Course Code:	LISC E1025
Type / Status :	Core
Title:	Libraries, Their Services, Collection Development and Management

Learning outcome: By the end of this course unit the students will be able to demonstrate knowledge on the differences between various types of libraries and the services offered by them. They also will gain and apply theoretical and practical knowledge of all basic procedures and activities related to collection development and maintenance in libraries.

Course content: Types of libraries and their services: Types: National, Academic, Special, Public, School, Virtual. Information/Documentation centersand their services including databases. Archives and their services. Library building and equipment including standards. Book trade, publishing, copyright, reprography. Issues related to book trade in Sri Lanka. Resource sharing and library cooperation. Library materials: Types and nature. Collection development policy: criteria, components. Selection process of library materials and information. Acquisition process. Processing of library materials and information. Circulation process. Maintenance of the collection: stock taking, weeding. Conservation and preservation including book binding

Method of Teaching and Learning:

Seminars, Study guides andwritten Instructions from the Department

Assessment: End of year examination, assignments and presentations.

Assignment: Detailed study of a selected type of library in accordance with the guidelines given by the Department of Study.

Recommended reading:

Agraval, O.P. (1985). *Conservation of manuscripts and printings of South East Asia*, London**:** Butterworths,

Anderson, Joanne S. (1996). *Guide for written collection Policy Statements,* 2nd ed., Chicago: ALA,

Bajpai,S.K. (1999). *Preservation and Management of Library Collections.* Dilhi:Ess Ess publication,

Corea, Ishvari. (1978).*A Manual for public libraries in Sri Lanka,* Colombo:Public Library.

Crawford, Walt. (1999). *Being Analog: Creating Tomorrow's Libraries*, Chicago:ALA.

Crawford, Walt, Gorman, Michael. (1995).*Future Libraries: Dreams Madness and Reality.* Chicago:ALA.

Feather, John. (1998). *The Information Society: A study of Continuity and change.*

Herring, James E. (1997).*Teaching Information Skills in Schools.* London: LA.

Kumar, Krishan. (2001).*Library Manual.* Vikas Publication, Delhi.

Kumar, P.S.G. (2003). *Foundations of Library and Information Science: Kumar's Curriculum series in Library and Information Science.1*, Delhi **:** B.R. Publishing Corporation.

Mukhergee,A. (1974). *Book Selection:principals practices and tools*. Culcutta: World Press,

Ranganathan, S.R. (1966).*Library Book Selection*(2nd ed.). London: Asia publications

Ranganathan, S.R (1973). *New Education and School libraries*. New Delhi: Vikas Publishing.

Schade,Jasper G. Tanis, Norman E. (1974). *Problems in DevelopingAcademic library Collections.* New York: Bowker,

Sharma, C.K. Arya, S.B. (1988).*DocumentationInformation Science and Automation in Libraries.*India: Y.K. Publishers.

Spiller, David. (1996). *Book Selection: Principles and practice.* London: LA,

Thompson, G. (1973*). Planning and Design of Library Buildings.*(2[nd]ප්‍රින්ට්ස්, ed.).London:

Architecture press.

අලහකෝන්, උදිත පරි. (2006).සම්පත් පාදක ඉගෙනුම් කුසලතා සහ ගුරු පුස්තකාලයාධිපතිත්වය. කොළඹ: ඇස්. ගොඩගේ.

විමලරත්න, කේ. ඩී. ජී. (1989).පුස්තකාල දුවා සංරක්ෂණය සහපුතිසංස්කරණය.කොළඹ: ශී ලංකා ජාතික පුස්තකාල සේවා මණ්ඩලය,

සමරකෝන්, අබේරත්න. (2004).ඉගෙනුමට පුස්තකාලය. ජා-ඇලඃසමන්ති පොත් පුකාශකයෝ.