATION PROCESSING (Theory-2)

BLIS-4

Block-5

KARNATKA STATE OPEN UNIVERSITY

MANASAGANGONTRI, MYSORE-570 006

BLIS -4

**Information Processing
(Theory-2)**

BLOCK

5

**CHOICE AND RENDERING OF HEADINGS
(ACCORDING TO AACR-II)**

UNIT 12

Western names and indic Names

UNIT 13

Personal authors, corporate authors and title as headings

UNIT 14

Filing rules-classified and alphabetical

BLIS-4 BLOCK-5

UNIT-12 Western And Indic Names

Structure

- 6.0 Objective
- 6.1 Introduction
- 6.2 Author Catalogue
 - 6.2.1 Authorship
 - 6.2.2 Choice of heading
 - 6.2.3 Form of Heading
 - 6.2.4 General rules
- 6.3 Western Names
 - 6.3.1 English Names
- 6.4 Indic Names
 - 6.4.1 Early Indic Names
 - 6.4.2 Modern Indic Names
 - 6.4.3 Bengali Names
 - 6.4.4 Assamese, Oria, And U.P. Names
 - 6.4.5 Marathi And Gujrati Names
 - 6.4.6 Sikh Names
 - 6.4.7 Punjabi Names
 - 6.4.8 South Indian Names
 - 6.4.9 Religious Names
- 6.5 Summary
- 6.6 Key Words
- 6.7 Answers to Self check Exercises
- 6.8 References and Further Reading

BLIS-4 BLOCK-5

UNIT-13 PERSONAL AUTHORS AND CORPORATE

AUTHORS

PART-A

PERSONAL AUTHORS

Structure

- 7.0 Objective
- 7.1 Introduction
- 7.2 Definition, Scope and choice of Entry
- 7.3 Form of Heading
 - 7.3.1 Single personal author
 - 7.3.2 Two personal authors
 - 7.3.3 Pseudonymous Work
- 7.4 Self Check Exercises
- 7.5 Summary

BLIS-4 BLOCK-5

UNIT-14 Filing of Entries Alphabetization

Structure

- 8.0 Objective
- 8.1 Introduction
- 8.2 Filing Rule: An Overview
- 8.3 Catalogue Codes And Filing Rules
- 8.4 Filing of alphabetical Entries
 - 8.4.1 Letter-By-Letter Method of Alphabetization
 - 8.4.2 Word-By-Word Method of Alphabetization
- 8.5 Alphabetical Arrangement in CCC
- 8.6 Rules for Filing Catalogue Cards
 - 8.6.1 Alphabetical Arrangement
 - 8.6.2 Order of Entries
- 8.7 Summary
- 8.8 Key Words
- 8.9 Answers to Self check Exercises
- 8.10 Further Readings

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

INFORMATION SOURCES AND SERVICES

BLIS-5

Block-1

KARNATKA STATE OPEN UNIVERSITY

MANASAGANGONTRI, MYSORE-570 006

BLIS -5

**INFORMATION SOURCES
AND SERVICES**

BLOCK

1

INFORMATION SOURCES AND SERVICES

UNIT 1

Information Sources: Definition and Meaning

UNIT 2

Evolution of Information materials

BLIS-5 BLOCK-1

UNIT-1 Information Sources: Definition and Meaning

Structure

- 1.0 Objective
- 1.1 Introduction
- 1.2 Type of Information Sources
- 1.3 Documentary Sources
 - 1.3.1 Primary Sources
 - 1.3.2 Secondary Sources
 - 1.3.3 Tertiary Sources
- 1.4 Non- Documentary Sources
 - 1.4.1 Institutional Sources
 - 1.4.2 Human Sources
- 1.5 Summary
- 1.6 Answers to self check exercises
- 1.7 Keywords
- 1.8 Reference and further reading

1.0 OBJECTIVE

After Reading the unit. You will be able to.

- * Understand the meaning of an information sources.
- * Explain the various types of information sources and their usefulness.

1.1 INTRODUCTION

From ancient times, information and knowledge have played a key role in the development of various societies and civilizations. In recent times, this has become pronounced so much so that information plays a central and pivotal role in socio-economic developments. This has largely been due to factors, such as, research and development, fusion of science and technology and the rapidly developing information technology which has distribution of information processing, storage, retrieval, dissemination and distribution of information. This has been further accentuated by the demand for information from the general public, scholars and sophisticated specialists. In other words, information has become an essential input in decision-making and problem-solving. As a matter of fact, it has been said that information has a synergizing effect in several areas of human activities, political, economic, educational, social and technological. Thus, you can realize that information is an all pervasive resource and helps in establishing a continuum from the past to the present and ultimately the further.

While in olden days, only books, journals/periodicals and newspapers constituted the source of information. In recent times information has been recorded in various types of source, and the number and forms of sources are increasing in a rapid manner.

BLIS-5 BLOCK-1

UNIT-2 EVOLUTION OF INFORMATION MATERIALS

Structure

- 2.0 Objective
- 2.1 Introduction
- 2.2 Early Recording Media
- 2.3 Paper Media /Print Media
- 2.4 Modern Physical Media
 - 2.4.1 Microforms
 - 2.4.2 Audio Visuals
- 2.5 Electronic Media
- 2.6 Summary
- 2.7 Answers to self check exercises
- 2.8 Keywords
- 2.9 Reference and further reading

2.0 OBJECTIVE

After reading the unit, you will be able to:

- ❖ **Explain the concept of physical media.**
- ❖ **Trace the evolution of information materials.**
- ❖ **Identify and describe the early media, modern physical media and electronic media.**

2.1 INTRODUCTION

You are aware that the objective of any library is to provide for the information needs of its users in relation to their requirement with information from given subject or topics contained in information sources. Hence, building information sources has become an important function of any library worth its name. You also know that from time immemorial, man has recorded his thoughts for future use in a variety of material – stone, clay, metals, bone, wax, wood, cloth, papers, parchment, paper, film, plastic, magnetic tape, etc. But Gutenberg’s invention of the movable type of printing press in 1440 A.D, the stage was set for the domination of the print media its centuries to come. Then come the non-print media and, in recent times, electronic media seems to have an upper hand making many a person to question “whether the book / print media has a future?”

In other words, you will do well to recognize that that over the centuries, different type of media were used by man to store / preserve his ideas and their relation with existing set of ideas.

Hence it would be worthwhile for us to study the various media that have appeared for storing information/knowledge over the many years.

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

INFORMATION SOURCES AND SERVICES

BLIS-5

Block-2

KARNATKA STATE OPEN UNIVERSITY

MANASAGANGONTRI, MYSORE-570 006

BLIS -5

**INFORMATION SOURCES
AND SERVICES**

BLOCK

2

CATEGORIES OF INFORMATION SOURCE

UNIT 3

Primary Source: Periodicals, Report Literature, Patents, Standards, Specifications. Trade Literature, Thesis/Dissertation

UNIT 4

Secondary Sources: Dictionaries, Encyclopedias, Bibliographies.

