

UNIT II LIBRARY ROUTINES

5. Document Selection and Acquisition
6. Physical Processing
7. Library Records
8. Library Maintenance

UNIT III CLASSIFICATION

9. Basics of Classification
10. Classifying Documents using DDC (Dewey Decimal Classification)

UNIT IV CATALOGUING

11. Basics of Cataloguing
12. Different Types of Selection Tools and their Importance

UNIT V FILING AND SHELVING

13. Filing Rules
14. Shelving and Shelf Rectification

UNIT VI INFORMATION SOURCES AND THEIR USE

15. Categories of Information Sources
16. Types of Information Sources

DURATION 30 HOURS

S.No	TOPIC'S	HOURS
1	LIBRARIES: BASICS AND CONTEXTS	8
2	LIBRARY ROUTINES	5
3	CLASSIFICATION	5
4	CATALOGUING	4
5	FILING AND SHELVING	5
6	INFORMATION SOURCES AND THEIR USE	3



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2. The entire university library system is governed by the policies designed by the library committee where the vice-chancellor of the university is at the apex and other academics as its members.
3. The five laws of library science is a theory that S. R. Ranganathan proposed in 1931 detailing the principles of operating a library system. Many librarians and librarians from around the world accept the laws as the foundations of their philosophy.
 1. Books are for use.
 2. Every person his/her book.
 3. Every book its reader.
 4. Save the time of the readers.
 5. A library is a growing organism.
4. The main purpose of the documentation centre is to identify, acquire, organize and store documents after indexing and abstracting them. It retrieves and disseminates the document when requested by the users.
5. The promotion in a library setting can therefore refer to the methods used to provide information to users about the library's services and resources ensuring that users are aware of the services and resources available.



6. A library classification is a system used within the library to organizing materials including books, sound and videos recording, electronic materials etc both on shelves and in catalogs and indexes. Each item is typically assigned a call number which identifies the location of the item.
7. A public library is a people's university with a primary purpose to provide information resources and services to all sections of the society. In modern times the concept of public library has undergone substantial change in the context of advancement of knowledge, technology and awareness of libraries.
8. In ready reference (a) short range reference service the answer is mostly in the form of data (a) facts i.e. short answer from reference books. In long range reference service the answer is in the form of one or more documents containing the information.
9. Librarians have evolved beyond their traditional role as repositories of books and information to become dynamic social institutions that play a vital role in fostering community engagement, promoting lifelong learning and supporting cultural enrichments.

The libraries are provide macro documents to
 users where as information centres provide micro
 documents. Library also differs from information
 centres in the types of documents stored, types and
 levels of users, provision of documents rather
 than information rendering services to both
 internal and external users.

There are obvious differences public libraries are
 open to the public and university and other libraries are
 private. When ~~the~~ worked in IBM research in early
 in 1980 the Thomas Watson Research center had a
 library which included serious books and Journals
 not directly related to the company's business. It was
 not open to the public. The local libraries which
 is normally caters to childrens and housewives. It you
 play nice with the librarian who may look like
 a pore but you gotta play nice and ask for
 help ad have a good reason for it.



The public ~~library~~ libraries are most needed by persons who do want to learn, but do not have the financial means to buy what they want to study that's why social reactionaries want to defund them its like in czarist Russia, Karl Marx, Das Capital get through the censors because the masses would not likely read such a mess of polysyllabic words. So why bother but the Communist manifesto was censored because the masses could very easily read it. Librarians are unlikely looking heroes of freedom.