# Syllabus for Written Test for the recruitment of Assistant Librarian Grade-II in the university

## Section-A (Theory)

### FOUNDATIONS OF LIBRARY

Concept of Library: Definition, purpose and functions. Five laws in library science; Library in Society: Place of library in dissemination of information. Changing role of library in socio-economic development, education and recreation. Types of Libraries: Public, Academic, Special and National libraries: Definition, purpose and functions of each type of library. Brief introduction of Automated, Digital, Polymedia and Virtual libraries. Library Cooperation: Definition, types, levels. Resources sharing and networking, Library Consortia. Library Legislation: Need, purpose and factors. A brief account of its present position in India. Copyright Act, Press and Registration Act and Delivery of Books and Newspapers (Public Libraries) Act, 1954. Promoters of Library and Information Services: At national level: RRRLF, and at international level: UNESCO and IFLA: Their role in promotion and development of libraries. Library Profession: Librarianship as a profession, Professional ethics. Role of library associations: ILA, IASLIC, IATLIS, ALA, CILIP. Library development: Modern Librarianship in India.

### KNOWLEDGE ORGANISATION CLASSIFICATIONS

Concept of Library Classification: Definition need and purpose. Theory of Subjects: Basic, Compound, and Complex subjects. Models of Classification Scheme: Enumerative and Faceted: Their merits and demerits. Notation: Need, purpose, types and qualities. Classification Schemes: Introduction to major schemes of classification: Dewey decimal classification (DDC) and Colon Classification (CC). Classification Theory: Canons/Principles of Sayers, Bliss and Ranganathan. Development and Trends in

Classification: Role of Computers. Concept of Call Number: Class number, Book number, Collection number. Concept of Library Catalogue: Definition, need, purpose and functions. Forms and Types of Catalogue: Dictionary, Classified, Alphabetic-classified Catalogue; Card, Microfiche, Computerized and Online (OPAC) Catalogues. Filing of Entries: Arrangement of entries of Dictionary and Classified catalogue. Descriptive cataloguing: Current trends in Standardization, description, and Exchange (ISBD, MARC, CCF). Standard Codes of Cataloguing: AACR and CCC. Normative Principles of Cataloguing: Canons of cataloguing. Subject Cataloguing and Indexing: Principles of subject cataloguing. Subject Headings Lists and their features (Sears List of Subject Headings and Library of Congress List of Subject Headings). Development and Trends: Development and recent trends in cataloguing.

## INFORMATION AND COMMUNICATION TECHNOLOGY

Computer: Hardware, input and output Devices, Storage Devices, Software: System Software and Application Software. Information and Communication Technologies: Concept and Impact on Society. ICT: Application in Libraries. Library Automation: Need, Purpose and Application. Information Retrieval: Search engines, Boolean operators. Computer Networks: Concept. Classification of Computer Network on the basis of size (LAN, MAN and WAN), and Topologies and Advantage of networks. Library and Information networks with special reference to India: Delnet, Inflibnet, Ernet, Nicnet. The Internet: World Wide Web (WWW). Hypertext, Hypermedia, Multimedia, Intranets, Extranet. Common Software: Introduction to Open/Proprietary software. Word Processing Software: MS Word- All features. Presentation Software: MS Power Point- Basic features. Digital, Virtual and Hybrid Libraries: Definition and scope, Recent Developments and trends. Library Software: Essential features. Study of features of select library software packages: LIBSYS, SOUL, and KOHA.

# MANAGEMENT OF LIBRARIES

Concept of Management: Principles and Functions of Scientific Management and their application to Libraries and Information Centers. Levels of Management. Policy making bodies of library: Library Authority and Library Committee. Organizational structure in libraries. Library Finance: Sources of finance, Budgeting procedure and accounts. Human Resource Management: Staffing: Selection, Recruitment, Training and Development. Classification of library personnel. Staff manual, Outsourcing. Collection Development and Access Management: Need, purpose, principles and factors. Good Offices Committee (GOC). Library House Keeping Operations: Activities of different sections of libraries and their functions: Acquisition Section, Technical Section, Circulation Section, Maintenance Section, Periodical Section and Reference Section. Stock Verification & Rectification: Policies and procedures. Library Building Planning: Responsibility, standards and norms. Furniture and Equipment: Criteria for selection and qualities. Public Relations and Extension Services: Need, purpose and methods. Library Statistics: Need, purpose and types. Annual Report: Need, purpose and contents.


# INFORMATION SOURCES AND SERVICES

Reference and Information sources. Documentary Sources of Information print and non-print: Categories: Primary, Secondary and Tertiary. Human and Institutional Sources; the Internet/ Web as a source of information. Criteria for Evaluation of Information and Reference Sources. Evaluation of Encyclopaedias, Dictionaries, Geographical and Biographical sources of information. Evaluation of sources of current information, News Digests, Union catalogues, Indexing and Abstracting Services. Bibliographical Sources: Function, Types, Uses, Evaluation criteria. Reference and Information Services: Concept, Definition, Need and Trends. Basics of digital and virtual reference services. (Ask Jeeves, Question point). CAS and SDI Services: Need, purpose, techniques and evaluation. Bibliography, Referral, Document delivery and Translation services. Services and Products of Documentation and Information Centers and Information systems and networks at national level: NISCAIR, DESIDOC, NASSDOC,

INFLIBNET, DELNET. Services and products of Documentation and Information Centers, Information Systems and Networks at International level: OCLC.

## LIBRARY AND ITS USERS

Changing dimensions: Role and status of libraries. Library surveys: Need, purpose and uses. Planning surveys: Collecting information, processing and analysis of data interpretation and presentation (Only basics to be covered). User studies: Methods, techniques and evaluation. Construction of Questionnaire and Interview Schedule (Every student would be assigned different topic to submit One Questionnaire and One Interview Schedule meant for Internal Assessment). Effectiveness: Cost-benefit/Cost-effectiveness studies. Information: Definition and its nature. Categories of users and their information needs. Information Seeking Behaviour: Concept, models. Parameters of Evaluation of different sources: Books, Periodicals and e-Resources. User education programmes: Concept, objectives, levels, techniques and evaluation. Information Literacy: Definition, need, purpose, programs and models.

# Section – B  (PRACTICAL)

## LIBRARY CLASSIFICATION

COLON CLASSIFIACTION, DEWEY DECIMAL CLASSIFICATION, COLON CLASSIFICATION AND DEWEY DECIMAL CLASSIFICATION

## CATALOGUING PRACTICE

CLASSIFIED CATALOGUE CODE, ANGLO-AMERICAN CATALOGUING RULES II

## INFORMATION & COMMUNICATION TECHNOLOGY

1. Word processing : MS Word
2. Preparing Power Point presentation
3. Use of Library software package
4. Use of Internet, Latest Technology & Gadgets.
5. Knowledge about e-books, e-journals, online databases.

## INFORMATION SOURCES AND SERVICES

1. Study and evaluation of information sources.
2. Compilation of current awareness lists/ bibliography.
3. Knowledge about Information Sources & Services.
4. Identification of appropriate reference source for particular query.