UNIT 5

Biographical sources, Geographical sources, Handbooks and Manuals

UNIT 6

Secondary periodicals: Indexing and abstracting periodicals Review periodicals etc..

UNIT 7

Tertiary Source:

UNIT 8

Audio – Visual sources.

BLIS-5 BLOCK-2

UNIT-3 PRIMARY SOURCES

Structure

- 3.0 Objective
- 3.1 Introduction
- 3.2 Information Sources
 - 3.2.1 Definition
 - 3.2.2 Kinds of Information sources
- 3.3 Primary Sources
 - 3.3.1 Definition
 - 3.3.2 Kinds of primary information sources
- 3.4 Periodicals
- 3.5 Report Literature
 - 3.5.1 Definition
 - 3.5.2 Report Literature as a Primary Source
- 3.6 Patents
 - 3.6.1 Definition
 - 3.6.2 Patents as a Primary Source

- 3.7 Standard & Specifications
 - 3.7.1 Definition
 - 3.7.2 Standards as a Primary Source
- 3.8 Trade Literature
 - 3.8.1 Definition
 - 3.8.2 Trade Literature as a Primary Source
- 3.9 Theses & Dissertations
 - 3.9.1 Definition
 - 3.9.2 Theses & Dissertation as a Primary Source.
- 3.10 Summary
- 3.11 Answers to self check exercise
- 3.12 Keywords
- 3.13 References and further Reading.

3.0 OBJECTIVE

After reading this unit, you will be able to:

- ❖ **Understand the meaning of information sources and their types.**
- ❖ **Define primary source of information.**
- ❖ **Categorize the primary sources.**
- ❖ **Highlight the characteristic features of each of primary source in detail.**

3.1 INTRODUCTION

Information as a vital resource in our rapidly changing society. Information is data, which need to be transmitted between individuals for different purpose. Any R&D program operates with the ultimate objectives of making definite contributions to the advancement of knowledge though public and formal domain. Hence, each and every bit of information.

BLIS-5, Block-2
Unit-4 Secondary sources: Dictionaries
Encyclopedias and Bibliographies

Structure

- 4.0 Objective
- 4.1 Introduction
- 4.2 Dictionaries
 - 4.2.1 History of Dictionaries
 - 4.2.2 Purposes of Dictionaries
 - 4.2.3 Difference between Dictionaries and Encyclopedias
 - 4.2.4 Type of Dictionaries
 - 4.2.5 Use of Dictionaries
 - 4.2.6 Criteria For Evaluation of Dictionaries
 - 4.2.7 Evaluation of some Dictionaries
 - 4.2.8 Summary
- 4.3 Encyclopedias
 - 4.3.1 Introduction
 - 4.3.2 Definition and Meaning
 - 4.3.3 Purpose of as Encyclopedia
 - 4.3.4 Type of Encyclopedia
 - 4.3.5 Criteria for Evaluation of an Encyclopedia

- 4.3.6 Evaluation of Some Encyclopedia
- 4.3.7 Limitation
- 4.3.8 Summary
- 4.4 Bibliographies
 - 4.4.1 Introduction

BLIS-5 BLOCK-2
UNIT-5 Biographical Source, Geographical Sources,
Handbooks and Manual

Structure

- 5.0 Objective
- 5.1 Introduction
- 5.2 Biographical sources
- 5.3 Geographical Sources
- 5.4 Handbooks and Manual
- 5.5 Summary
- 5.6 Answers to self check exercises
- 5.7 Keywords
- 5.8 References and further reading

BLIS-5 BLOCK-2
UNIT-6 SECONDARY PERIODICALS: INDEXING
AND ABSTRACTING PERIODICALS, REVIEW
PERIODICALS ETC.

Structure

- 6.0 Objective
- 6.1 Introduction
- 6.2 Function
- 6.3 Need for Secondary Periodicals
- 6.4 Coverage
- 6.5 Indexing Periodicals
 - 6.5.1 General Indexing Periodicals
 - 6.5.2 Subject indexing Periodicals
 - 6.5.3 Citation Index
- 6.6 Abstracting Periodicals
 - 6.6.1 Distinction between Abstracting
 - 6.6.2 Uses of Abstracting Periodicals
 - 6.6.3 Some important Abstracting
- 6.7 Reviews, Advances and Progress and Trend report
 - 6.7.1 Reviews Periodicals
 - 6.7.2 Some important Review Periodicals
 - 6.7.3 Advances and Progress

- 6.8 Summary
- 6.9 Answers to self check exercises
- 6.10 Keywords
- 6.11 References and further reading

6.0 OBJECTIVE

The objective of this unit is to provide you an overview of the nature, types out function of secondary periodicals on completion of this unit you will be able to.

- ❖ Understand and define the purpose of secondary periodicals, and
- ❖ Understand their structure and purpose.

8.11 INTRODUCTION

Secondary Periodicals interpret opinions on the developments reported in primary source of information, where as the primary periodicals reports provide original research. Secondary periodicals server as useful tools for the location of the original article. Example of the secondary periodicals are abstracting periodicals, indexing periodicals, review periodicals etc.

BLIS-5 BLOCK-2 UNIT-7 Tertiary Sources

Structure:

- 7.0 Objective
- 7.1 Introduction
- 7.2 Types of Tertiary
- 7.3 Yearbooks
- 7.4 Directories
- 7.5 Bibliography of Bibliographies
- 7.6 Guide books
- 7.7 Summary
- 7.8 Answers to self-check Exercises
- 7.9 Keywords
- 7.10 References and further Reading

BLIS-5 BLOCK-2
UNIT-8 AUDIOVISUAL SOURCES

Structure

- 8.0 Objective
- 8.1 Introduction
 - 8.1.1 Definition
 - 8.1.2 Spectrum of Terminology
 - 8.1.3 Human Sense and Intellect
 - 8.1.4 History
 - 8.1.5 Classification
 - 8.1.5.1 Visual Material
 - 8.1.5.1.1 Display Boards
 - 8.1.5.1.2 Film Strips
 - 8.1.5.1.3 Models and Mock-ups
 - 8.1.5.1.4 Overhead Transparencies
 - 8.1.5.1.5 Photographs and Drawings
 - 8.1.5.1.6 Slides'
 - 8.1.5.1.7 Specimens and Object
 - 8.1.5.2 Audio Materials
 - 8.1.5.2.1 Recordings
 - 8.1.5.2.2 Radio

