SYLLABUS FOR RECRUITMENT EXAMINATION FOR
DISTRICT LIBRARY& OFFICER(GROUP 'B'
GAZETTED) : 2015

(LIBRARY & INFORMATION SCIENCE)

PAPER – I

100 Marks

Unit. –   Foundation of Library & Information Officer

-Library as a social institution, Social & historical foundation of Library, different types of Libraries – Academic, Public, Special – their distinguishing features and functions, Role of U.G.C for development of Academic Libraries, Role in Library of formal and informal education.

Unit- II   Normative Principles of Library & Information Science

-Five Laws of Library Science, implication of Five Laws in Library & Information Science, Development of Libraries with special reference to India, Library cooperation, Resource sharing and Library Networking, Library Extension services, Library & Information Science Education in India, Library Information Science as a profession, staffing pattern of Library, Librarians, in different types of Libraries, Academic status of a Librarian, Library Governance and Authority, Library Committee, Library Rules and its components, Library Association, The International Federation of Library Association and Institutions (IFLA), The United Nations Educational Scientific & Cultural Organization (UNESCO), International Federation for Information & Documentation (FID), Indian Library Association (LIA), Indian Association of special Libraries & Information Centre (IASLIC), Association for Information Management (ASLIB).

Unit-III   Laws relating to Libraries & Information

-Library legislation need and essential, Library legislation in India, Press and registration act & delivery books Act (Public Library) Copy right Act, Intellectual property right.

Unit-iv   Library & Information Profession

-Attribution of profession, Librarianship as a professional ethics, Professional Associations & their Role, Professional Education & Research.

Unit-v   Promoters of Library & Information Services.

National level promoters (RRRLF), International level promoters (UNESCO)

Unit-vi   Public Relation & Extension activities.

-Definition, facets and programs, publicity & extension, outreach activities, Factors affecting library development, publishing, Books Trade.

Unit-vii   Knowledge organization, Information processing & Retrieval

-Development of knowledge, Universe of knowledge, Structure of subjects, Modes of formation of subjects, Different types of subjects, Universe subjects as mapped in different schemes of classification, Library classification, Dewey Decimal classification (DDC), Library of Congress classification, Universal

Decimal classification, colon classification, classification of Documents by using the Web., Library cataloguing, International standard Bibliographic (UNIMARC), Knowledge Management (KM), Method of knowledge Organization – general theory & Library classification, Normative Principles of classification and their application, special of Library classification, Notation , need functions, characteristics, Design and development of schemes of Library classification, standard sub-division Index, Trends in Library classification, subject classification, principles of subject classification, subject heading lists and their feature.

Unit- viii   Library Automation

Types of Library software package, Online Public Access Cataloguing (OPAC), Library Network, Online Computer Library Centre (OCLC), Joint Academic Network (JANET), Information & Library Network (INFLIBNET), Developing Library Network (DELNET), Internet, Information System, National Information System for Science & Technology (NISSAT), National Social Science Documentation Centre (DESIDOC),International Bibliographic Information System for the Agricultural Science and Technology (AGRIS), International Nuclear Information System(INIS). Environmental Information System (ENVIS).

Unit-ix   Information Technology.

Definition, Need, Scope and objectives, Development in ICT, Academic Libraries and ICT, Information, Communication, Importance of ICT in Libraries, ICT enabled conventional Library & Information Science, online Public Access catalogue and users service, Information service, Inter Library loan and union catalogue, Customers relation and user education (ICT) based new service, Internet Access, Access to based resources. E-Journal   , E- Book   r digital library and Archive changing dissension of Library service, Information Professional & ICT, Skill for the Library professionals, requirement of Technical skills in ICT. Environment, Basic ICT skills, Library & Information Science based skill needed in digital era, cost – benefit Analysis and ICT. ICT literary for information professionals – ICT literacy, Internet literacy network, Digital literacy, information literacy, internet, The World Wide Web (WWW), E-mail, Web pages, Need of digital information, inspect of ICT on information society, Benefit of ICT literacy, ICT literacy Model, Role of Librarian.

Unit- x   Computer Basic (Hard ware)

-Introduction to computer, overview of Historical Development of computer, Generation of computers, Classification of computer, Essential components of computer system.

-Software – Operating system : single & multi user system, Basic feature of MS-DO, MS- Windows, Linux, Unix, Window NT etc., Programming languages : concepts and tools, algorithm& Flowcharting; Word processors, Spread sheet etc., DBMS package, Computer application to library & information Network.

<u>Unit – xi</u>   Library Housekeeping operations

-Different sections of library & Information centre and their functions, collection development and management policies & processing, Book ordering (Acquisition), Technical processing, Serials control, Circulation control, Maintenance etc., Stock verification – policies and procedures, Evaluation and weeding, Archiving – Conservation & preservation, Restoration including print, Non- print and electronic materials

<u>Unit- xii</u>   Planning

-Concept, Definition, need and purpose, Types, Policies and procedures, Building and space management in Libraries & Information Centers, Library building Interior & exteriors, Furniture's, Equipments standards & Types, Planning of related infrastructure, Library standards.

<u>Unit-xiii</u>   Readers Service

-Reference service, Periodical works, Circulation Works, Library Rules & Regulations, Charging and discharging method, Effective use of library reading materials.

<div align="right">100 Marks</div>

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PAPER-II
(To Set Question)
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<u>Unit-1</u>

1) Development of knowledge
2) Structure of subjects
3) Library classification
4) Dewey Decimal classification (DDC)
5) Library of Congress
6) Universal Decimal classification
7) Colon classification
8) Classification of Documents by using the Web
9) Library Cataloguing
10) International standard Bibliographic Description(ISBN)
11) Machine Readable Catalogue (MARC)
12) Universal Machine Readable Catalogue (UNIMARC)
13) Common Communication Format(CCF)
14) Machine Readable Catalogue 21(MARC 21)
15) Thesaurus
16) Knowledge Management

<u>Unit-11</u>   Basic of Library Cataloguing

1) Online Cataloguing
2) Online Public Access Cataloguing
3) Catalogues & Bibliographic Records
4) Machine Readable Cataloguing
5) Union Catalogue
6) Anglo- American Cataloguing Rule
7) Multimedia Library
8) Digital Test Resources
9) Web-based Library services
10) Digital reference services.

General English	**100 Marks**
(Grammar & Vocabulary)	

1) Essay Writing
2) Letter Writing
3) Precise Writing
4) Paragraph Writing
5) Comprehension (Passage based questions)
6) Parts of Speech
7) Spotting Errors
8) Clogs Test
9) Antonyms
10) Synonyms
11) Sentence Improvements
12) Sentence Completion
13) Idioms and Phrases
14) Spelling Test
15) Re- arrangement of sentence/words
16) One word substitute
17) Active & Passive Voice
18) Direct & Indirect speech/narration.

Viva – Voice

Viva – Voice   50 Marks

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Director of Public Libraries
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