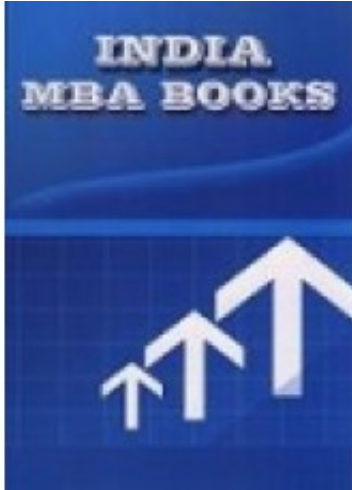


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UNIT 2: Library Automation: Definition, Need and Purpose

Application of Computers in Library House Keeping Operations

Basic Features/Modules of Library and Information Management Software:

SOUL, COHA, NewGenLib.

UNIT 3: Telecommunications - Need, Purpose and Objectives

Modes (Simplex, Half Duplex, Full Duplex)

Communication Tools and Techniques - E-mail, Teleconferencing/Video Conferencing,

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