- 8.1.5.3 Multi sensory Materials
 - 8.1.5.3.1 Motion Picture
 - 8.1.5.3.2 Television
- 8.1.6 Uses of Audiovisual Materials
 - 8.1.6.1 In School
 - 8.1.6.2 Programmed Instruction
 - 8.1.6.3 Other Uses
- 8.1.7 Advantage and Disadvantages
- 8.1.8 Roles played by Audiovisual
- 8.2 Audiovisual Sources of Materials
- 8.3 Answers to self Check Exercises
- 8.4 Glossary
- 8.5 References
- 8.6 Further reading titles

8.0OBJECTIVE

After Studying of this unit you will be able to:

- ❖ **Understand the basic concept and special features pertaining to audiovisual materials.**
- ❖ **Distinguish between different kinds/categories of audiovisual materials.**

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

INFORMATION SOURCES AND SERVICES

BLIS-5

Block-3

KARNATKA STATE OPEN UNIVERSITY

MANASAGANGONTRI, MYSORE-570 006

BLIS -5

**INFORMATION SOURCES
AND SERVICES**

BLOCK

3

NON-CONVENTIONAL SOURCES

UNIT 9/11

Electronic source of Information

UNIT 10

Non-Print Sources

BLIS-5 BLOCK-2

UNIT-9/11 ELECTRONIC SOURCES **OF INFORMATION**

Structure

- 9.0 Objective
- 9.1 Introduction
- 9.2 Definitional Analysis
- 9.3 Electronic Media
- 9.4 Electronic Sources of Information
- 9.5 Summary
- 9.6 Answers to self check Exercises
- 9.7 Key Words
- 9.8 References and Further Reading

BLIS-5 BLOCK-2

UNIT-10 NON-PRINT SOURCES OF INFORMATION: MICROFORM

Structure

- 10.0 Objective
- 10.1 Introduction
- 10.2 Need for non-print source of information
- 10.3 Applications of NBM
- 10.4 Selection and Acquisition of NBM
- 10.5 Organization, Storage and Retrieval of NBM
- 10.6 Standards and Compatibility of Equipment
- 10.7 Archiving of NBM
- 10.8 Some Issues and Problem of NBM
- 10.9 Microforms
- 10.10 Summary
- 10.11 Answers to self check Exercises
- 10.12 Key Words
- 10.13 References and Further Reading

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

INFORMATION SOURCES AND SERVICES

BLIS-5

Block-4

KARNATKA STATE OPEN UNIVERSITY

MANASAGANGONTRI, MYSORE-570 006

BLIS -5

**INFORMATION SOURCES
AND SERVICES**

BLOCK

4

INTRODUCTION TO INFORMATION SERVICE

UNIT 12

Concept, Importance and service

UNIT 13

Reference and referral service

UNIT 14 (A)

Content Analysis and Content Creation Service:

Abstracting and Indexing

UNIT 14 (B)

Content Analysis and Content Creation Service:

CAS/SDI Digest and Trend Report

UNIT 15

Computerized Information service: OPAC Internet- based Services,

Community information service.

BLIS-5 Information Sources And Service

BLOCK-4 Introduction To Information Service

UNIT-12 Information Services: Concept and Importance

Structure

- 11.0 Objective
- 11.1 Introduction
- 11.2 Definitional Analysis
- 11.3 Need for Information Services
- 11.4 Information Processing for information service Generation
- 11.5 Information Service/Products
 - 11.5.1 Managerial Considerations In Instituting Services.
 - 11.5.2 User's Expectation
 - 11.5.3 Pattern of Service
- 11.6 Varieties of Information Services

- 11.6.1 Information Service and Their Inter-Relationship
- 11.6.2 Reference Services
- 11.6.3 Current Awareness Service
- 11.6.4 Information Analysis and Products Thereof
 - 12.6.3.1 Indexing and Abstracting Service
 - 12.6.3.2 Compleitive and Evaluative Services
 - 12.6.3.3 Special Service to Management
- 12.7 Summary
- 12.8 Answers to self check Exercises
- 12.9 Key Words
- 12.10 References and Further Reading

BLIS-5 Information Sources And Service

BLOCK-4 Introduction To Information Service

UNIT-13 Reference and Referral Service

Structure:

- 12.0 Objective
- 12.1 Introduction
- 12.2 Reference Service
 - 12.2.1 Objective
 - 12.2.2 Types
- 12.3 Ready Reference Service
- 12.4 Reader Guidance
- 12.5 Retrospective Bibliography/Literature Search
- 12.6 Referral Service

- 12.7 Summary
- 12.8 Answers to self-check Exercises
- 12.9 Keywords
- 12.10 References and further Reading

BLIS-5, BLOCK-4, Unit 14(A)

Content Analysis and Content Creation Service Abstracting and Indexing

Structure

- 13.0 Objective
- 13.1 Introduction
- 13.2 Content Analysis and Content Creation: Definition
- 13.3 Kinds of content Analysis
 - 13.3.1 Document Summaries
- 13.4 Definition of Abstracts
- 13.5 Purpose Functions and kinds of Abstract
 - 13.5.1.1 Purpose of Abstracts
 - 13.5.2 Indicative Abstracts
 - 13.5.2.1 Informative Abstracts
 - 13.5.2.2 Indicative Abstracts
 - 13.5.2.3 Indicative Information Abstracts
 - 13.5.2.4 Critical Abstracts
 - 13.5.2.5 Mini Abstracts
 - 13.5.2.6 Auto Abstracts

- 13.5.3 Uses & Functions of Abstracts
- 13.6 Qualities of an Abstract
- 13.7 Parts of an Abstract
- 13.8 Standards for writing Abstracts
- 13.9 Some Major Abstracting Services of the World
- 13.10 Indexing
 - 13.10.1 Introduction
 - 13.10.2 Indexing Language

BLIS-5, BLOCK-4,

Unit 14(B)

CONTENT CREATION SERVICES: CAS/SDI DIGEST AND TREAD REPORT

Structure

- 14.0 Objective
- 14.1 Introduction
- 14.2 Current Awareness Services
 - 14.2.1 Definition
 - 14.2.2 Characteristics
 - 14.2.3 Type of CAS
 - 14.2.3.1 Journal Circulation
 - 14.2.3.2 List of periodicals
 - 14.2.3.3 Current contents' services
 - 14.2.3.4 Current Awareness List
 - 14.2.3.5 Library Bulletin
 - 14.2.3.6 Research-in-Progress Bulletin
 - 14.2.3.7 Newspaper clipping service.

