

SUBJECT: LIBRARY SCIENCE
ASSOCIATE DEGREE IN ARTS (ELECTIVE COURSE)
(Optional COURSE)

Revised Contents/Outline:

7- Introduction to Libraries

Definition and Objectives of Libraries

Types of Libraries

Various Sections of Libraries

Importance of Libraries in education and society

Qualities of a Good Library User

8- History of Books and Libraries

History and Origin of Libraries

Some important Libraries of Pakistan

9- Library Material

A) - Printed: Books, Periodicals, Newspapers, Reports, Thesis

B) - Non-Printed materials: Manuscripts, Audio Visual materials, Microforms, Motion Pictures, Floppy Disk and CDs

10- Classification

Meaning and definition of classification

Introduction to Dewey decimal classification scheme

1st Summary of DDC

Call No: An introduction

5. Acquisition of Library Material: Meaning and Definition

Principals of Books selection

Book Selection Tools

Accessioning of library printed material (Accession Register).

6. Cataloguing

Meaning and definition of cataloguing

Use and purpose of cataloguing

Kinds and forms of cataloguing

7. Reference Sources and Services

(a) Printed Sources

Dictionaries –Encyclopedia –Bibliographies

Directories –Periodicals – Geographical Sources

(b)- Electronic Sources



Databases

CDs,

Website

Internet

E-mail

8. Computer in Libraries

Introduction to Computers

Components of Computer

Use of Computer in Libraries

icmsedu.org