### Topic 1: LIBRARY AND SOCIETY

<table>
<thead>
<tr>
<th>Library: Concept, Objectives, Types and Services; Role of Libraries in changing context, Library as a social Institution; Librarianship as a Profession; Five laws of Library Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>Historical Perspective of Libraries: India, N.E., Assam; National Libraries in India, UK, USA: A Descriptive Account with Roles and Functions; Academic Libraries: University, College and School: Role, Function; Public Libraries and Special Libraries: Roles and Functions; Extension Services at different types of Libraries (Towards Organization and Societal Development)</td>
</tr>
<tr>
<td>Library Legislation, Co-operation and Resource Sharing: Concept, Need and Requirements; Library Networks: Concept Types and Functions at Regional, National and International level, INFLIBNET and NICNET: Organization and Activities.</td>
</tr>
</tbody>
</table>

### Topic – 2 ORGANIZATION OF KNOWLEDGE (THEORY)

**PART-A: CLASSIFICATION**

<table>
<thead>
<tr>
<th>Library Classification: Need and purpose; Major schemes of Library Classification: DDC, UDC, CC; Universe of knowledge: Structure and attributes, Formation and Development of subjects.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normative Principles in Library Classification: Fundamental Categories, Facet analysis and Facet sequences, Devices, Postulation approach, Phase Relations, Common Isolates and Standard Divisions; Notation: Need and Functions, Types of Mnemonics, Hospitality in Array and chain, Call number and its structure.</td>
</tr>
</tbody>
</table>

**PART - B: CATALOGUING**

<table>
<thead>
<tr>
<th>Library Catalogue: Objectives, Purpose and Functions, Types and Physical Forms of Catalogue, AACR-2 (entries); Centralized Cataloguing, Cataloguing-in-Publication (CIP), MARC, OPAC.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rendering of Authors: Rendering of Personal Authors (Western Names and Indic Names), Corporate Authors, Pseudonyms, Anonymous work and uniform titles; Thesaurus: Structure functions and Construction. Subject Headings: Needs and Importance; SLSH and LCSH</td>
</tr>
</tbody>
</table>

### Topic –3REFERENCE AND INFORMATION SOURCES AND SERVICES.

<table>
<thead>
<tr>
<th>Reference and Information sources: Concept, Needs, Types and Use; Kinds of Reference and Information Sources: Primary Secondary and Tertiary; Ready Reference Sources; Electronic Resources: Databases and Multimedia sources, INTERNET as a source of information; Evaluation of Basic Reference Sources.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bibliography: Definition, Needs, Types; Bibliographic Control; Subject, National and Trade Bibliography; INB and BNB: History, Scope and Use.</td>
</tr>
<tr>
<td>Reference Service: concept, need, types and scope; Reference Vs Information Service; Concept of Computer based Information Services; Information Products: Newsletter, House Bulletins, State-of-the Art Reports, Trend Reports, and Technical Digests.</td>
</tr>
<tr>
<td>Documentation Services: CAS, SDI; Indexing and Abstractingservices, Translation service, Reprographic</td>
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</tbody>
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services; Literature search and Databases.

**Topic – 4 LIBRARY MANAGEMENT**

**Management:** Concept of Management, General Principles of Management and their Application to Library Management; Library Organizational Structure; Physical Planning – Standards; Administration and Management.

**Documents:** Selection Principles of different types of Documents, Selection tools and their importance; Acquisition Procedure and Processing: Books Journals/Periodicals, Collection Development: Policies; Resource Mobilization.

**Document management activities:** Circulation work, Maintenance, Shelving and Stock Verification, Elements of Binding; **Preservation:** Needs, Techniques, Digital Preservation; House Keeping Operations, Automation in Library Management, **User Education:** Objectives, Methods; User Education Vs User Studies;

**Staff management:** Library Staff- Job Analysis, in service Training, staff Manual; Library Committee, Library Rules; Human Resource Management; **Library Finance:** Budgeting, Accounting; Statistics and Annual Report.

**Topic – 5 BASICS OF INFORMATION TECHNOLOGY**

**Computer Hardware:** History, Classification and Generations; **Computer Software:** Operating Software and Application Software; **Operating systems:** MS-DOS, Windows, Storage devices, Word Processing Packages

**Information Technology:** Definitions, Need and Components; **Networking:** Concept, Types, Present Trend; **Library Networks:** Need, Requirements and Functions, Internet for library; Hypertext, Hypermedia, Multimedia: Concept

**Introduction to SW packages:** CDS/ISIS, SOUL, LIBSYS; **Open source software:** Koha and Greenstone; Need, features and application in Library Services.

**Library Automation:** Need and Purpose, Planning Library Automation; Application of Computers in Libraries for different House Keeping Operations.

**Topic – 6 ORGANIZATION OF KNOWLEDGE: CLASSIFICATION (PRACTICE)**

**Dewey Decimal Classification:** Classification of Documents according to DDC (22nd edition) having Basic, Compound and Complex Subjects.

**Colon Classification:** Classification of Documents according to Colon Classification (6th rev edition) having Basic, Compound and Complex subject.

