

**ANNEXURE-III****Scheme and Syllabus for the post of Librarian in Residential Educational Institution Societies****Scheme of Examination**

<b>Written Examination Objective Type)</b>		<b>No. of Questions</b>	<b>Duration (Minutes)</b>	<b>Marks</b>
Paper – I	General Studies and General Abilities	150	150	150
Paper-II	Library and Information Science	150	150	150
Total				300

**Syllabus****Paper - I: General Studies and General Abilities**

1. Current Affairs – Regional, National & International.
2. Indian Constitution; Indian Political System; Governance and Public Policy.
3. Social Exclusion; Rights issues such as Gender, Caste, Tribe, Disability etc., and inclusive policies.
4. Society Culture, Civilization Heritage, Arts and Literature of India and Telangana
5. General Science; India's Achievements in Science and Technology
6. Environmental Issues; Disaster Management- Prevention and Mitigation Strategies and Sustainable Development.
7. Economic and Social Development of India and Telangana.
8. Socio-economic, Political and Cultural History of Telangana with special emphasis on Telangana Statehood Movement and formation of Telangana state.
9. Moral Values and Professional Ethics in Education.
10. Analytical Abilities: Logical Reasoning and Data Interpretation.
11. Basic English

**Paper - II: Library & Information Science****Unit-1: Foundations of Library and Information Science**

Five Laws of library Science; Types of Libraries and their functions; Library Movement in Telangana, Important libraries in Telangana; Library legislation in India; Library Extension Services; Library Association in India, UK and USA - ILA, IASLIC, SIS, LA and ALA; National & International organizations promoting Library Development-RRRLF, NASSDOC, NISCAIR, DESIDOC, IFLA and UNESCO

**Unit-2: Information, Communication and Society**

Data, Information and Knowledge; Information as a Resource / Commodity; Role of Information in Socio-Economic Development; Information Society, Knowledge Society; Knowledge Management; Information Generation, Collection, Storage and Dissemination; Communication -Channels, Barriers; National Knowledge Commission; Intellectual Property Rights; Copyright; Right to Information Act

**Unit-3: Information Sources**

Source of information-Primary, Secondary and Tertiary; Documentary and Non-documentary; Reference Sources- Dictionaries; Encyclopaedias; Geographical Sources; Biographical Sources; Year Books / Almanacs, Directories and Handbooks; Statistical sources; Bibliographies, Union Catalogues, Indexing and Abstracting

Periodicals; Serial Publications; E-Documents - e-Books; E-Journals; Databases- Bibliographic; Numeric; and Full text

#### **Unit-4: Information Services**

Information services- Bibliographic services, Indexing and Abstracting services, CAS, SDI, Document Delivery Services, Referral services; Online Services; User Education and User Studies; Information Seeking Behaviour and Information Needs; Information Literacy.

#### **Unit-5: Information Processing (Classification and Cataloguing)**

Organization of knowledge/information; Modes of formation of subjects; Library classification-Canons, Laws and Principles; Notation & Mnemonics; Fundamental categories; Call Number; Common isolates; Library classification Schemes-DDC, UDC, and CC; Library Cataloguing-Canons, Laws and Principles; Library cataloguing codes- CCC and AACR-II; Bibliographic standards: ISBD, MARC and CCF; Indexing-Pre-Coordinate, Post-Coordinate; Vocabulary control - Thesaurus, Lists of Subjects Headings; Information Storage & Retrieval (ISAR): Search Strategies; Boolean Operators; Evaluation of ISAR

#### **Unit-6: Library Management**

Management-Principles, Functions, Schools of Thought; Organizational Structure; Planning; Decisionmaking; System study-Analysis, evaluation and design; Collection Development (Books Serials, nonbook, Material)- Principles of book selection; acquisition procedures; ISBN, ISSN; Maintenance; Preservation & Conservation; Human Resources Management; Financial Management-Resources generation, Budgeting, Cost and Cost-Benefit analysis; PERT, CPM; Library Buildings, equipment & furniture; Marketing information products and services; Total Quality Management (TQM)

#### **Unit-7: Fundamentals of Information Technology**

Information Technology –Software and Hardware; storage devices; Software – Operating Systems; Application Software; Client-Server Technology; Different types of Servers.; Communication Technology – Telecommunications; Modem; Router; Wi Fi; Transmission Media; Networking Concepts – Topologies- LAN, MAN, WAN; Communication Tools and Techniques – Fax, E-mail, Tele Conferencing, Video Conferencing, Voice Mail. Hyper Text and Hyper Media. List Serve / Electronic groups.; Standards; Protocols and Formats; Interoperability. ; Internet Basics – WWW; Web Browsers; Search Engines; Internet Connectivity; Data Security- Computer Viruses.

#### **Unit-8: Library Automation And Networks**

Library Automation -Areas of Automation; Hardware and Software selection; OPAC; Resource Sharing and Library Networks-ERNET, NICNET, DELNET, INFLIBNET; OCLC; Library Consortia; Information systems- INIS, AGRIS, PUBMED, INSPEC; Software for Library Automation.

#### **Unit-9: Digital Libraries**

Digital Library Initiatives; Digitization – Software & hardware; Standards; File formats; Metadata; Digital Collection Management – e-books; e-journals; Databases; Electronic Thesis & Dissertations; Resource Discovery – Search engines; search tools & techniques; Digital Rights Management, copyright & plagiarism

#### **Unit-10: Research Methodology**

Types of Research; Scientific Method; Hypothesis, Data Collection; Sampling techniques; Methods of Research-Historical, Case Study, Survey, experimental method etc.; Data Analysis & Interpretation; Report Writing; Bibliometrics, Scientometrics and Webometrics.