

SYLLABUS: LIBRARIAN

District & Session Courts and District & Session Courts (Family Courts)

Subject	No. of Questions	Marks	Content/ Topics
General Aptitude	50	50 Marks	Number Systems including questions on Simplification, Decimals, Data Interpretation, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs etc. Questions of verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.
General Knowledge	50	50 Marks	Questions will be designed to test the ability of the candidate's General Awareness of the environment around him/ her and its application to society. The questions will be designed to test knowledge of Current Events and of such matter of everyday observation as may be expected of an educated person. The test will also include questions relating to History, Polity, Constitution, Sports, Art & Culture, Geography, Economics, Everyday Science, Scientific Research, National/ International Organizations/ Institutions etc.
English Language	50	50 Marks	Questions will be designed to test the ability of the candidate's understanding and comprehension of the English Language, questions on its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be covered.
Library Science	50	50 Marks	As per annexure 'A' attached

S.No.	TOPICS
1	Role of Libraries Library as a Social Institution, Development of Libraries in India, Role of Library and Information Centres in Modern Society, Five Laws of Library Science
2	Types of Libraries, Professional Associations and Organizations National Library of India; Concept, Functions and Services, Public Libraries, Academic Libraries and Special Libraries, Professional Associations: ILA, IASLIC, CILIP, ALA, Aslib, SLA, National and International Organizations: RRRLF, UNESCO and IFLA, Digital Libraries
3	Library Legislation Library Legislation: Need, Purpose, Objectives and Model Library Act, Library Legislation in India: Structure and Salient Features, Press and Registration Act, Delivery of Books (Public Libraries) Act
4	Information and Communication Information: Characteristics, Nature, Value and Use of Information, Conceptual difference between Data, Information and Knowledge, Communication channels, models and barriers, National Knowledge Commission and Information Policy, Information Intermediaries
5	Library and Information Profession Professional Skills and Competences, Professional Ethics, Role of Library and Information Professionals in Digital Era
6	Elements of Library Classification Concepts, Terminology, Need, Purpose and Functions, Species of Classification Schemes
7	Theory and Development Historical Development, General Theory: Normative Principles, Modes of Formation of Subjects
8	Approaches to Library Classification Postulational Approach and Systems Approach, Fundamental Categories, Facet Analysis and Facet Sequence, Phase Relation and Common Isolates, Devices in Library Classification
9	Notation and Construction of Classification Number Notation: Need, Purpose, Types and Qualities, Call Number: Class Number, Book Number and Collection Number, Construction of Class Numbers
10	General and Special Classification Schemes Dewey Decimal Classification, Universal Decimal Classification, Colon Classification, Current Trends in Library Classification
11	Introduction to Computers Computers: Generations, Types, Input and Output Devices, Computer Architecture, Data Representation and Storage, Introduction to System Software and Application Software, Operating Systems: DOS, Window XP, Vista, Windows NT, Linux, etc, Word Processing, Spreadsheets, PowerPoint Presentation, Graphics Software: Basic Functions and Potential Uses, Communication Software
12	Library Automation Library Automation: Planning and Implementation, In-house Operations: Acquisition, Cataloguing, Circulation, Serial Control, OPAC, etc; Bibliographic Standards: CCF and MARC 21, Introduction to Metadata: Types of Metadata Dublin Core, Library Software Packages: Overview and House Keeping Operations, Case Studies: WINISIS, Alice for Windows and SOUL
13	Database Management Systems Database: Concepts and Components, Database Structures, File Organization and Physical

	Design, Database Management System: Basic Functions, Potential Uses
14	Web Interface to WINISIS Databases
	Introduction to Web Interface: WWWISIS, Introduction to Web Servers: Apache Server and Internet Information Server, Web Interface Software: GENISIS
15	Introduction to Internet
	Basics of Internet, Search Engines and Meta Search Engines, Internet Search Techniques, E-resources and Online Databases
16	Operating Systems and Application Software
	Installation and Functions of Different Operating Systems: Window XP, Vista, Windows NT, Linux, Setting of Desktop, Library Server and its Maintenance, Creating Presentations with PowerPoint, Editing and Formatting Word Documents
17	Database Creation and Library Software
	Installation and Creation of Databases: Import, Export, Hyperlinks and Printing of Records using WINISIS, Alice for Windows: Installation, Configuration and Functions, Installation, Configuration and Application of SOUL
18	Database Web Interface
	GENISIS: Installation, Configuration and Functions, Web Interface to WINISIS using GENISIS
19	Online and Offline Searching
	Web Searching, Advanced Internet Searching, Search through Meta Search Engines, Offline Databases, Internet and E-mail
20	Principles of Library Management
	Management Vs Administration, General Principles and their Application, Library Organisation Structure and Library Governance, Library Planning: Need, Objectives and Procedures, Basics of Total Quality Management
21	Financial and Human Resource Management
	Library Finance and Sources of Finance, Library Budget, Budgeting and Accounting, Human Resource Management: Selection, Recruitment, Training, Development, Performance Appraisal
22	Library Building and Resources Management
	Library Building, Collection Development, Acquisition of Periodicals and Serials, Technical Processing of Documents
23	Services and Maintenance of the Library
	Circulation Work, Maintenance Shelving and Stock Verification, Preservation, Library Services, Reference and Information Service
24	Library Records and Statistics
	Staff Manual, Library Statistics, Annual Report
25	Fundamental Concepts
	Meaning, Definition, Importance, Nature and Characteristics, Printed and Electronic Information Sources, Types of Information Sources and Services, Criteria for Evaluation of Reference Sources
26	Sources of Information
	Primary Information Sources: General introduction (Periodicals, Conferences, Patents, Standards, Theses/ Dissertations, Trade Literature, etc.) Secondary Information Sources: Dictionaries, Encyclopedias, Biographical, Geographical, Bibliographies, Indexing and Abstracting, Newspaper Indexes and Digests, Statistics, Handbooks and Manuals Tertiary Information Sources: Directories, Year books, Almanacs, Bibliography of Bibliographies, Union Catalogues

27	Reference and Information Services
	Users and their Information Needs, Theory and Functions of Reference and Information Service, Enquiry Techniques, Role of Reference Librarian and Information Officer in Electronic Environment
28	Types of Information Services
	Documentation Services: Abstracting and Indexing Services, Alerting Services, CAS, SDI, Reprographic Service, Translation Service, Document Delivery and Referral Service
29	Information Literacy Programmes
	Concept, Objectives, Initiation of Users, Users and their Information needs: Categories of users, Ascertaining users Information needs, Information Literacy Products
30	Fundamental Concepts and Historical Developments
	Library Catalogue: Definition, Objectives, Purposes and Functions, History and Development of Library Catalogue Codes, Physical Forms of Catalogues, Types of Catalogues
31	Types of Catalogue Entries
	Kinds of Entries, Data Elements in Different Types of Entries, Filing of Entries in Classified and Alphabetical Catalogues
32	Choice and Rendering of Headings
	Personal Authors: Western and Indic Names, Corporate Authors, Pseudonymous, Anonymous Works and Uniform Titles, Non-Print Resources
33	Subject Cataloguing
	Subject Cataloguing: Concept, Purpose and Problems, Chain Indexing, Subject Headings Lists: LCSH, SLSH
34	Trends in Library Cataloguing
	Centralized and Cooperative Cataloguing, Bibliographic Standards: ISBD, MARC, CCF, etc. ISBN and ISSN