

DSE 4b

Public Library and Information System

60 Hours
(45hrs Lect. + 15hrs Tut.)

Course Title & Code	Credits	Credit Distribution of the Course			Eligibility Criteria	Pre-Requisite of the Course (if any)
		Lecture	Tutorial	Practical/ Practice		
DSE 4b: Public Library and Information System	4	3	1	0	-	-

Course Objectives

The course aims to develop an understanding of the structure, functions, and significance of public library and information systems in society. It equips students with knowledge of public library services, governance, and their role in community development. The course also prepares learners to manage and promote inclusive and user-oriented public library services.

Learning Outcomes

After completing this course, students will be able to:

- ☞ Demonstrate a comprehensive understanding of the definition, mission, and roles of public libraries and information systems, with particular emphasis on their development in India.
- ☞ Apply principles of library organisation and management, including the development of effective organisational structures, utilisation of library statistics, adherence to standards, and implementation of sound financial management and budgeting methods.
- ☞ Demonstrate an understanding of human resource management principles as applied to public libraries and gain knowledge about the role of various agencies in the development of public libraries.

- ☞ Develop and manage the diverse library collections, as well as organise various types of library and information services including extension and outreach services to different categories of users and design library programmes with resources and services that are aligned with the public library's mission.

UNIT I: Introduction to Public Library and Information System

12 Hours

- ☞ Public library: Definition, mission and its Role in society
- ☞ Development of public libraries with special reference to India
- ☞ Organization structure: Organization structure of public libraries in existing public library acts of India
- ☞ Library governance: Composition, nature and functions of library authority/library committee in existing public library acts of India

UNIT II: Management of Public Libraries

11 Hours

- ☞ Collection development and management
- ☞ Processing of reading material
- ☞ Financial management
- ☞ Human resources management
- ☞ Library Statistics and Standards

UNIT III: Libraries and Information Services of Public Libraries

11 Hours

- ☞ Services to the specific categories of users (children, senior citizens, etc.
- ☞ Readers' Advisory service and Information Literacy Programmes
- ☞ Extension and publicity (exhibition, book talks, book clubs, authors talk, etc.)
- ☞ Outreach activities- Mobile and branch library services

UNIT IV: Role of Various Agencies in the Development of Public Libraries

11 Hours

- ☞ UNESCO
- ☞ IFLA
- ☞ Raja Rammohan Roy Library Foundation
- ☞ National Knowledge Commission

Essential Readings

- ☞ GOULDING (A). Public libraries in the 21st century: Defining services and debating the future. London: Routledge. 2017.
- ☞ GOULDING (A). Public libraries in the 21st century. Aldershot: Ashgate. 2006.
- ☞ KOONTZ (C) and GUBBIN (B). IFLA public library service guidelines. Ed. 2 (revised). Berlin: Walter de Gruyter. 2010.
- ☞ MATTHEWS (JR). Measuring for results: The dimensions of public library effectiveness. London: Libraries Unlimited. 2005.
- ☞ MCMENEMY (D). Public library. London: Facet Publishing. 2009.
- ☞ MCCOOK (K). Introduction to public librarianship. New York: Neal-Schuman Publication. 2011.
- ☞ RANGANATHAN (SR) and NEELAMEGHAN (A). Public library system. Bangalore: Sarada Ranganathan Endowment for Library Science. 1972.

Suggested Readings

- ☞ PATEMAN (J) and WILLIMEN (K). Developing community-led public libraries: Evidence from the UK and Canada. London: Routledge. 2017.
- ☞ SHAFFER (GL). Creating the sustainable public library: The triple bottom line approach. London: Libraries Unlimited. 2018.
- ☞ VENKTAPPAIAH (V). Public library legislation in the new millennium. New Delhi: Bookwell Publications. 2007.