

**SCHEME AND SYLLABUS FOR THE POST OF LIBRARIANS IN
GOVERNMENT DEGREE COLLEGES**

SCHEME
(Degree standard)

<u>PART-A:</u> WRITTEN (OBJECTIVE TYPE) EXAMINATION				
Paper-1	General Studies & Mental Ability	150 Marks	150 Minutes	150 Questions
Paper-2	Library & Information Science	300 Marks	150 Minutes	150 Questions
<u>PART-B:</u>	INTERVIEW	50 Marks		

SYLLABUS

PAPER-1.: GENERAL STUDIES MENTAL ABILITY

1. General Science – Contemporary developments in Science and Technology and their implications including matters of every day observation and experience, as may be expected of a well-educated person who has not made a special study of any scientific discipline.
2. Current events of national and international importance.
3. History of India – emphasis will be on broad general understanding of the subject in its social, economic, cultural and political aspects with a focus on AP Indian National Movement.
4. World Geography and Geography of India with a focus on AP.
5. Indian polity and Economy – including the country's political system- rural development – Planning and economic reforms in India.
6. Mental ability reasoning and inferences

LIBRARY, INFORMATION AND SOCIETY

Philosophy and Ethics of Librarianship. Ancient and Modern Libraries.
Library as a Social Institution: Functions of the Library. Role of the Library in Formal and Informal Education. User Studies and User Education.

Professional Education and Librarianship. Library Education in India.

Five Laws of Library Science.

Types of Libraries : National, Public, Academic, and Special. National Library, Kolkata; National Science Library; State Central Library.

Library Movement in India. Library Movement in Andhra Pradesh.

Library Cooperation / Resource sharing: Resource sharing programmes.
Library Consortia in India.

Professional Associations: IFLA, ALA, ILA, IASLIC, IATLIS, APLA, ALSD: Objectives, Functions, Activities.

Organizations: NASSDOC, DESIDOC, UNESCO, NISCAIR -- Objectives, Programmes and activities.

Legislation – Need, Purpose and Advantages.

Library Legislation in India. Detailed Study of A. P. Public Library Act. Overview of Library Acts in India.

Intellectual Property Rights(IPR). Copyright Act.

Delivery of Books Act. UNESCO Public Library Manifesto.

Nature of Information:

- Data, Information & Knowledge.
- Information : Nature, Types, Characteristics, Properties, Use and Value.
- Information Explosion.
- Information Society.
- Information Science.
- Information Industry.

Information Communication:

- Information Cycle.
- Types of Communication, Communication Models (Theories).
- Scientific Communication.
- Formal and Informal Channels of Communication.
- Barriers of Communication of Information.
- Information Literacy

Economics of Information:

- Information needs. Information Seeking Behaviour.
- Marketing of Information.

Knowledge Management & Digital Library:

- Knowledge Management.
- Document Management.
- Content Management.
- Digital libraries; Institutional Repositories.
- e-learning.
- Virtual Library.

Informetrics:

- Citation: Citation Analysis.
- Librametry, Bibliometrics and Scientometrics, Webometrics.
- Bibliometric Laws. Zipf's Law, Bradford's Law, Lotka's Law.

LIBRARY CLASSIFICATION

Library Classification – Meaning, Need and purpose of classification.

Normative Principles.

Five Laws of Library Science.

Formation, Structure and Development of Subjects:

Brief study of major schemes viz: Decimal Classification (DC); Universal Decimal Classification (UDC).

General Theory of Classification. Ranganathan's contribution.

Main Class – Canonical Class and Basic Class.

Five Fundamental Categories : PMEST.

Isolates -- -- Common Isolates – Kinds of Common Isolates, Special Isolates, Auxiliary Schedules.

Principles of Helpful Sequence

Notation: Types

Canons for Classification

Call Number -- Class Number, Book Number – Types of Book Numbers, Collection Number.

LIBRARY CATALOGUING

Library Catalogue: Objectives and functions.

Types of Library Catalogues: Physical and Inner Forms

Different Types of Catalogue Entries and their Functions

Subject Cataloguing: Lists of Subject Headings – LCSH and SLSH

Centralised Cataloguing:

Union Catalogues: Definition, use and functions.

OPAC. Web Based Catalogues.

Use of Internet in Cataloguing.

OCLC and WorldCat.

Standardization in Cataloguing.

Standards -- ISBD (M), ISBD (S) and ISBD (G).

Filing and Arrangement of Catalogue Entries.

MANAGEMENT OF LIBRARY & INFORMATION CENTRES

Management:

Functions and Principles of Management and their applications in Libraries. Scientific Management.

Routine & workflow in different libraries / sections. Principles and theories of book selection.

