

Syllabi for the written Test of the post of Assistant Librarian

- Information as a Resource / Commodity.
- **Information Transfer Cycle** : Generation, Collection, Storage and Dissemination.
- Role of information in Planning, Management. Socio – economic Development.
- **Intellectual Property Rights** : Concept, Copyright, Censorship – Print and Non – print Media.
- Library and Information Policy at the National Level.

- Laws of Library Science.
- Library Resource Sharing and Networking.
- Library Movement and Library Legislation in India.
- Library Extension Services.
- Library and Information Science Education in India.
- Library and Information Profession.

- **Sources of Information** : Primary, Secondary and Tertiary – Documentary and Non – documentary.
- **Reference Sources** : Encyclopaedias, Dictionaries, Geographical Sources, Biographical Sources, Year – books / Almanacs, Directories, and Handbooks, Statistical (salient features and evaluation).
- **Bibliographical Sources** : Bibliographies, Union Catalogues, Indexing and Abstracting Journals (salient features and evaluation) E – documents, E – books. E – Journals.
- **Databases** : Bibliographic, Numeric / and Full text – Evaluation.

- Reference and Information services, Referral Service.
- Bibliographic Service, Indexing and Abstracting Service, CAS, SDI, Digest Service, Trend Report.
- Online Services
- Translation Services
- Reprographic Services

- Organisation of knowledge / information.
- Modes of formation of subjects.
- **Library Classification** : Canons and Principles.
- **Library Classification Schemes** : DDC. UDG and CG.
- **Library Cataloguing** : Canons and Principles.
- **Library Cataloguing Codes** : CCC and AACR – II.
- **Bibliographic Records** : International standards – ISBDs. MARC and CCF.
- **Indexing** : Pre – coordinate, Post – coordinate.
- **Vocabulary Control** : Thesaurus. lists of Subject Headings.
- **Databases** : Search Strategies, Boolean Operators.
- Knowledge Management

- **Collection Development** : Books, Serials, Non – book Materials – Selection, Acquisition, Maintenance; ISBN, ISSN. Cataloging – in – Publication (CIP).
- **Financial Management** : Resource Generation, Types of Budgeting, Cost and Cost – Benefit analysis.
- PERT, CPM
- Library Buildings and Equipments.
- Performance Evaluation of Libraries / Information Centres and Services. Marketing Information product and services Total Quality Management (TQM).
- **Information Technology** : Components; Impact of IT on Society.
- **Computers** : Hardware, Software, Storage – Devices, Input / Output Devices.
- **Telecommunication** : Transmission media, Switching systems, Bandwidth, Multiplexing, Modulation, Protocols, Wireless Communication Fax, E – Mail, Tele – conferencing / Video-conferencing, Bulletin Board Service, Teletext. Videotex, Voice Mail.
- **Networking** : Concepts, Topologies, Types – LAN, MAN and WAN Hypertext, Hypermedia, Multimedia.
- Integrated Services Digital Network (ISDN), Open Systems Interconnection (OSI).
- **Library Automation** : Areas of automation. Planning, Hardware and Software Selection, OPAC.
- **Networks** : ERNET, NICNET; DELNET. JANET. BLAISE. OCLC, INFLIBNET.
- **Internet** : Components, Services, Browsing-Web Browsers, Search Engines Meta-Data, Digital Object Identifier (DOI).
- **National and International Information Systems** : NISSAT, NASSDOC, INSDOC. DESIDOC, INIS. AGRIS. MEDLARS. INSPEC.
- **Types of Libraries** : National, Public, Academic and Special Objectives, Structure and Functions.
- **Digital Libraries** : Concept
- **Virtual Libraries** : Concept
- Types of users, User studies. User education.
- Role of UGC in the growth and development of libraries and information centres in institutions of higher education in India.

Criteria for final Selection

Assistant Librarian:

10th	12 th	UG	PG	NET	M.Phil	Ph.D	Written Test	Total#	Fina Selection (100)
3	7	10	15	05	07	13	50	110	# 110 points shall be reduced to the base of 70 points and 30 points of interview shall be added while computing the final selection of candidates.