- 14.3 Evaluation
- 14.4 Selective Dissemination of information (SDI)
 - 14.4.1 Definition
 - 14.4.2 Historical background
 - 14.4.3 Need and purpose
 - 14.4.4 Characteristics of SDI
 - 14.4.5 Mechanism
 - 14.4.6 SDI in electronic era
 - 14.4.7 Advantages and Disadvantage of SDI
 - 14.4.8 Evaluation
 - 14.4.9 Summary
- 14.5 Digest Service: introduction
 - 14.5.1 Definition

BLIS-5, BLOCK-4,

Unit 14 COMPUTERIZED INFORMATION SERVICES: OPAC, INTERNET-BASED SERVICES, COMMUNITY INFORMATION SERVICES

Structure

- 15.0 Objective
- 15.1 Introduction
- 15.2 Impact of Computerization of Library Services
 - 15.2.1 Impact of computers
 - 15.2.2 Impact of Communication Technology
- 15.3 Computerized Information Services
- 15.4 OPAC
- 15.5 Internet based Services
- 15.6 Community Information Services
- 15.7 Summary
- 15.8 Answers to self check exercises.
- 15.9 References

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

INFORMATION SOURCES AND SERVICES

BLIS-5

Block-5

KARNATKA STATE OPEN UNIVERSITY

MANASAGANGONTRI, MYSORE-570 006

BLIS -5

**INFORMATION SOURCES
AND SERVICES**

BLOCK

5

NATIONAL AND INTERNATIONAL INFORMATION SYSTEM AND SERVICES

UNIT 16

**National Information Systems and Services: INSDOC, NASSDOC,
DESIDOC.**

UNIT 17

**International Information System and Services: UNESCO,
MEDLARS, INSPEC, BIOS.**

BLIS-5 BLOCK-5

UNIT-16 NATIONAL INFORMATION SYSTEMS

Structure

- 16.0 Objective
- 16.1 Introduction
- 16.2 INSDOC
 - 16.2.1 Genesis
 - 16.2.2 Objectives
 - 16.2.3 Structure
 - 16.2.4 Function / Services.
 - 16.2.5 Publications
 - 16.2.6 Future plans of INSDOC
- 16.3 NASSDOC
 - 16.3.1 Genesis

- 16.3.2 Objectives
- 16.3.3 Structure
- 16.3.4 Function / Services.
- 16.4 DESIDOC
 - 16.4.1 Genesis
 - 16.4.2 Objectives
 - 16.4.3 Structure
 - 16.4.4 Function / Services.
- 16.5 Summary
- 16.6 Answers to self check exercises
- 16.7 Keywords
- 16.8 References

BLIS-5 BLOCK-5

UNIT-17 INTERNATIONAL INFORMATION SYSTEMS AND SERVICES: UNESCO, MEDLARS, INSPEC, BIOSIS

Structure

- 17.0 Objective
- 17.1 Introduction
- 17.2 Database Services of UNESCO
 - 17.2.1 UNESCO Information & documentation Services
 - 17.2.2 UNESCO list of Database
- 17.3 MEDLARS
- 17.4 INSPEC
- 17.5 BIOSIS
- 17.6 Summary
- 17.7 Answers to self check exercises
- 17.8 Keywords

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

INFORMATION SOURCES AND SERVICES

BLIS-5

Block-6

KARNATKA STATE OPEN UNIVERSITY

MANASAGANGONTRI, MYSORE-570 006

BLIS -5
INFORMATION SOURCES
AND SERVICES

BLOCK

6

INFORMATION SYSTEMS USER AND USER BEHAVIOUR

UNIT 18

User Studies: Need, Content, Scope, Methods / Techniques.

UNIT 19

User education: Methods and Techniques

BLIS-5 BLOCK-6

UNIT-18 USER STUDIES : NEED, CONTENT, SOPE, METHODS AND TECHNIQUES

Structure

- 18.0 Objective
- 18.1 Introduction
- 18.2 Need for and significance of user studies
- 18.3 Content and scope of user studies
 - 18.3.1 Characteristics of users
 - 18.3.2 User requirements
 - 18.3.3 Behavior, attitude, priorities, preferences, opinions and evaluations of users
- 18.4 Methods and techniques for user studies
 - 18.4.1 Research methods and techniques
- 18.5 Summary
- 18.6 Keywords
- 18.7 Answers to self check exercises
- 18.8 Further reading

18.0 OBJECTIVES

This unit introduces you to an array of research and evaluation activities called user studies. After studying this unit you will be able to.

- II. Appreciate the importance of user studies in establishing and running a library.
- III. What user studies intend to do.
- IV. Understand various aspects of user studies and
- V. Get brief guidance about steps involved in conducting user studies.

18.1 INTRODUCTION

A great variety of users demand different kinds of services from libraries. A user an a individual not only comes with lot of expectations but also visit library for any of the purposes like browsing through collection, consultation or in-house use borrowing reading materials, obtaining factual information, current references or an exhaustive bibliography on a specific topic, photocopy of an article, etc. Diversity of user groups and variety of services and sources of information are obvious in most libraries. Depending on the nature and type of users to be served, each library has to assess in advance the information requirements of this clientele. Some broad categorization of users and their requirements have emerged as a result of accumulated experience and past user studies. They should not be used mechanically as all-time truths since each library and each group are unique in their nature and requirements. Hence user study is not only a must for any library but also a continuous activity.

BLIS-5 BLOCK-6

UNIT-19 USER EDUCATION : METHOD AND TECHNIQUES

Structure

- | | |
|------|--|
| 19.0 | Objective |
| 19.1 | Introduction |
| 19.2 | Meaning, definition and categories user education programmes. |
| 19.3 | Need for user education |
| 19.4 | Goals and objectives of user education |
| 19.5 | Planning & designing user education programmes. |
| | 19.5.1 Course content |
| | 19.5.2 Teaching methods, media and techniques |
| | 19.5.3 Training in use of electronic media for information retrieval |
| 19.6 | Evaluation of user education programmes |
| 19.7 | Summary |

- 19.8 Keywords
- 19.9 Answers to self check exercises
- 19.10 Further reading

19.0 OBJECTIVE

This unit introduces you to basic aspects of user education in terms of need for user education, its definition, goals and objective, planning, designing and evaluation of user education programmes.

After studying this unit you should be able to;

- II. Identify and select users for training
- III. Define need, scope & definition of user education programmes
- IV. Identify goals & objectives of user education in libraries
- V. Get acquainted with methods, media and technique for user education
- VI. Evaluate user education programmes

19.1 INTRODUCTION

You have learnt in the previous unit of this block that ‘user studies are librarian-education about users’ and user studies are very essential for design and operation of appropriate library and information systems and services. This unit focuses on user-education about libraries and their services so created. Despite best efforts in designing and running libraries, many of them are underused. Under usage cannot be attributed solely for lack of understanding the user and their requirements. Neither we can undermine the importance of user studies. Any system or service created with all the care not only need to be promoted or marketed but also needs its complexities explained to potential customer and allow customers to acquire necessary skill to optimally use the system or services. This is exactly the purpose of user-education. In other words, libraries have grown in complexity, in terms.

