

# INFORMATION MANAGEMENT

Course Code

SIM-222

Credit Hours

2 (2-0)

## Course Objectives

- To understand the role of libraries and information in education and society.
- To know the historical developments of libraries
- To know the role of libraries in the society.
- To recognize the impact of ICT on the libraries

## Course Contents

### Week 1-3

#### Introduction to Libraries

- 1.1 Types of Libraries
- 1.2 Objectives of Libraries
- 1.3 Various sections of libraries
- 1.4 Importance of libraries in education and society
- 1.5 Role of Librarian
- 1.6 Role of information and libraries in society
- 1.7 Library materials

### Week 4-5

#### History of Books and Libraries

- 2.1 History of the Book from ancient to present
- 2.2 Library development in the subcontinent
- 2.3 Famous Libraries of Pakistan

### Week 6-8

#### 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

### Week 9-11

#### Classification

- 4.1 Meaning and definition of classification
- 4.2 Purpose of classification

### Week 12-14

#### Acquisition & Cataloguing of Library Material

- 5.1 Basic concepts of acquisition
- 5.2 Principal of Library Material Selection

### Week 15-16

#### Reference and Information Services

- 6.1 Definition and scope
- 6.2 Types of reference sources and services

#### Recommended Reading Materials

- Rubin, R. E. (2020). *Foundations of library and information science* (5<sup>th</sup> ed.). Chicago: American Library Association.
- Bob, R. E. & Smith, (2016). *Reference and information services: An introduction* (4<sup>th</sup> ed.). New York: Libraries unlimited.
- Marcella, Rita & Newton. Robert. (1994). *A new manual of Classification*. Hampshire: Gower.