SYLLABUS FOR THE POST OF LIBRARY & INFORMATION ASSISTANT

- **LIBRARY, INFORMATION AND SOCIETY:** Library in social context, History and development of libraries, Role of library in society, Five laws of library science.

- **MODERN LIBRARIES:** Types of libraries, Academic libraries, Public libraries, National libraries, Special libraries, Digital libraries.

- **LIBRARY LEGISLATION:** Library legislation, Model public libraries Act 1965, Model public libraries act of SRR 1972, Indian copy right Act 1957, Delivery of books and newspapers Act 1956, Right to information Act 2005.

- **LIBRARY DEVELOPMENT AND POLICY:** Library development in UK, Library development in India

- **RESOURCE SHARING AND NETWORKS:** Resource sharing, Library networks in India, library consortia DELNET, INFLIBNET, NICNET, INDEST, INFONET, N-LIST

- **LIBRARY PROFESSION:** Professional ethics, Library Associations and Organizations, ILA, IASLIC, IFLA, RRRLF, UGC, UNESCO

- **LIBRARY MANAGEMENT:** Management concepts, School of thought, Principles of management, POSDCORB, Functions MBO, TQM, MIS.

- **LIBRARY HOUSE KEEPING OPERATIONS:** Acquisition section-policy and procedure, Technical section-classification, cataloguing, Maintenance Section-Shelf rectification, stock verification, Circulation section-membership, Charging methods overdue, collection, ILL, Periodical section-routines, three card system, kardex, Reference section

- **COMPUTERISATION/AUTOMATION:** Need for automation, Areas of computer applications. Library automation software, Open source software, Proprietory software, Information storage and retrieval

- **SOFTWARE:** Functions of software, Types of software, System software-windows, linux, Application software-word processor, spread sheet, DBMS, presentation software

- **INFORMATION SERVICE**: Documentation, CAS, SDI, translation service, Document delivery service, Reprographic service

- **DOCUMENTATION CENTRES AND INFORMATION SYSTEMS:** NISCAIR, NASSDOC, UNESCO, FID, AGRIS, INSPEC, MEDLINE, BIOSIS, ISI WEB, INTRODUCTION TO INFORMATION SOURCES , Data, information, knowledge , wisdom, information-need, use, types, information sources-nature and characteristics, CLASSIFICATION OF INFORMATION SOURCES, Conventional and non-conventional sources, Documentary and non-documentary sources, Primary secondary and tertiary sources, Reference sources and its evaluation, (evaluation of 30 reference sources as project), Computerized information sources.

- **INFORMATION SOURCES** Primary resources- periodicals, patents, standards, research reports theses, dissertations, Govt. publications, Secondary sources- bibliographical sources -subject, trade, national bibliography, INB, BNB, indexing and abstracting periodicals, Tertiary sources-

bibliography of bibliographies, reviews and guide to literature, e-resources- e-books, e-journals, ETDs ezines, etc.

➢ **INFORMATION TECHNOLOGY:** Introduction to information technology, Major components, Areas of applications, Computer- hardware I/O devices, CPU, storage – main memory, optical storage

➢ **DATA PROCESSING:** File design-field, record, file, File organization – serial, sequential, direct and random access, indexed sequential, Flow charting – number system, boolean logic

➢ **FUNDAMENTALS OF COMMUNICATION:** Data communication, media, mode devices, satellites networks- LAN, WAN, INTERNET Tools and services.

➢ **REFERENCE SERVICE:** Ready and long-range reference service, Online reference service, information search and referral service, User education and user study, Information literacy

➢ **INFORMATION PROCESSING (CLASSIFICATION): LIBRARY CLASSIFICATION** Meaning definition, need purpose and functions, Canons of library classification for idea plane, -principles of helpful sequence.

➢ **NOTATIONAL SYSTEM:** Need, types and qualities, Devices for hospitality in notational system Devices for sharpening or formation of isolates.

➢ **MAPPING OF KNOWLEDGE IN CLASSIFICATION SCHEMES:** Classification schemes-enumerative and faceted, DDC – history and development, features, devices -standard subdivisions and tables, UDC- history and development – common and special auxiliaries

➢ **COLON CLASSIFICATION:** Facet analysis and sequence, fundamental categories, common isolates, ACI and PCI, phase relation, systems and specials, principle if inversion.

➢ **DOCUMENT CLASSIFICATION:** Book number and collection number - methods of constructing book numbers, Ranganathan's facet formula for book numbers

➢ **SUBJECT CATALOGUING:** Problems in assigning subject headings, Methods of Subject cataloguing- chain procedure, List of subject headings -LC list, Searslist and MESH, PRECIS, POPSI, Keyword indexing, citation indexing.

➢ **COLLECTION DEVELOPMENT:** Methods, techniques and principles, Types of collection – print and digital Preservation of collection.