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

BLIS -6

FUNDAMENTAL OF INFORMATION TECHNOLOGY

Block-1

KARNATKA STATE OPEN UNIVERSITY

MANASAGANGONTRI, MYSORE-570 006

BLIS -6

**Fundamentals of
Information Technology**

BLOCK

1

DATA PROCESSING CONCEPT

UNIT 1

Evolution of computers

UNIT 2

Component- I/O device, CPU, Storage Devices, Computer Memory Number system-Bits, Bytes and Works

UNIT 3

Application of IT in library and information work.

BLIS-6

UNIT-1 EVOLUTION OF COMPUTERS

Structures:

- 38.0 Objectives
- 38.1 Introduction
- 38.2 Evolution of Computers
 - 38.2.1 Computer Generations
 - 38.2.2 Categorization of Computers
- 38.3 Summary
- 38.4 Answers to self check exercises
- 38.5 Keywords
- 38.6 Reference and Further Reading

1.0 Objective

At end of this unit you will be able to understand

- The evolution and development of computers
- The different generation of computers

- The different categorization of computers

1.1 INTRODUCTION

Computers as we understand it today, is a relatively recent innovation, but its developments rests centuries of research. The evolution of computers has passed through a number of stages before it reached the present state of development. This unit presents some of the landmarks that have led to its present state development.

1.2 EVOLUTION OF COMPUTERS

In fact, that development of first calculating device named Abacus dates back to 3000 B.C. From the Abacus to the microcomputers, the counting systems have undergone a tremendous change. The efforts are still continuing to make the machine more and more versatile. In the middle of the nineteenth century, Charles Babbage first devised the idea of a general purpose computing machine. He realized that it should be possible to design a machine which could carry out an infinite number of possible to design a machine which could carry out in infinite number of possible sequences of operations, the actual operations required for any particular purpose being specified by the programming of the machine. The concept of stored program control provides the basis for all modern computers, while Babbage also introduced many other modern concepts, such as the idea of separate storage and arithmetic units in the computer, and the input of programmers and data on the punched cards. Babbage's analytical engine could not become popular.

The next landmark was the effort of Herman Hollerith who first developed electromechanical calculating machine in 1890. These machines.

BLIS-6 BLOCK-1

UNIT-2 INTRODUCTION TO COMPUTERS

STRUCTURE:

- 2.0 Objective
- 2.1 Introduction
- 2.2 Terminology & Concept of Computers
 - 2.2.1 What is a Computer?
- 2.3 Computer Hardware
 - 2.3.1 Computer Processing
 - 2.3.2 Computer Storage
 - 2.3.3 Computer Memory
 - 2.3.4 Number Systems
 - 2.3.5 Bytes and Words
- 2.4 Summary
- 2.5 Answers to self check exercises
- 2.6 Keywords
- 2.7 Reference and Further Reading

3.0 OBJECTIVE

Reading this unit, you will be able to:

- Explain what a computer is and how it has been developed.
- Distinguish between different type of computer and identify the characteristic of each:
- Identify the functional component of modern computer system and explain its working.
- Differentiate between hardware and software and
- Understand, assess and select suitable application software for the operation and management of information system and service.

3.1 INTRODUCTION

A computer is a special machine that can be instructed to take in the data, sort, compare and process information, and output the results in a useful manner. Computer always use some soft of electronic memory to do this.

A computer can make calculation for quicker than a human being but it needs to be told what to do and to be given all the data it requires. Computer cannot think for themselves. They can only take instructions.

Flow of information
through computer

Input

Process

Output

Computers can be said to be made up of hardware (machine parts) and software (programme instruction). The software is all the programmes which are required to make use of the computers to get the required information in useful as quicker as possible.

UNIT-3

BLIS-6, BLOCK- 1,

Application of IT Library and Information Works

Structure:

- 4.0 Objectives
- 4.1 Introduction
- 4.2 Definition
- 4.3 Application of IT for Technical Service
- 4.4 Collection Development And Management
- 4.5 Impact on Information Service
 - 4.5.1 The reference Librarian and Librarian-Client Relationship
 - 4.5.2 CD-ROM and the End-user and the Reference Librarian
 - 4.5.3 The Reference Librarian and the Internet

- 4.5.3.1 Help and Advice,
- 4.5.3.2 Assistance to End Users
- 4.5.3.3 Product Evaluation
- 4.5.3.4 The Reference librarian as trainer
- 4.5.3.5 Interface developer
- 4.6 General Trends in Information Service
 - 4.6.1 Fax
 - 4.6.2 Voice Mail
 - 4.6.3 E-Mail
 - 4.6.4 Video-Conferencing
 - 4.6.5 On-line
- 4.7 Internet
- 4.8 The emergence of Digital Libraries and the Role of librarians

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

BLIS -6
FUNDAMENTAL OF
INFORMATION TECHNOLOGY
Block-2

KARNATKA STATE OPEN UNIVERSITY

MANASAGANGONTRI, MYSORE-570 006

BLIS -6

**Fundamentals of
Information Technology**

BLOCK

2

COMPUTER SOFTWARE AND ORGANIZATION

UNIT 4

Computer software: Programming languages. System software and application software. System analysis and flowcharting

UNIT 5

File Organization. Concept and design File organization methods and their functions. Sequential, Inverted, Indexed Sequential and other methods.

BLIS-6 Blok -2

Unit -4 Computer Software

Structure:

- 5.0 Objectives
- 5.1 Introduction
- 5.2 History and development of Software
- 5.3 System Software
 - 5.3.1 Programming Languages
 - 5.3.2 Operation Systems
 - 5.3.3 Utilities
- 5.4 Application Software
 - 5.4.1 Spreadsheets
 - 5.4.2 Database Management

- 5.4.3 Word Processing
- 5.4.4 Games and Entertainment
- 5.4.5 Library Automation Software
- 5.5 The Internet
- 5.6 Software Trends
- 5.7 Programming Tools
- 5.8 Flowcharts
 - 5.8.1 Flowcharting Symbols
 - 5.8.2 Rules for flow-chartings
- 5.9 System Analysis
- 5.10 Summary
- 5.11 Key Words
- 5.12 Reference and Further Reading.

COURSE-6, Blok -2

Unit – File organization for Database

Structure:

- 6.0 Objectives
- 6.1 Introduction
- 6.2 Files
 - 6.2.1 Component of a file
 - 6.2.2 File organization for database
 - 6.2.3 Techniques in file organization
 - 6.2.3.1 Sequential organization/Access
 - 6.2.3.2 Direct Organization/Access
 - 6.2.3.2.1 Key addressing/Hashing
 - 6.2.3.3 Indexed organization/Access
 - 6.2.3.3.1 Indexed Random organization
 - 6.2.3.3.2 Indexed Sequential organization
 - 6.2.3.4 Inverted Files

- 6.3 Summary
- 6.4 Answers to self check exercises
- 6.5 Keywords
- 6.6 References and further reading

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

BLIS -6
FUNDAMENTAL OF
INFORMATION TECHNOLOGY
Block-3

KARNATKA STATE OPEN UNIVERSITY

MANASAGANGONTRI, MYSORE-570 006

BLIS -6

**Fundamentals of
Information Technology**

BLOCK

3

**TELECOMMUNICATION AND NETWORKING
CONCEPT**

UNIT 6

Fundamentals of telecommunication: Data transmission: Signals, Media, modes and devices.