Selection and Acquisition. Book Selection Tools.

Online Bookshops.

Technical Processing – Classification & Cataloguing.

Open Access Vs Closed Access. Principles of Stacking.

Circulation: Charging and discharging methods; Day-Book System, Ledger System, Browne System, Newark System, etc.

Library Buildings – Planning.

Reference & Information Services.

Serials Management. Methods of Recording. Problems in Serials Acquisition.

Methods of Stock verification.

Types of Library Records.

Library Statistics : Purpose and Types.

Types of Library Committees and their Functions.

Library Rules & Regulations.

Public Relations. Publicity & Extension Activities.

Schools of management. Management Styles.

Planning Library and Information Centres: Planning process,

SWOT Analysis.

Performance Evaluation of Library and Information Centres.

Management Information Systems (MIS).

Project Management, Organisational Planning.

Gantt Charts. PERT / CPM.

Management by Objectives: (MbO):

Decision making: Decision Process.

Delegation of Authority:

Authority, Responsibility and Accountability – Guidelines and barriers.

Human Resource Management:

H R Planning, staffing, job analysis, job description, job evaluation, staff recruitment; selection, training and development. Inter personal relations.

Motivation : Concept, Theories.

Management of Change: Impact, Strategies, Organisation Culture.

Financial Management:

Resource Mobilisation.

Budgeting Methods: PPBS and Zero-based. Budgetary Control.

Cost Effectiveness and Cost Benefit Analysis.

Cost Accounting: Concept and Use.

Outsourcing.

Quality Management:

Application in LICs. Quality Audit, Customer Satisfaction Vs Quality Management.

ISO-9000. TQM its Application in Libraries.

REFERENCE & INFORMATION SOURCES AND SERVICES

Reference Service:

Types of reference service – Ready Reference Service and Long Range Reference Service. Reference Process. Reference service vis-à-vis Information Service.

Current Awareness Service, SDI and Referral service.

Information Sources. Evaluation of reference sources.

Reference Sources:

Dictionaries, Encyclopedias, Almanacs, Yearbooks, Directories, Handbooks, Manuals, News-Summaries, Concordances, Biographical, Geographical Information Sources, Electronic Resources

Bibliography:

General, Special, National (INB and BNB), Trade, subject. Preparation of bibliographies.

Bibliographic Control: UBC and UAP.

Abstracting Services: Types and Parts of an Abstract.

Indexing Services: Index, Indexing Services / Products – Citation Indexes.

INFORMATION TECHNOLOGY

Information Technology:

- Components of IT
- Hardware – Developments.
- Software – Operating Systems – Single User, Multi User. Types of Application Software.
- Client -- Server Technology: Different types of Servers.

Communication Technology:

- Telecommunications. Modem.
- Switching Systems: Circular, Message and PSS. Gateways, Ethernet, Hub/Switches.
- Communication Media.
- Bandwidth, Multiplexing.
- ISDN.

Electronic Information:

- Electronic / Digital Information.
- Digital Collection, Digital Rights Management.
- Digitization.
- Software & hardware used for digitization. Image Formats (JPEG, GIF / BMP). Audio Formats (MPEG, MP3, WAV). e-documents.
- Preservation and archiving of e-resources.
- Weblogs. Wikis, Wikipedia.

Communication Tools and Techniques:

- Fax, E-mail, Tele Conferencing, Video Conferencing, Voice Mail. Hyper Text and Hyper Media. List Serve / Electronic groups.
- Open Source and Proprietary Software.
- Digital Standards – Standards, Protocols and Formats. Interoperability.
- Wireless Communication: Networking, WAP / Wireless Internet, WLL, Cellular Communication.
- Data Communication Concepts – Parallel & Serial; Simplex, Half Duplex and Full Duplex.

Internet Communication.

- Internet Communication.
- Features and Developments.
- Internet Connectivity: Types.
- Data Security: Virus – Security Methods.

INFORMATION RETRIEVAL SYSTEMS

Information Storage and Retrieval (IR) Systems:
Components, IR tools.

Information Analysis, repackaging and consolidation.
Content Creation / Content Development.

Indexing: Principles / general theory of indexing. Content Analysis.

Indexing Languages, Types, Characteristics.

Thesaurus.

Pre and post-coordinate indexing.
Chain Indexing, PRECIS. Uniterm, Keyword and Citation Indexing.
Computer based indexing systems.

Standards for Bibliographic Description: ISBDs, MARC, CCF and MARC 21.
Metadata: Features of MARC, Dublin Core.

Data Mining, Data Warehousing.

