



MOHANLAL SUKHADIA UNIVERSITY UDAIPUR-313039

SYLLABUS FOR SCREENING TEST FOR THE POST OF ASSISTANT PROFESSOR IN LIBRARY AND INFORMATION SCIENCE & FOR THE POST OF ASSISTANT LIBRARIAN

Note: There shall be 100 questions with multiple Choices carrying 100 marks to be completed in 3 hrs duration.

UNIT – I

Information, Information Science, Information Society
Information as a Resource/Commodity
Information Transfer Cycle-Generation, Collection, Storage and Dissemination
Role of information in Planning, Management, Socio-economic Development, Technology transfer
Communication-Channels, barriers
Intellectual Property Rights-Concept, Copyright, Censorship-Print and Non-print Media
Library and Information Policy at the National Level, National Knowledge Commission (NKC)

UNIT – II

Laws of Library Science
Library Resource Sharing and Networking
Library Movement and Library Legislation in India
Library Extension Services
Library and Information Science Education in India
Library and Information Profession
Library Associations in India, UK and USA- ILA, IASLIC, IATLIS, SIS, LA, ASLIB, SLA and ALA
Library Associations Organisations at International level, IFLA and UNESCO

UNIT – III

Sources of Information- Primary, Secondary and Tertiary- Documentary and Non-documentary
Reference Sources- Encyclopaedias, Dictionaries, Geographical Sources, Biographical Sources, Year-books/Almanacs, Directories, and Handbooks, Statistical (salient features and evaluation)
Bibliographical Sources- Bibliographies, Union Catalogues, Indexing and Abstracting Journals (salient features and evaluation)
E-documents, E-books, E-Journals
Database- Bibliographic, Numeric and Full text-Evaluation

UNIT – IV

Reference and Information services, Referral Service
Bibliographic Service, Indexing and Abstracting Service, CAS, SDI, Digest Service, Trend Report
Online Services
Translation Services
Reprographic Services
Document Delivery Service (DDS)

UNIT – V

Organisation of knowledge/information
Modes of formation of subjects
Library Classification- Canons and Principles
Library Classification Schemes-DDC, UDC and CC
Library Cataloguing – Canons and Principles
Library Cataloguing Codes- CCC and AACR-II
Bibliographic Records- International standards- ISBDs, MARC and CCF, FRBR, RDA
Indexing- Pre-coordinate, Post-Coordinate
Vocabulary Control-Thesaurus, Lists of Subject Headings
Databases-Search Strategies, Boolean Operators
Knowledge Management

UNIT – VI

Management-Principles, Functions, Schools of Thought
Planning, Organisation Structure
Decision making
System Study- Analysis, Evaluation and Design
Collection Development-Books, Serials, Non-book, Materials- Selection, Acquisition, Maintenance, ISBN, Cataloguing-in-Publication (CIP)
Human Resources Management- Manpower Planning, Job analysis, Job description, selection, Recruitment, Motivation Training and Development, Staff Manual, Leadership and Performance Evaluation
Delegation of authority
Financial Management- Resource Generation, Types of Budgeting, Cost and Cost-Benefit analysis
PERT, CPM
Library Buildings and Equipments
Performance Evaluation of Libraries/Information Centres and Services Marketing
Information product and services
Total Quality Management (TQM)

UNIT – VII

Information Technology- Components, Impact of IT on Society
Computers-Hardware, Software, Storage Devices, Input/Output Devices
Telecommunication- Transmission media, Switching system, Bandwidth, Multiplexing, Modulation, Protocols, Wireless Communication

Fax, E-Mail, Tele-conferencing/Video-conferencing, Bulletin Board Service, Teletext, Voice Mail, Instant Massanging, Social Network Networking-Concepts, Topologies, Types-LAN, MAN and WAN Hypertext, Hypermedia, Multimedia Open Systems Interconnection (OSI)

UNIT – VIII

Library Automation-Areas of automation, Planning, Hardware and Software Selection, OPAC
Networks- ERNET, NICNET, DELNET, OCLC, INFLIBNET
INTERNET-Components, Services, Browsing-Web Browsers, Search Engines
Meta-Data, Digital Object Identifier (DOI), Semantic Web
National and International Information Systems-NISSAT, NASSDOC, NISCAIR
DESIDOC, INIS, AGRIS, MEDLARS, INSPEC

UNIT – IX

Types of Research- Basic, Applied, Interdisciplinary
Research Design
Scientific Method, Hypotheses, Data Collection, Sampling
Methods of Research-Historical, Descriptive, Case Study, Survey, Comparative and Experimental
Statistical Methods, Data Analysis
Report Writing
Research Methods in Library and Information Science and Services
Bibliometrics, Scientometrics

UNIT – X

Types of Libraries-National, Public, Academic and Special Objectives, Structure and Functions
Digital Libraries-Concept
Virtual Libraries-Concept
Types of users, User Studies, User education
Role of UGC in the growth and development of libraries and information centres in institutions of higher education in India
Role of Raja Rammohan Roy Library Foundation (RRLF)