UNIT 7

Networking Meaning and Importance. Networks topologies, types and protocols.

UNIT 8

Networks services. Email-facsimile transmission. Teleconferencing. Internet Services.

BLIS-6 Blok -3

Unit -6 Fundamentals of Telecommunication

Structure :

- 7.0 Objectives
- 7.1 Introduction
- 7.2 Fundamentals of Telecommunication
 - 7.2.1 Signals
 - 7.2.2 Characteristics of data transmission
 - 7.2.3 Communication media
 - 7.2.4 Packet Switching
 - 7.2.5 Connecting to the Internet
 - 7.2.6 Modem
- 7.3 Summary
- 7.4 Answers to self check exercises
- 7.5 Keywords
- 7.6 References and further reading

9.0 OBJECTIVE

After studying this unit you will be able to

- * **Have a basic understanding of the concept of electronic data transfer**
- * **Have a basic knowledge of the hardware/equipment required for data transfer**

BLIS-6, BLOCK- 3, UNIT-7 Networking: Meaning and Importance: Network Topologies, Types and Protocols

Structure :

- 8.0 Objectives
- 8.1 Introduction
- 8.2 Networking
 - 8.2.1 Networking – General aspects
 - 8.2.2 Advantages of networking
 - 8.2.3 Factors on network design
 - 8.2.4 Client/server modem
 - 8.2.5 Network topologies
 - 8.2.6 Protocols
 - 8.2.7 Networks technologies
 - 8.2.8 Network Device

- 8.2.9 Internet
- 8.2.10 Security Issues
- 8.2.11 Setting up a library network
- 8.3 Summary
- 8.4 Answers to self check exercises
- 8.5 Keywords
- 8.6 Reference and further reading

BLIS-6 Blok -3

Unit -8 E-Mail: Internet Service: Fax Etc..

Structure :

- 9.0 Objectives
- 9.1 Introduction
- 9.2 The Internet
 - 9.2.1 Description of the Internet
 - 9.2.2 History of the Internet
 - 9.2.3 Host Addressing
 - 9.2.3.1 Domain Name System
 - 9.2.4 Internet Service
 - 9.2.4.1 E-Mail
 - 9.2.4.2 Discussion Lists/List Server
 - 9.2.4.3 Ftp
 - 9.2.4.4 Telnet
 - 9.2.4.5 Chat

- 9.2.4.6 Teleconferencing
- 9.2.5 Hypertext
- 9.2.6 World Wide Web
 - 9.2.6.1 Http
 - 9.2.6.2 Html
 - 9.2.6.3 Url
 - 9.2.6.4 Browsers
 - 9.2.6.5 Search Engines
 - 9.2.6.6 Portals And Vortals
 - 9.2.6.7 Www and Libraries
 - 9.2.6.8 Web Sites and Discussion Lists of Internet
- 9.2.7 Fax
- 9.3 Summary
- 9.4 Answers to self check exercises
- 9.5 Keywords

BLIS -7
INFORMATION PROCESSING:
Practicals (Classification)
Block-1

KARNATKA STATE OPEN UNIVERSITY

MANASAGANGONTRI, MYSORE-570 006

BLIS -7

INFORMATION PROCESSING:

Practical's (Classification)

BLOCK

1

Application of DDC an overview & Solved Problems

UNIT 1

Dewey Decimal Classification (Eddition 21) : an overview

UNIT 2

Number Building in Decimal Classification

UNIT 3

Relative Index and Its Structure

Course 07: Information Processing (Classification Practical's)

Dewey Decimal Classification

Unit 1: (Edition 21): An Overview)

Structure

- 10.0 Objectives
- 1.1 Introduction
- 1.2 Physical Structure of DDC 21
- 2.1 Conceptual frame Work and notation
 - 2.1.1 First Summary: The Ten Main Classes
 - 2.1.2 Second Summary: The Hundred Divisions
 - 2.1.3 Thirst Summary: The Thousand Sections
- 2.2 Notes
 - 2.2.1 Notes that Describe what is found in a class
 - 2.2.2 Including Notes (Notes Identity Topics in Standing Room)
 - 2.2.3 Notes on what is found in Other Classes
 - 2.2.4 Notes Explaining Changes or Irregularities in the Schedules and Table
- 2.3 Major changes in DDC 21 with respect to earlier editions

- 2.3.1 Changes in the Schedules
 - 2.3.1.1 Public Administration
 - 2.3.1.2 Education
 - 2.3.1.3 Life Sciences
 - 2.3.1.4 Other Changes
- 2.3.2 New Topics
- 2.3.3 Terminology
- 2.3.4 Structure Changes
- 2.4 Summary
- 2.5 Answers to the Self-Check exercises
- 2.6 Keywords
- 2.7 References

BLIS-7, BLOCK-1, UNIT-2

Number Building in Decimal Classification

Structure

- 11.0 Objectives
- 11.1 Introduction
- 11.2 Analyses
 - 11.2.1 Determining the subject of a work
 - 11.2.2 Determining the discipline of a work
 - 11.2.3 Determining the form and/or approach
- 11.3 Some common problems/complex situations
 - 11.3.1 More than one subject in the same discipline
 - 11.3.2 More than one discipline
 - 11.3.3 Table of last resort
- 11.4 Practical Number Building
 - 11.4.1 Classifying Simple Topics
 - 11.4.2 Classifying Simple Topics
- 11.5 Schedules

- 11.5.1 Generalities
- 11.5.2 Philosophy and Related Discipline
- 11.5.3 Religion
- 11.5.4 Social Sciences
- 11.5.5 Languages
- 11.5.6 Pure Sciences
- 11.5.7 Technology (Applied Sciences)
- 11.5.8 The Art
- 11.5.9 Literature
- 11.5.10 General Geography and History
- 11.6 Summary
- 11.7 Answers to Self Check Exercises
- 11.8 Keywords
- 11.9 References and Further Readings

BLIS-7, BLOCK-1, UNIT -3

RELATIVEINDEX AND ITS STRUCTURE

STRUCTURE

- 12.0 Objectives
- 12.1 Introduction
- 12.2 Need for Relative Index
- 12.3 Arrangement and Format in Relative Index
- 12.4 Terms included in Relative Index
- 12.5 Instructions to be Remembered
- 12.6 Summary
- 12.7 Answer to the Self-Check Exercises
- 12.8 Key words
- 12.9 Reference