Digital Object Identifier (DOI)

Information Retrieval: Methods – manual and automated. Search processes and strategies. Boolean Logic. Preparation of query. Search tools – search engines, meta-search engines. Subject directories, subject guides. Criteria for evaluation of IR Systems.

Computerized Information Services: Machine Translation. Computerized Abstracting.
Natural Language Processing.

RESEARCH METHODOLOGY

Research: Basic Concepts -- Validity, Reliability, Objectivity, Subjectivity and Variables.
Logic and Intuition.
Basic and applied research, Team Research, Relay Research.
Scientific method. LIS Research in India.

Research Design: Problem identification, formulation.

Hypothesis: Formulation, Types, Verification of Hypothesis.

Methods of Research: Survey, descriptive, comparative, historical, experimental, case study and Delphi technique.

Types of data – Primary and Secondary.
Data Collection Methods: Questionnaire, Interview and Observation.
Secondary data – Historical / recorded.

Sampling methods and techniques:
Probability sample, Simple Random sampling, Systematic, Stratified. Non-probability sample: Quota, Accidental, Purposive, Incomplete. Cluster and Multi-State sampling.
Sample size.

Methods and Tools of Data Analysis:
Problem measure, reliability, validity, Descriptive Statistics – Measures of Central Tendency : Mean, Median, Mode. Measure of Central distendency : Standard Deviation.
Graphical Presentation of data : Bar diagrams, Pie-chart, Line Graphics, Histograms,
Inferential Statistics, Measure of Association, Co-efficient of Correlation.
Testing of Hypothesis : Chi-square test & T-test.

Writing research report: Contents of report, presentation of findings. Style Sheets,
Citation of Print, Electronic and Internet Resources.

INFORMATION SYSTEMS AND PROGRAMMES

Information Organisation as a System:

Basic concepts, Components, Types, Characteristics of an Information System.

Kinds of Information Systems:

Libraries, Documentation Centres, Information Centres, Data Banks, Information Analysis Centres, Referral Centres, Clearing Houses, Archives, Reprographic and Translation Centres – their functions and services.

Planning and Design of a National Information System:

NAPLIS (National Policy on Library & Information Systems), NATIS, National Information Policy (NIP).

Planning Design of National Information System (NATIS).

National Information Systems:

NISCAIR, DESIDOC, NASSDOC, SENDOC, CORD, NCSI, NISSAT, ENVIS.

Regional Information Systems:

ASTINFO, APINESS and SAARC (SDC).

Global Information Systems:

UNESCO-PGI, INIS, AGRIS, INSPEC, MEDLARS.

Information Products and Services:

Types with examples.

Information Products Vs Services.

Information Services – Bibliographic, Document Delivery, Alert.

Information Providers (Vendors): DIALOG, STN, Derwent, UMI, BLDSC, ISI.

LIBRARY AUTOMATION AND NETWORKING

Computers: Functions, and how a computer works.

General computer terminology.

Communication : Analog & Digital Signals. Transmission Media.

Types of Computers. Generations of computers.

Data and Information. Data Representation and File Organization

Components of Computers:

Hardware – Input – Output devices. Storage devices, Ports.

Types of software, Program, Algorithm, Flow Charting.

Optical Storage Devices: CD and DVD.

Multimedia.

Data Processing – Batch, Online and Time Sharing.

Programming Languages : Machine, Assembly and Higher level.

Algorithm, Programme. Flow Charting

Operating Systems: DOS and Windows.

Application Software: MS-Word, MS-Access.

Networking: Concept and Types.

Internet – Browsing. Browsers. Services, Facilities. WWW, URL.

Computers in Library & Information Centres.

Library Automation: Areas of Automation.

Hardware and Software selection and Implementation.

Barcode Technology.: Types of barcodes : Dumb / Generic barcode and smart barcode – their application. Code 39.

RFID (Radio Frequency Identification)

Networking: Concept, need and advantages. Basic components of network.
Network Topologies – Star, Ring, Bus, Hierarchical, Tree and Complete. Wireless
Networking.

Types of Networks – LAN, MAN, WAN.

Networks: General – ERNET, NICNET, INFONET. Library Networks: OCLC,
INFLIBNET.

Internet: Concept, Features, Services.
Search Engines and Meta Search Engines.

Internet: Internet Searching. Web Browsers. Internet Security.

Internet Reference Resources

Evaluation of Internet Information Sources.

Protocols: TCP / IP, OSI. Other Protocols: Telnet, FTP, HTTP, Z39.50.

Hypertext, Hypermedia. Markup Languages – HTML, XML.
Web Content Development / Content Creation for Web.
Web Design. Software – Flash, Macromedia, MS-Frontpage, Dreamweaver.

