

# **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, Enet, 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.