

SYLLABUS FOR THE POST OF JUNIOR LIBRARIAN

Time : 02 hours

Marks: 100

Quantitative Aptitude:

(15 Marks)

Tables, Pie-Charts, Bar Graphs, Data Analysis, Line Graphs, Series, Roots, Average, Probability, Combined Data Sets, Ratio, Time & work, Time & separation, Rate, Benefit & loss, Mixture, Stocks & shares, Partnership, Clocks, Volume, Allegation & mixtures, Height & distances, Permutation & combination, Simple & compound interest, Equations & probability, Number system, Simplification, Surds & indices, Percentage, Chain rule, Pipes & cisterns, Time & distances, Problems on trains, Boats & streams, Surface Area, Mensuration, Permutations & combinations

Reasoning Ability:

(15 Marks)

Syllogism, Seat Arrangement, Puzzle, Blood Relation, Inequality, Decision Making, Data Sufficiency, Logical Reasoning, Input Output, Number Series, Statement & Argument, Passage & Conclusion

General English:

(15 Marks)

Vocabulary, Synonyms, Antonyms, Word formation, Sentence completion, Comprehension, Theme detection, Deriving conclusions, Passage completion, Error detection, Passage correction, Sentence correction, Spelling, Grammar, Idioms, Phrases

General Awareness:

(15 Marks)

Knowledge of current events, Sports, history, geography, culture, Indian constitution, News about technology and research, News on India and its neighboring countries, News related to Reserve Bank of India, Banking Awareness, Financial Awareness, Economic News, and Current Affairs

SUBJECTIVE:-

(40 MARKS)

ORGANISATION OF DOCUMENTS

Library Classification: Meaning, Need and Purpose. Special Features of Document Classification
Standard Schemes of Classification: An overview. Structure and Features of CC, DDC, UDC & Bibliographic Classification. Species of Library Classification. Steps for Practical Classification: Postulational Approach, Notation: Meaning, Types, Qualities and Functions, Call Number: Concept and Tools Library Catalogue: Definition, Purpose, Functions, Library Catalogue Codes: ALA, AACR and CCC, Types of Catalogue; Entries, Structure and Functions, Physical Forms of Catalogue. Canons of Cataloguing: an overview, Subject Cataloguing: LCSH and Rule of Thesauri, Chain Procedure, Union Catalogue: Definition, Need, Purpose and Functions. An overview of MARC Project.

REFERENCE SERVICE AND INFORMATION SOURCES

Reference Service; Definition, Need and Purpose, Types of Information Sources, Information Literacy: What, Why & How? Reference-Librarian; Role, Skills and Competencies. Ready Reference and long Range Reference Service. Reference Service in Different Types of Libraries. Reference Interview: An overview and steps. Criteria for Evaluation of Print Reference Sources. Evaluation of Select Encyclopedias, year, books and Directories, Evaluation of Select Statistical Sources and Reference Sources of Current Events. Evaluation of Select Trade Bibliographies an National Bibliographies. Evaluation of Select Biographical and Geographical Sources. Impact of Information Technologies on Reference Services. Criteria for Evaluation of Online Reference Sources. Evaluation of Select Internet based Reference Sources. Reference Queries pertaining to all Types of Reference Sources.

LIBRARY, INFORMATION AND SOCIETY

Concept of Library: Definition and Importance in Society, Types of Libraries: Features and Functions, NKC and Libraries and Information Centers. Introduction to Knowledge Society. Librarianship as a Profession and its ethics. Professional Ethical Codes of ALA, ILA. Five laws of Library Science, Implications of five laws of library science on Library and Information Activities. Historical Development of Libraries with special reference to India. Library Legislation: Need and Importance. Library Legislation in India including essential features of various Library Acts. Copyright Act. Library extension activities: Need, Importance and methods. Resource Sharing, Concept and Methods, Networking and Consortia approach. Role of Professional Associations in the field of Library and Information Science in India Role of International Organizations: IFLA and UNESCO in the development of library and information sector.

LIBRARY MANAGEMENT

General Principles and Theories of Management. Management: Schools of Thought Management of Change, Conflict Management Public Relations Management Human Resource Management with special reference to Library and Information Centers Professional Measurement and Evaluation Techniques for libraries & Information centers. Monitoring and control techniques. Financial Management in libraries Resource Mobilization; Budget and Budgeting Techniques. Collection Development; Selection and Acquisition of Print and Non- Print Material, Circulation Section; Functions, Charging Systems Serial Control System: Functions and Methods, Stock Verification and Stock Rectification, Library Rules and Regulations, Library Statistics and Annual Report, Care and Preservation of Documents, Library Building, Space Management, Equipment

LIBRARY CLASSIFICATION

Introduction and Structure of Dewey Decimal Classification (DDC), Ascertaining of subjects of documents and assigning numbers to it; Classification of simple subjects, Definitions, Notes and Instructions, Use of Relative Index. Introduction and Structure of Colon Classification (CC), Classification of simple subjects

LIBRARY CATALOGUING

Introduction to AACR-2 , Documents with Single Authorship, Documents with Multiple Authorship, Documents with Pseudonyms. Corporate Authorship, Series with Multiple Volume Works, Composite Books, Serial Publications. Introduction to CCC-5th Edition, Documents with single Authorship, Documents with Multiple Authorship, Documents with Pseudonyms,

DOCUMENTATION WORK AND INFORMATION SERVICES

Objectives and Facets of Documentation, Document List, Bibliography and Library Catalogue, Role of Documentation Centers in India- DESIDOC, NISCAIR, Role of Information Services in Planning, Management, Research and Development Activities, Socio-economic Development and Technology Transfer, Indexing System: Need and Importance Pre-Coordinate Indexing – Chain Indexing, POPSI, PRECIS: an overview Post-Coordinate Indexing- Uniterm, Optical Coincidence System, Automatic Indexing.

COMPUTER APPLICATIONS IN LIBRARIES

Fundamentals of Computer, Storage Device, Input/Output Devices, computer Memory, Computer Architecture, Computer Generations and Classification, Introduction to System Software and Application Software, Database Management System: Basic Functions and Potential Uses. Database: Concept and Components. Database Structures, File Organisation and Physical Design

Introduction to Operating Systems: DOS, Windows, UNIX and LINUX, Basics of Internet, Search Engines and Meta Search Engines, Internet Search Techniques, E-resources and online databases, Introduction to MS Office Package: Word, Power point, Excel and Access, Library Automation: Definition, Need, Purpose, Housekeeping Operations, Planning and Implementation, Selection and Evaluation of Library Automation Software Packages, Introduction and Features of WINISIS, LIBSYS, SOUL and KOHA, Basic of Computer and Communication Technology: Network Topologies, LAN, WAN, MAN, Intranet, Extranet, Internet, OSI Reference Model Networks: General-ERNET, JANET, BLAISE, NICNET, INFONET. Library and Information Networks-INFLIBNET, DELNET