KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

Patgaon, Rani Gate, Guwahati - 781 017

COURSE - 04

COMPUTER APPLICATIONS IN LIBRARY

Diploma in Library and Information Science

Library and Information Science

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Computer Applications in Library

DETAILED SYLLABUS

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	Definition, history, generations, components. Types of computer, Advantages and disadvantages of computes, Application of computer		
Unit 2 :	**Basics of Internet**	**15**	**45-67**
	Concept, history, components. Internet Protocol addresses, types of internet connections. Factors affecting speed of Internet connectivity. Internet based services. Internet browsing and searching. Advantages of Internet.		
Unit 3 :	**Library Automation**	**15**	**68-94**
	Library automation: definition, history. Need and advantages. Areas of computer application in library. OPAC, Retrospective conversion Selection of hardware and software for automation. Library related standards (ISBD, MARC, UNIMARC, CCF, MARC 21).		
Unit 4 :	**Library Software Packages**	**15**	**95-117**
	Types of library software packages. Criteria for selection and evaluation of library software packages. Library management and automation softwares, Institutional repository software packages, content management systems, learning management softwares.		
Unit 5 :	**Library Network and Consortium**	**15**	**118-147**
	Library cooperation: types, kinds. Library Networks (definition, preconditions, advantages). Development of library networks in India. Study the function of OCLC, INFLIBNET, DELNET. Library Consortia (definition, precondition, advantages). Study the structure of INDEST, UGC INFONET.		
Unit 6:	**Internet Applications**	**20**	**148-188**
	Email, Online Chat, Search engine, Web directories, Discussion Forum, Groups, Social network.		

COURSE INTRODUCTION

This Diploma Programme in Library and Information Science has been developed keeping in view of the requirements of lower category of professionals in the library. It will meet the need of the Library Attendant, Library Clerk, and Library Assistant in the college, university, public and special libraries. It will also help the library-in-charges of school, NGO, Community Information Centre and rural libraries. Besides, this preliminary programme will also help you to go and prepare for higher studies in Library and Information Science.

The library is an essential component of any educational system. This programme will introduce you to this integral and essential part of the educational system, the library resources and services. It will also help you to explore the different sources of information, different library tools and so on.

The Diploma in Library and Information Science shall consist of six courses and are of one year duration. The one year duration of the programme will help you to get insight into all the major areas of library operation.

This is the fourth course of the Diploma in Library and Information Science (DLIS). This course includes six self-learning units.

While going through the units, you will notice some along-side boxes, which have been included to help you know some of the difficult, unseen terms. Some “Activity” has also been included to help you apply your own thoughts. Again, we have included some relevant concepts in “Let Us Know” along with the text. Some questions are there in the “Check Your Progress”. These have been designed to self-check your progress of study. It will be better if you solve the problems put in these boxes immediately after you go through the sections of the units and then match your answers with “Answers to Check Your Progress” given at the end of each unit. Solving the “Probable Questions” will help you to prepare for the term-end exam. The books that are listed under the “Further Readings” have been consulted in the preparation of the concerned unit. Though it is not mandatory but at times you can go through them to further your knowledge about the topic. At last, if you have any point of clarification or suggestion, please feel free to write to us by post or email.