ANNEXURE-I

LIBRARY ORIENTATION COURSE SYLLABUS

(GRANTHAGAR ARU TATHYA VIJNANAR ADHARPATHT)

TOPICS

CHAPTER-I: Purpose of Library Orientation Course.
• Full exploitation of the resources of college library.
• Equip one to make use of library everywhere to venture in to wider world.
• Formulation of library habit which would be helpful in later life for continuing education.

CHAPTER- II: Study- Knowledge- Book- Library.

CHAPTER- III: Library-definition-function-type-five laws of library science.

CHAPTER- IV: Library organization-sections-functions- services.

CHAPTER- V: College Library- its place in higher education- Departmental Library-
Library rules- Open- Close.

CHAPTER- VI: Types of documents- Books- Periodicals-Other non book materials.
Book- its history- parts of book- functions.

CHAPTER- VII: Classification of books. DDC /Colon.

CHAPTER- VIII: Catalogue- functions.

CHAPTER- IX: Data- Information- Knowledge. Information sources- Primary-
Secondary. Information Centres- of Science- of Arts.