**Topic- 7: COMPUTER APPLICATIONS (PRACTICE)**

MSDOS, Windows, MS-Word, MS-Excel, PowerPoint; Creation of Database in CDS/ISIS Creation of Database in SOUL

**Topic- 8 ORGANIZATION OF KNOWLEDGE: CATALOGUING (PRACTICE)**
Cataloguing according to Anglo-American Cataloguing Rules (AACR-2): Books of Single Authorship, Joint Authorship, Corporate and Pseudonymous Authorship; Multivolume and Serial Publications

### Topic—9 A. INFORMATION AND COMMUNICATION

**Data, Information, Knowledge and Wisdom:** Concept and Type; Characteristics and Interrelationships among data, information and knowledge; Information science and linkages with other disciplines; Information Theory; Information as an Economic Resource: Marketing of Information Products and Services: Plan, Pricing, Marketing Strategies of Information Products and Services.

**Communication:** Concept, genesis and types; Communication Process: Channels, Models and Barriers; Library as a Communication link; Information and Knowledge Society; Human Component in Information and Communication system

### 9 B. INFORMATION SYSTEMS

**Information Systems:** Concept and types; Information Centre: Characteristics and Types; Needs and services of Information Centre; Planning and Designing of Information Centre. National Information Policy.

**National, Regional and International Information Systems:** Characteristics and functions of NISCAIR, NASSDOC, DESIDOC, SENDOC; ASTINFO, APINESS, SAARC, UNESCO, INIS, AGRIS, INSPEC, ISI, ICSU, UNSIST, MEDLARS and ENVIS; Information Provider: DIALOG.

### Topic—10 LIBRARY AUTOMATION AND NETWORKING

**Library Automation:** Trends of development in India and abroad with special reference to NE India; Criteria for selecting Library Software Package.

**Library Software Packages:** Commercial and Open; A Study on SOUL, CDS/ISIS, Koha, D-Space, Greenstone.

**Database:** Definition, Architecture and Design; DBMS, Relational Database management systems (RDBMS). Artificial Intelligence and Knowledge, Telecommunications: Switching Techniques, Development of Computer Networks, Component of Networks; Network Architecture and Services, Consortium.


### Topic-11 RESEARCH METHODOLOGY

**Research:** Meaning, Importance and Types; Fundamental and Applied; Research Methodology, Research Problems and Hypothesis: Definition, characteristics, functions and types; LIS Research in Indian.

**Research Design:** Meaning, Element, types; Content Analysis; Research Methods: Descriptive, Historical, Survey, Case Study; Data collection tools and techniques: Questionnaire, Interview, observation, Sampling Technique; Projective Technique, Style Manuals-An Introduction to APA Citation Styles

**Analysis, Inferences & Statistical Techniques:** Nature and scope of statistics, its limitation; Measure of Central Tendency, Mean, Median, Mode, Tabulation and Generalization; Statistical Packages—SPSS; Report Writing
**Technical Writing**: Concept and Use; Skills for Technical Writing; Classification and Characteristics of Technical Writing: Writing situations; Target groups in written communication, Reader-writer Relationship; Readability and Text; Technical Editing and Editorial Tools.

**Topic 12 DIGITAL LIBRARY**

**Digital Library and Virtual Library**: Concept, Definition and Scope; Digitization: needs and Techniques; Digitization Devices and Tools; Digital Preservation; Digital Library in Web; Institutional Repository Vs Digital Library; RFID technology: Needs and Features; Information Technology Act.

**Internet**: Connectivity-Dial up, Leased lines, ISDN; Protocols-HTTP, FTP; Teleconferencing, Teletex, Videotex; Internet Security: Firewall, Proxy Servers. E-Resources; Internet based Library Services

**User Studies**: Scope, Content and User Identification; Information Seeking Behaviour of Different User Groups

**Topic –13 MANAGEMENT OF LIBRARY AND INFORMATION SYSTEM AND SERVICES**

**General overview and characteristics of Library System**: System Analysis, System Evaluation and System Design; Flowcharting, SWOT Analysis, PERT/CPM; Time and Motion study, Cost Effective Analysis, Bibliometrics, Informatics: Concept and Scope; Management Information System (MIS)

**Different Management School of thoughts, Modern Management Science**: Application to Library Service, Scientific Management; Knowledge Management: Concept, Need, process and Basic tools and Techniques; IM and KM; HRD, TQM. Concept of IPR; Source of Finance for Libraries and Information Centres: Budgetary Control System, Costing Techniques and Analyzing cost in Library and Information Centres.

**Academic Library System**: Authority, collection, Personnel, services; Libraries of Higher Education in India and Role of UGC and NAAC; Library Preservation, Conservation and Restoration: Methods and Techniques.

**Public Library System**: Authority, Collection, Personnel, Services; Library Legislation: Need, purpose and advantages. Library Legislation in India; Press and Registration of Books and Newspapers Act; Delivery of Books Act;

**Topic –14 INFORMATION RETRIEVAL SYSTEMS**

**Information Retrieval Systems**: Characteristics and Objectives; Operations and Design of Information Retrieval System; Bibliographic description: An Overview, Standards for Bibliographic Record format and metadata standards: ISBD, MARC 21, UNIMARC, CCF, Dublin Core; Bibliographic Description for Non Print Material

**Indexing Techniques**: Pre co-ordinate Indexing and Post Coordinate Indexing, Chain Indexing, POPSI, PRECIS; Keyword Indexing: KWIC, KWOC; Citation Indexing; Web Indexing: Meaning, scope; Abstracting: Concept and Types.

**Metadata, Data Warehouse, Data Mining**: Compatibility of ISAR systems, Evaluation of ISAR systems;
Indexing Languages and Vocabulary Control: NLP-Concept, Application in IRS

**Information Retrieval Models:** Manual/Machine; Searching: Process, Strategy. **Search Techniques:** Boolean Search, Proximity Search, free text search, navigational search. **Internet searching:** Search engines, meta search engines.

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