

Syllabus for the Recruitment of Librarian Post

Foundation of Library & Information Society

- I. Types of libraries: characteristics and functions of Academic, Public, Special and National library;
- II. Five laws of library science & their Implementations;
- III. Library legislations and library acts in Indian states: The Press and Registration of Books Act, 1867; The Delivery of Books and Newspapers (Public Libraries) Act, 1954;
- IV. Legal issues: Intellectual Property Rights, plagiarism, Right to Information Act (RTI);
- V. Library and information science education in India;
- VI. Professional Associations: National – ILA, IASLIC, IATLIS; International – IFLA, ALA, ASLIB;
- VII. Role of UGC, RRRLF, UNESCO and NEP 2020 in promotion and development of libraries;
- VIII. Communication: types, theories, models, channels and barriers;
- IX. User studies: methods/ techniques and evaluation of User Studies;
- X. Information literacy: models, standards;
- XI. Information seeking behaviour: models.

Organization & Management of Library and Information Centres

- I. Management: principles, functions (POSDCORB);
- II. Scientific Management Theory: Classical Management Theory, Modern Management Theory;
- III. Principles of Management: Taylor, Fayol and Bernard;
- IV. Organizational structure and planning: divisions of organisation charts, Library Authority and Committee, Library Building, Furniture and Equipment;
- V. Management of house keeping operations: Library Acquisition, Technical Processing, Circulation, Serial Control, Maintenance, Stock verification & Stock rectification;
- VI. Library records & statistics: Annual report;
- VII. Human Resource Management and Planning: Job Analysis, Job Description, Job Evaluation, Selection, Recruitment, Training and Development, Performance Appraisal, Motivation - types;
- VIII. Financial Management in Libraries: Sources of Finance, Budgeting Methods, Cost Effective and Cost Benefit Analysis;
- IX. Project Management: PERT / CPM and Total Quality Management (TQM) - Concepts,

Knowledge Organization & Bibliographic Description

- I. Classification – Salient features of DDC, UDC and CC
- II. Principles and Postulates: fundamental categories, facet sequence, canons;
- III. Classification Techniques: devices, phase -relation, Common Isolates, Auxiliary Tables, Notations, Call Number;
- IV. Modes of formation of subjects: types;
- V. Cataloguing: Entry – Book, Serial, Non-book materials, cartographic materials;
- VI. Canons and Principles: types;
- VII. Library Cataloguing Codes: AACR – II;
- VIII. Standards of Bibliographic Record Formats and Metadata Standards: ISBD, MARC 21, CCF, Dublin Core;
- IX. OPAC, WebOPAC, OCLC.

Information Sources and Services

- I. Sources of Information: characteristics of Primary, Secondary and Tertiary; Documentary and Non-Documentary;
- II. Primary Information Sources (Print and Electronic) - Journals, Conference Proceedings, Patents, Standards, Theses & Dissertations, Trade Literature.
- III. Secondary Information Sources (Print and Electronic) - Dictionaries, Encyclopedias, Bibliographies, Indexing & Abstracting, Statistical sources, Handbooks and Manuals.
- IV. Tertiary Information Sources (Print and Electronic)- Directories, Year Books, Almanacs.
- V. Other Reference Sources: Bibliographical, Biographical, Educational, Language and Geographical.
- VI. Electronic Information Resources: Subject Gateways, Web Portals, Bulletin Boards, Discussion Forums /Groups. Databases: Bibliographic, Numeric, Full text, Multimedia;
- VII. Institutional Sources: Annual Reports, directories, handbooks, manuals, bulletins
- VIII. Open Educational Resources – types, SWAYAM, NPTEL, e-PGPathshala, Creative Common Licenses;
- IX. Reference Service and Reference questions: Ready Reference Service and Long-Range Reference Service, type of reference questions, Referral Services, Alerting Services - CAS, SDI, RSS feed;

Information Storage & Retrieval (ISAR)

- I. Subject Analysis and representation: cutter, Kaiser, Ranganathan, Farradane and Coats
- II. ISAR Systems Compatibility Study: Need, Areas, Standards, Protocols and Interoperability issues;
- III. Controlled Vocabulary: Thesaurus- types;
- IV. Recall and Precision devices in Indexing Languages

- V. Indexing Systems and Techniques: Pre-coordinate (PRECIS, POPSI, Chain Indexing); Post-Coordinate (KWIC, KWOC), Uniterm;
- VI. Search Strategies and searching techniques: Boolean Searches and other types of Search Techniques;
- VII. Searching Features of Online Search Services: OPACs, e-Journal Services, Repositories;
- VIII. Abstracting and Indexing – Types and Guidelines;
- IX. Artificial Intelligence and Expert System: knowledge discovery;

Information Technology & Networking

- I. Computer Components: Hardware & Software;
- II. Character Representation: ASCII, ISCII, Unicode;
- III. Hardware: Storage Devices, Input and Output Devices.
- IV. Types of Software: System Software, Application Software;
- V. Computer Software: Library Packages
- VI. Database Management Systems: Types, Characteristics and applications;
- VII. Programming Languages – Object Oriented, Procedural, High Level.
- VIII. Computer Networks - Topologies, Types of Networks – LAN, MAN, WAN.
- IX. Internet - Web browsers, WWW, E-mail; Search Engines, Internet Protocols and Standards – HTTP, SHTTP, FTP, SMTP, TCP/IP, URI, URL. Hypertext, Hypermedia, Multimedia, Video conferencing,

Library Automation and Digital Library

- I. Library Automation: Need, Infrastructure, purposes;
- II. Library Automation Process: Selection, Evaluation and Implementation of Hardware and Software;
- III. Library Automation components: Barcode, RFID, QR Code, Biometric, Smartcard: Features and Applications.
- IV. Library Automation Applications: Acquisition, Cataloguing, Circulation and Serial Control process
- V. Digital Library Genesis and initiatives: Genesis, Characteristics, Types, Architecture, Standards, Formats and Protocols, DOI; National and International initiatives;
- VI. Digitization: Planning, Selection of Materials, Hardware, Software, Process, Issues.
- VII. Digital Preservation: Need, Purpose, Standards, Methods, Techniques,
- VIII. Institutional Repositories and standards: Need, Purpose, Types and Tools, ROAR, DOAR, SHERPA-ROMEO,
- IX. Application of Artificial Intelligence- Chatbots, Chatgpt, Gemini; Expert Systems and Robotics in Libraries; Cloud Computing, Big Data.