

GROUP-18

Librarian (Level- Graduate+ Diploma in Library Science)

1) General awareness, Reasoning, Mathematics, Science, History including Haryana related history, current affairs, literature, Geography, Civics, Environment, Culture etc.- (Weightage 20%)

2) Computer terminology, Fundamentals, word software, excel software, Power point, internet, web browsing, Communication, emails, downloading and uploading data on websites etc. -

(Weightage 10%)

3) Subject related syllabus-

(Weightage 70%)

LIBRARY AND INFORMATION SOCIETY

Concept of Library in Society - Social and historical foundations of library - Development of libraries with special reference to India - Different types of libraries - their distinguishing features and functions, Normative Principles of Library and Information Science - Five Laws of Library Science and their Implications on Library and Information Activities, Laws relating to Libraries and Information Centres - Library Legislation in India: Need and essential features - Copyright Act and Delivery of Books (Public Libraries) Act - Librarianship as a Profession - Professional ethics, Professional Association, Public Relations, Extension Activities and Resource Sharing - Professional Associations and their role with particular reference to ILA, IASLIC, IFLA and UNESCO - Definition: Facets and programmes of PR and Extension Services - Resource Sharing and Library Networking.

LIBRARY CLASSIFICATION

Library Classification Theory - I - Library Classification: Definition, Need and Purpose - Subjects: Basic, Compound and Complex - Modes of Formation of Subjects - Planes of Work - Notation: Need, Type and Quality, Library Classification Theory - II - Species of Classification Schemes - Overview of Colon Classification: Postulates of Facet Analysis and Facet Sequence, Fundamental Categories, Principles of Helpful Sequence and Facet Sequence, Phase Relations, Devices - Call Number: Class Number, Book Number and Collection Number, Classification Schemes & Current Trends - Overview of Colon Classification. - Main features of latest editions of DDC and UDC. - Current Trends: Web Dewey, OCLC Classify and Folksonomy, Colon Classification, Dewey Decimal Classification.

INFORMATION SOURCES

Reference and Information Sources - Documentary Sources of Information: Print, Non-print and Electronic Resources. - Categories: Primary, Secondary and Tertiary Sources. - Human and Institutional: Nature, Types, Characteristics and Utility. - Internet as a Source of Information, Types and Evaluation of Reference Sources - Different types of Reference Books and Criteria for Evaluation of Encyclopaedias, Dictionaries, Geographical Sources, Biographical Sources, Reference Sources for Current Events and Ready Reference Sources, Bibliographical Sources - Bibliographies: Functions, types and Branches. Uses and Criteria for Evaluation of National Bibliography, Trade Bibliography, Subject Bibliography, Indexing and Abstracting Sources.

INFORMATION SYSTEMS AND NETWORKS

Information Systems - Definitions, Types and Overview of Information Systems. - Services and Products of Information Systems: AGRIS, INIS, ENVIS, BTIS and MEDLARS, Library and Information Networks - Definitions, types and overview of Information Networks. - Description of Library and Information Networks: INFLIBNET, DELNET, CALIBNET, NICNET, MALIBNET.

INFORMATION LITERACY

Concept, Types and Importance of Information Literacy - Information Literacy: Concept, Definition, Need and Importance - Types of Information Literacy –Technology Literacy, Media Literacy, Computer Literacy & Digital Literacy - Information Literacy and Lifelong Learning, Information Literacy competencies - Information Literacy: Initiatives and Forums in India, Information Literacy Courses and Implementation, Role of libraries in Information Literacy: School, College and University Libraries, Public Libraries, Special

Libraries, Information Literacy Instruction Methods - Library Induction - Lecture, Demonstration, Practical, Assignments Information Literacy Products: Library Brochure, Web based Access Instruction.

COMMUNITY INFORMATION SERVICES

Community Information Services (CIS) - Community Information Services – Definition, Need, Features and Objectives. - Libraries as Community Information Centres and their role in Social Development, User Groups and their information needs - Information needs and Information Services: - Rural Community - Urban Community - Women Empowerment - Weaker Sections of Society.

MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES

Library Environment - Organisation, Management and Administration: A Conceptual Framework. - Library Organisational Structure, Ranganathan's Staff Formula - Library Committee: Types, functions and powers, Library Finance and Budgeting - Sources of Finance. - Methods of Estimating Library Finance. - Budget Preparation for different types of Libraries. - General Administration: Annual Report, Library Statistics, Library Rules, Sections of the Library - Book Selection and Procurement: Principles, Policy, Committee, Tools and Procedure. - Technical Processing Section. - Periodicals Section. - Circulation Section. - Reference Section, Maintenance, Building and Space Management - Maintenance Section: Stacking, Shelving, Shelf Rectification, Stock Verification, Binding etc. - Basic elements in designing library building. - Furniture and Equipment.

USERS AND INFORMATION SERVICES

Information Users and their Information Needs - Conceptual Definitions of Data, Information, Knowledge and Wisdom. - Information: Types and Characteristics. - Categories of Information Users and their Characteristics. - Information Need and Seeking Behaviour: Concept and Models. - User Studies: Need, Objectives, Plan and Methods. - User Education: Concept, Need and Methods, Information Services-I - Information Services: An overview. - Reference Service: Definition, Need, Types and Functions. - Reference Process: Reference Question; Reference Interview. - Referral Service - Document Delivery Service - Translation Services, Information Services-II - Current Awareness type of Service (CAS). - Selective Dissemination of Information (SDI). - Press Clipping Service. - Indexing & Abstracting Service, - Web-based or Internet-based Service.

ICT APPLICATIONS IN LIS

Computer Hardware • The Evolution of Computers. • Characteristics of Computers. • Classification of Computers: Super Computer, Mainframe Computer, Mini Computer and Micro Computer. Digital vs. Analog Computers. • Computer Architecture: Input Devices, Output Devices, Central Processing Unit. Memory (Auxiliary), Computer Software • System and Application Software. • Operating Systems: Single and Multiuser. • Basics Features of MS Windows and Linux. • Application Software: Concept and Types, application Software: Concept and Types. Unit-III: Communication Technology (Networking) • Communication: An Overview • Networks: Concept and Components, • Network Media: Wire and Wireless. • Network Types: PAN, LAN, MAN and WAN. • Topologies: Bus, Star, Ring, Token Ring, Tree and Mesh, MS WORD: Standard Toolbars, creating a Document, editing a Document, formatting a Document, Maintaining Mailing List. - MS POWER POINT: Creating Presentation Slides, Formatting/ Adding Graphics. Animation and Slide Transition, Slide Show. Customizing and Printing, Basic Web Searching • E-mail.

LIBRARY CATALOGUING

Bibliographic Description - Catalogue – Definition, Need and Purpose, Types of Library Catalogue. - Physical Forms: Conventional and Non-conventional, Kinds of Entries and their functioning according to CCC and AACR-II, Subject Cataloguing - Definition, Need, Purpose and problems of Subject Cataloguing, Methods of Subject Cataloguing. Chain Procedure and Sears List of Subject Headings. Latest trends in Library Cataloguing, Sections and Skeleton Card of Main and Added entries. - Basic features, Personal Author(s), Shared Authorship, Collaborator (s). - Cataloguing of Pseudonym Work. - Cataloguing of Multivolume documents. - Cataloguing of Periodical Publications (Simple Periodical Publications).

SCHOOL LIBRARY SYSTEM

School Library System: Basic Concept - Definition, scope & objectives - Components: Mobile Library, Cluster Library, Classroom Library, Centralized school library, School Community Library - Role of School

libraries in Elementary and Secondary Education, Information Sources and Collection Development - Information sources for children: Illustrated books, Reference books, Newspapers and magazines, Audio-video collection, Digital resources. Promotion of reading habits among children, Initiatives for School Libraries - Recommendations of Commissions and Committees on school library development, - Guidelines of Educational Boards and National Bodies for School Libraries. - Role of School Librarian - Role of Professional Associations.

E-RESOURCE MANAGEMENT

Electronic Resources - Concept, Need, Characteristics, Benefits and Drawbacks. - E-Resource Life Cycle. - Types of e-resources, Collection Development - Collection Building Process: Formulating policy, Budgeting, Evaluation of e-resources. - Subscription Models: Licenses and Negotiation. - Consortia: Concept, Need, Purpose & Limitations; E- shod Sindhu.

Important Note: The Weightage as mentioned against the syllabus is tentative & may vary.