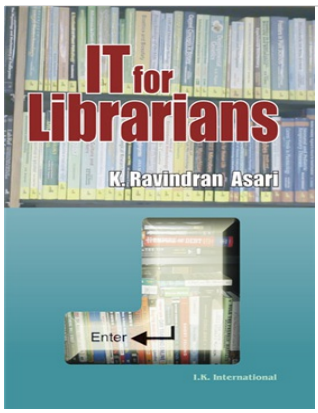
Book Information Sheet



IT for Librarians, 1/e

K. Ravindran Asari

2009 | 336 pp | Hardback | ISBN: 9789380026596 | Price: 445.00

About the Book

This book provides a comprehensive account of Information Technology (IT) applications in libraries. It will enable the students of Library and Information Science to understand the IT options appropriate for modern libraries and they will be able to manage libraries and provide services efficiently by adopting suitable IT tools and techniques. Library and Information Science syllabi of many universities in India have been taken care of while deciding the content of this book.

Spread in 10 chapters, the book discusses:

- Overview of IT.
- Computer hardware and software.
- Application programs like MS Word, Power Point and MS Excel
- Library automation and library automation software
- Overview of the existing communication systems and networks
- Internet search techniques
- Important database management systems
- Online information systems
- Keyboard shortcuts

Salient Features

The book serves as a self-sufficient ICT manual for librarians, as it covers software, hardware, information storage and retrieval, and communication in a balanced manner.
Screenshots have been used profusely to aid the understanding of working of various systems.
Includes end-of-the-chapter review exercises.
Appendices further provides keyboard shortcuts, MS Office shortcut keys, and codes for countries and international organizations in the internet.

Table of Contents

- Information Technology: Scope and Development
- Computer Hardware
- Software
- Programming and Programming Languages
- Software for Library Applications
- Library Automation
- Telecommunication Systems and Networks
- The Internet
- Database and Database Management Systems
- Online Information Retrieval
- Appendices
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