BLIS -7
INFORMATION PROCESSING:
Practicals (Classification)
Block-2

KARNATKA STATE OPEN UNIVERSITY

MANASAGANGONTRI, MYSORE-570 006

BLIS -7

INFORMATION PROCESSING:

Practical's (Classification)

BLOCK

2

Table in DDC Ed. 21

UNIT 4

Introduction to Table in DDC : Table 1 and 2

UNIT 5

Introduction to Table – Table 3 and 7

BLIS-7, BLOCK- 02, UNIT -04

Introduction to Table in DDC : Table1 and 2

Structure:

- 13.0 Objectives
- 13.1 Introduction
- 13.2 Table in DDC
 - 13.2.1 Revision to seven table of Ed. 21
- 13.3 Introduction of Standard subdivision (Table 1)
 - 13.3.1 Characteristics of standard subdivision
 - 13.3.2 Kinds of standard subdivisions
 - 13.3.3 Some special notes on use of standard subdivisions
 - 13.3.4 Use of standard subdivisions
 - 13.3.5 Solve examples
- 13.4 Introduction of Table -2
 - 13.4.1 Use of Area Table
 - 13.4.1.1 Examples of area number already a part of a class number.
 - 13.4.1.2 Area number added from standard subdivisions Table : notation 09
 - 13.4.1.3 Area number added under add to notation

- 13.4.1.4 Adding two area numbers
- 13.4.1.5 Area number interposed between two subjects facets
- 13.4.1.6 Area number extended within the table
- 13.4.1.7 Area notation added to standard subdivision other than 09
- 13.4.1.8 Use of area notation before standard subdivision
- 13.5 Solved examples
- 13.6 Summary
- 13.7 Answers to Self Check exercises
- 13.8 Key words
- 13.9 References

BLIS-7, BLOCK- 02, UNIT -05

Introduction to Table-3 To Table-7

Structure:

- 14.0 Objectives
- 14.1 Introduction
- 14.2 Table 3: Subdivision of Individual Literature
 - 14.2.1 Steps in number building using Table 3(T3)
 - 14.2.2 Table 3A: Subdivision for works by or about more than one author
 - 14.2.2.1 Steps in number building using Table 3A
 - 14.2.3 Table 3B. Subdivision for works by or about more than one author
 - 14.2.3.1 Steps in number building using Table 3B &3C
 - 14.2.4 worked out example
- 14.3 Table 4: subdivision of individual languages & language
 - 14.3.1 Arrangement of Table 4 (T4)
 - 14.3.2 Number building using Table 4(T4)
 - 14.3.3 Worked out example
- 14.4 Table :5 Racial, Ethnic, and National Groups
 - 14.4.1 Worked out example

- 14.5 Table :6 Languages
 - 14.5.1 Worked out example
- 14.6 Table :7 Groups of persons
 - 14.6.1 Worked out example
- 14.7 Answers to self check exercises
- 14.8 Key words
- 14.9 Reference

BLIS -8

(Cataloguing Practicals)

BLOCK

1

Personal Authors and Collaborators

UNIT 1

Preliminaries

UNIT 2

Single Personal Author

UNIT 3

Shared responsibility

BLIS-8 Practical (Cataloguing), BLOCK-1, UNIT 1

PRELIMINARIES

Structure:

- 9.0 Objectives
- 9.1 Introduction
- 9.2 Structure of AACR-2R
- 9.3 Levels of Description
 - 9.3.1 First Level of Description
 - 9.3.2 Second Level of Description
 - 9.3.3 Third Level of Description
- 9.4 Style of writing
 - 9.4.1 Paragraphing
 - 9.4.2 Indentions
- 9.5 Kinds of Entries
 - 9.5.1 Main Entry
 - 9.5.2 Added Entry
- 9.6 Items in the Catalogue Entries
 - 9.6.1 Heading
 - 9.6.2 Different areas and descriptive elements
- 9.7 Positions for different elements element in the entry
 - 9.7.1 Call Number
 - 9.7.2 Accession Number

- 9.7.3 Punctuations
- 9.8 Skeletal Cards
- 9.9 Tools for cataloguing
- 9.10 Summary
- 9.11 Answers to self check Exercises
- 9.12 References and further Reading

BLIS-8 BLOCK-1, UNIT 2

SINGLE PERSONAL AUTHOR

Structure:

- 10.0 Objectives
- 10.1 Introduction
- 10.2 Personal Author
 - 10.2.1 Heading for Personal Author
 - 10.2.2 Western Name
 - 10.2.3 Indic Name
- 10.3 Cataloguing Practice
- 10.4 Summary
- 10.5 Answers to self check Exercises
- 10.6 Key Words
- 10.7 References and Further Reading

BLIS-8 Practical (Cataloguing), BLOCK-1, UNIT 3

SHARED RESPONSIBILITY AND WORKS PRODUCED UNDER EDITORIAL DIRECTIONS

Structure:

- 11.0 Objectives
- 11.1 Introduction
- 11.2 Shared Responsibility
 - 11.2.1 Principal Responsibility Indicated
 - 11.2.2 Principal Responsibility not Indicated
- 11.3 Cataloguing Practice
 - 11.3.1 Books written by two author
 - 11.3.2 Books written by three author
 - 11.3.3 Books written by more than three author
- 11.4 Books under Editorial Direction
 - 11.4.1 Single Editor
 - 11.4.2 More than one Editor
- 11.5 “In” Analytical
- 11.6 Summary
- 11.7 Answers to self check Exercises
- 11.8 Key Words
- 11.9 Reference and Further Reading

BLIS -8
Information Processing
(Practice-II): Cataloguing
Practicals

BLOCK

2

Choice and Rendering of Names & Corporate Bodies

UNIT 4

Choice among different names and references

UNIT 5

Corporate Bodies

BLIS-8 BLOCK-2, UNIT 4

CHOICE AMONG DIFERENT NAMES AND REFERENCES

Structure:

- 12.0 Objectives
- 12.1 Introduction
- 12.2 Change of Names
 - 12.2.1 Predominant Name
 - 12.2.2 Change of Name
- 12.3 Examples of change of Names
 - 12.3.1 Married Women
 - 12.3.2 Title of Honors, Nobility
- 12.4 Pseudonymous Authors
- 12.5 Examples of Pseudonyms
- 12.6 References in catalogue entries
 - 12.6.1 'See' References
 - 12.6.2 'See' also References
- 12.7 Summary
- 12.8 Answers to self check Exercises
- 12.9 Key Words

BLIS-8 BLOCK-2, UNIT 5

CORPATE BODIES

OBJECTIVE:

The objectives of this unit are:

- a) To introduce the concept, 'corporate body' and mention the types of it:
- b) To explain the rules relating to the corporate body and help you to understand how documents are published by corporate bodies: and
- c) To identify the type of elements in corporate bodies and explain the methods of rendering them.

