

ICT Application in Library Services Unit –2

Automation of Cataloguing and Serials Control
House Keeping operations

Presented By

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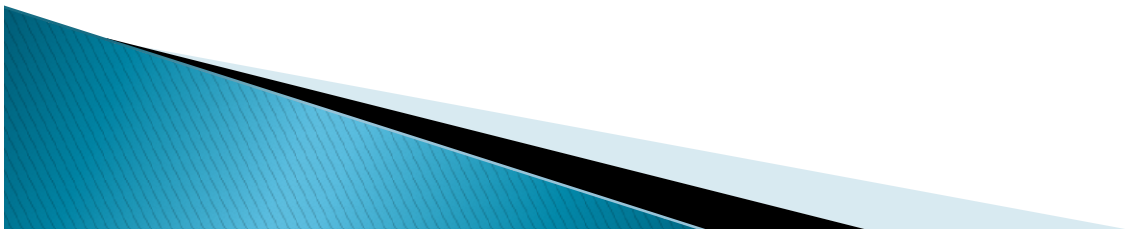
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House keeping operations

- ▶ House Keeping operations of a library include all operation such as acquisition, cataloguing, circulation and serials control
- ▶ Library automation refers to the use of computer in the routine and important services of a library



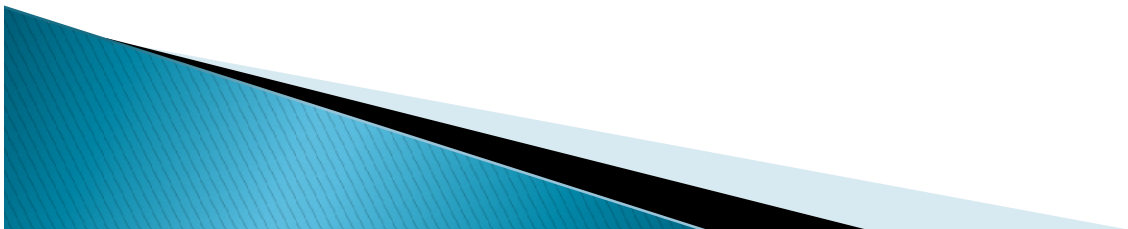
CATALOGUING

- ▶ Catalogue production
- ▶ Catalogue maintenance
- ▶ Thesaurus construction
- ▶ Bar code printing
- ▶ Authority files
- ▶ Print catalogue cards
- ▶ Spine slips



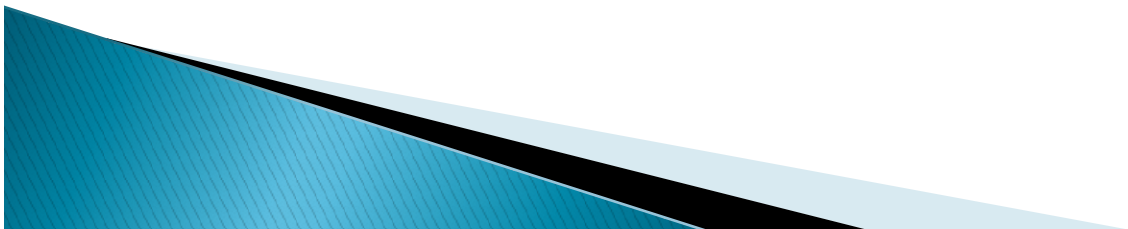
SERIALS CONTROL

- ▶ New subscription of journal
- ▶ Subscription Renewal
- ▶ Receiving Issues
- ▶ Reminders
- ▶ Binding management
- ▶ Recording of Bound Volumes



OPAC (ONLINE PUBLIC ACCESS CATALOGUE)

- ▶ Simple searching
- ▶ Boolean searching
- ▶ Advanced searching
- ▶ Additional searching
- ▶ Browse
- ▶ patrons



THANKS

