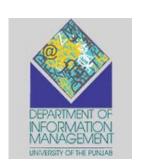
BS Program Information Management (IM)

Two General Courses Social Science

2024





INSTITUTE OF INFORMATION MANAGEMENT UNIVERSITY OF THE PUNJAB LAHORE

Course Title	Credit
	Hours
Information Management	2

Name of the	Information Management					
Course						
Credit Hours						
Course Code	SIM-222					
Objectives	1. To understand role of libraries and information in education and society.					
	2. To know the historical developments of libraries					
	3. To know the role of libraries in the society. 4. To recognize the impact of ICT on the libraries					
Contents	4. To recognize the impact of ICT on the libraries					
Contents	Unit-I Introduction to Libraries					
	1.1 Types of libraries					
	1.2 Objectives of libraries1.3 Various sections of libraries					
	1.4 Importance of libraries in education and society1.5 Role of librarian					
	1.6 Role of information and libraries in society					
	1.7 Library materials					
	Unit-II History of Books and Libraries					
	2.1 History of book from ancient to present					
	2.2 Library development in the subcontinent					
	2.3 Famous libraries of Pakistan					
	Unit-III Bibliographical Description of Printed Materials					
	3.1 Meaning and definition of bibliography					
	3.2 Scope and importance of bibliography					
	3.3 Bibliographical description, books, journals, newspapers					
	Unit-IV Classification					
	4.1 Meaning and definition of classification					
	4.2 Purpose of classification					
	Unit-V Acquisition & Cataloguing of Library Material 5.1 Basic concepts of acquisition 5.2 Principal of library material selection					
	Unit-VI Reference and Information Services					
	1.1 Definition and scope					
	1.2 Types of reference sources and services					
Recommended	Rubin, R. E. (2020). Foundations of library and information science (5 th ed.).					
Reading	Chicago: American Library Association.					
Material	Bob, R. E. & Smith, (2016). Reference and information services: An					
	introduction (4 th ed.). New York: Libraries unlimited. Marcrella, Rita & Newton. Robert. (1994). A new manual of Classification.					
	Hampshire: Gower.					
	Hampsinic. Gower.					