INTRODUCTION

In ACCR the rules for rendering entries for corporate bodies are given and explained in the Rules, 21 IBI. These rules explain how the names of corporate bodies are to be constructed. In general, entry of a corporate body is under the name the body itself unless expect when the rules specify entry under a higher or related body or under the name of a government. For personal names, the principle for rendering name is to choose that name the corporate body generally uses including the conventional names. When the name of a corporate body changes, a new heading is to be made under that name with cross reference to and from its former name.

Following the general rule (24.1) in AACR, there are rules for choice of names (24.2-24.3), and for additions, and modifications (24.4-24.11). These are followed by rules for subordinate and related bodies (24.12-24.16), for government bodies and officials (24.17-24.26). Problems involved in the choice of name include choice among variant forms found in the items issued by a body, such as official name or acronym or short form, choice among variant spelling (including differences in Romanization), and choice among different languages.

The descriptive rules for cataloguing of corporate bodies are given in detail in chapter 24.

MEANING AND DEFINITION:

First it becomes essential to understand the concept, 'corporate body' or 'corporate author'. The AACR in the beginning itself says that the author may be a person or corporate body. Hence, the corporate body is a type of author. The term 'author' is not limited to individual or person only.

Corporate Author: A corporate body such as government or government department, a society (learned, social, etc.) or an institution which authorizes the publication of the documents.

BLIS -8

Information Processing

(Practice-II): Cataloguing

Practicals

BLOCK

3

Uniform Titles & Series

UNIT 6

Uniform Titles and series

UNIT 7

Series and Multivolume's

BLIS-8 BLOCK-2, UNIT 6 UNIFORM TITLE AND SERIALS

OBJECTIVE:

This unit aims

- a) To introduce the concept (1) 'Uniform titles' and (2) 'Series':
- b) To explain the methods of rendering the titles which fall under the category 'Uniform titles and Series'.

1. UNIFORM TITLES

Introduction:

If a work published under several titles, a common of uniform title is required so that users would approach easily. Hence for cataloguing purpose, even if a work appears under more than one title, AACR recommends to use one common of uniform title. The AACR chapter 25 deals with this issue in detail. Titles having more than one name are common in religious seared scriptures, and anonymous classics.

How to use uniform titles.

AACR deals explicitly the uniform titles in the chapter 25 Rule 25.1 States that the need to use uniform titles varies from one catalogue. Base the decision whether to user uniform titles in a particular instance on:

- 1) How well the work in Know,
- 2) How many manifestations of the work are involved,
- 3) Whether the main entry in under title,

- 4) Whether the work was originally in another language, and
- 5) The extent to which the catalogue is use for research purpose.

Therefore, the rules relating to the uniform titles are only guideline and the individual catalogue cataloger has to decide the exact heading or entry. Thus the application of cataloguing rules for uniform titles are not mandatory but only optional. For example, the works on Bhagavadgita can be rendered as Gita Bhagavadgita.

General Rules

The rule 25.2 is the basic rule for uniform titles. The rule 25.2A states, “When the manifestations (other than revised editions) of a work appears under various titles, select one title as the uniform title as a instructed further”

Use a uniform for as entry for a particular item if,

- 1) The item bears a title proper that differs from the uniform title, or
- 2) The addition of another element (eg., the name of the language of an item is required to organize the file.

BLIS-8 BLOCK-3, UNIT 7

SERIES AND MULTIVOLUMES

Structure:

- 7.0 Objectives
- 7.1 Introduction
- 7.2 Books Published Under Series
 - 7.2.1 Series area
 - 7.2.2 Rule
- 7.3 Examples of series
- 7.4 Multivolume books
- 7.5 Examples of Multivolume
- 7.6 Summary
- 7.7 Answer to self check Exercises
- 7.8 Reference and Further Reading

BLIS -8
Information Processing
(Practice-II): Cataloguing
Practicals

BLOCK

4

Subject Headings; Non-Print Materials, & Guide to AACR-2R

UNIT 8

Subject Headings

UNIT 9

Cataloguing of Non-Print Material Forms

UNIT 10

User's Guide to AACR-II 1988 Revision

BLIS-8 BLOCK-3, UNIT 8

SUBJECT HEADINGS

Structure:

- 8.0 Objectives
- 8.1 Introduction
- 8.2 Aims of the Subject Cataloguing
- 8.3 Use of a Subject Heading list of Controlled Vocabulary Terms and Cross References
- 8.4 Haykin Principles
 - 8.4.1 The choice of Subject Headings
 - 8.4.2 Specify Entry
 - 8.4.3 Common Usage
 - 8.4.4 Uniformity
 - 8.4.5 Form headings
- 8.5 Summary
- 8.6 Answer to self check Exercises
- 8.7 Key Words
- 8.8 References and Further Reading

BLIS-8 BLOCK-3, UNIT 9

Cataloguing of Non-Print Material Forms

Structure:

- 9.0 Objectives
- 9.1 Introduction
- 9.2 Rules for Description
- 9.3 Cartographic Materials
 - 9.3.1 Maps
 - 9.3.2 Atlases
 - 9.3.3 Globes
- 9.4 Sound Recordings
 - 9.4.1 Grama phone records/Dises
- 9.5 Motion Pictures and Video recordings
- 9.6 Graphic Materials
- 9.7 Computer files
- 9.8 Microforms
- 9.9 Summary
- 9.10 Answer to self check Exercises
- 9.11 Key Words
- 9.12 References

BLIS-8 BLOCK-2, UNIT 10

User's guide to AACR-II 1988 Revision

Objectives:

The purpose of this unit is to bring at, one place the important rules of AACR-II since it is not possible to remember all the rules spread over in 677 pages with various references to and form. Here an attempt has been made to focus some of the rules needed to catalogue both book/print and non-print materials available in libraries.

This unit can be called as an index to the rules of AACR-II and serve you as a guide to solve your doubts white cataloguing. However, you are advised to refer to AACR-II when you do not find an explanation for your doubts in this unit.

As you are already familiar the AACR-II format under second level of description has seven areas and an heading appropriate to the description. They are: Headings/choice of access point.

1. Title and statement of responsibility area.
2. Edition area.
3. Publication distribution area.
4. Physical description area
5. Series area.
6. Note area.
7. Standard number area.

The following explanation on the above is including in Part-I of the user's guide and Part-II will provide some of the cataloguing terms, serving as a manual. However, referring to AACR-II compulsory.

PART-I

Headings:

In the main entry the first choice in cataloguing is the heading. The heading consists of the name of a person the name of a corporate body or the title of the document. In the main entry a uniform title can also become the heading.

In added entries, heading can be a word, a phrase (specially) an case of subject heading in addition to the name of a person, corporate body or title. In the main entry and in the added entry, the heading serves as an access point of search in the catalogue.