

SCHEME AND SYLLABUS FOR THE RECRUITMENT TO THE POST OF GRADUATE LIBRARIANS IN A.P. GENERAL SUBORDINATE SERVICE

PART - A: Written Examination			
PAPER –1 : General Studies (Objective Type)	150 Marks	150 Qns	150 Minutes
PAPER –2: Library Science (Objective Type)	150 Marks	150 Qns	150 Minutes
PART - B: Oral Test	30 Marks		

SYLLABUS

Paper - 1: General Studies

General Science.
Current Events of National and International Importance.
History of India and Indian National Movement, India and World Geography.
Indian Polity and Economy.
General Mental Ability.

Questions on General Science will cover General appreciation and understanding of science 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 particular scientific discipline. In current events, knowledge of significant national and international events will be tested. In History of India, emphasis will be on broad general understanding of the subject in its social, economic and political aspects. Questions on the Indian National Movement will relate to the nature and character of the nineteenth century resurgence, growth of nationalism and attainment of Independence. In Geography, emphasis will be on Geography of India. Questions on the Geography of India will relate to physical, social and economic geography of the country, including the main features of Indian agricultural and natural resources. Questions on Indian Polity and Economy will test knowledge of the Country's political system and Constitution of India, Panchayati Raj, Social systems and economic developments in India. On general mental ability, the candidates will be tested on reasoning and analytical abilities.

Paper - 2: Library Science

Philosophy of Librarianship. Ethics of Librarianship – Librarianship as a profession. Functions of a Library. Five Laws of Library Science. Types of libraries and library Service.

History of Library Development in India. Library Movement in A.P. Library Legislation in India. Need, purpose, impact of Library Legislation. Detailed Study of Andhra Pradesh Public Libraries Act. Overview of Library Acts in India. Public Libraries – UNESCO – Manifesto.

Library Cooperation. National & International Professional Organizations – Objectives, Functions, Activities, Library Education in India.

Library classification – Meaning – Need and purpose of classification.

Species of Classification Schemes. Detailed Study of Major Schemes viz., Decimal Classification. DC; Universal Decimal Classification (UDC)

Main Class Canonical Class and Basic Class. Common isolate – Special Isolates – Schedules.

Facet Analysis Fundamental Categories viz., Personality (P), Matter (M), Energy (E), Space (S) and Time (T). Principles of Facet sequence Principles of helpful sequence Different devices to form foci in array.

Canon for classification Call Number – Assigning Class Numbers and Call Numbers.

Library Catalogue Definition, need, objectives and functions. Types of Library Catalogues. Physical forms outer forms and inner forms.

Detailed Study of AACR-2R: Structure and Rules.

Different types of Catalogue Entries and their functions. Normative Principles and Canons of Cataloguing. Centralized Cataloguing – Pre-Natal Cataloguing. Cataloguing in publication/cataloguing in source. Database as a source of cataloguing Union Catalogues.

Management concept, Functions and Principles. Their applications in Libraries. Schools of Management. Routine and Work flow in different Library/Sections. Book selection – Principles and theories of book selection, policies and programmes, book selection, books ordering. Processing – Classification and Cataloguing. Shelving Methods. Charging and Discharging methods. Serial Control stock verification. Library Records.

Human Resource Management, manpower planning. Policies and staffing – Job analysis and description, job evaluation, supervision, control and leadership, motivation and performance evaluation.

Financial management – Resource mobilization. Sources of Finance, types of budgeting. Budgetary control.

Library Statistics. Library Committees. Library Rules and Regulation. Public Relations, Publicity and Extension Activities.

Planning Library and information centres – Planning process and factors. Performance evaluation of LICs – Flow Chart and Ganti Charts. FERT & CPM. Management by objectives. Decision making; total quality management.

Definition of knowledge, information and data. Nature, characteristics and properties of information. Information Society.

Information Communication – Information Cycle. Scientific communication. Formal and Informal channels of Communications. Barriers of Communications.

Economics of Information – Information as a commodity and resource. Information products and services.

Digital Library – concept – E-documents – E-books and E-journals.

Informatics – Libranetry, Bibliometrics, Scientometrics, Laws – Bradford, Lotka and Zips.

Information Technology; Concept and Components.

Use of Computers. How a computer works. Types of Computers, Generations of Computers.

Components of Computers; Hardware – Input/Output devices, Storage devices CPU.

Software – Purpose, types of software, Operating Systems – MS DOS, Windows, Application software.

Communication Technology: Telecommunications – Analogy and Digital signals. Switching systems. Communication media Satellite Communication, VSAT. Wireless communication. Cellular Communication.

Communication tools and techniques: An over view; Telex, Fax, E-mail, Tele conferencing/ Videoconferencing. Voice Mail. Hyper Text and Hyper Media, Bulletin Board Service.

CD-ROM and DVD, Multimedia.

Library Automation: Areas of automation- Acquisition, Hardware and Software selection, Barcode Technology cataloguing, Access to catalogue (OPAC) circulation and serial control planning for automation procedures, steps in automation. Hardware and Software selection, Barcode Technology.

Networking Topologies. Types of Networks; LAN, MAN, WAN, Library Networks – INFILIBNET, OCLE, BLAISE, DELNET, JANET, other Networks-ERNET, NICNET.

Internet – features, services, Search Engines and Meta Search Engines. Web Browes –Internet Explorer and Netscape.

Reference Service: Definition, need, scope; types of Reference Service. Methods of discrimination of information – Current awareness service. SDI, Referral.

Kinds of Information Sources – Documentary and Non-documentary, Primary, Secondary and Teritary Sources Evaluation of Reference Sources.

Reference Sources; Dictionaries, Encyclopedias, Almanacs, year books, Directories, Handbooks, Manuals News summaries, Concordarices, Biographical, Geographical information Sources.

Bibliography kinds – Enumerative/Systematic analytical, historical, textual and descriptive. Types – National (INB and BNB), Trade, subject.

Bibliographic Control (UBS and UAP)

Abstracting Services – Abstracting Services/Products.

Information Storage and Retrieval Systems – Components, IR tools. General Theory of Indexing.

Indexing languages – Vocabulary control, Theasanrus Structure and functions, Subject Headings – ECSH and SLSH.

Indexing Techniques: Pre and post – coordinate indexing. Chain indexing. PRECIS – Uniterm, Keyword and Citation indexing. Computer based indexing, systems and methods (Automatic indexing)

Bibliographic Description: Standards for bibliographic records ISBDs, MARC and CCF.

Retrieval of information: Retrieval methods – manual and automated. Search processes and strategies. Boolean Logic, Free text searching, Subject Directories, Search Strategy.

Types of Research, Scientific method. Research design – Problem identification, formulation and statement of the problem. Types of Hypotheses. Testing of Hypothesis. Methods of research – survey, descriptive. Comparative. Historical, Experimental, Case Study and Delphi Technique. Methods of data collection; sampling methods and techniques. Research report. Writing, structure of the report. Presentation and findings and data.

Components of Information System: Libraries, Documentation centres, Information centres, Data Banks, Information Analysis Centres. Referral Centres, Clearing Houses, Reprographic and translation centres – Their functions and services.

Planning and design of a National Information System: National Information System – JNSDOC, DESIDOC, NASSDOC, SENDOC, CORD, NCSI, NISSAT – their structure, functions and services.

Global Information Systems: UNESCO-PGI, INIS, AGRIS, INSPEC, MEDLARS.

Information providers: DIALOG, Derwent, UMI, Silver Platter, BLDSC, ISI.