

# Scheme of Examination

Paper	Subject	Theory	Practical	Total Marks
Paper I	Foundations of Library & Information Science	100	–	100
Paper II	Library Management	100	–	100
Paper III	Knowledge Organisation – Classification (Theory)	100	–	100
Paper IV	Practical Paper	–	100	100
Paper V	Information Users & Needs	100	–	100
Paper VI	Information Sources & Services	100	–	100
Paper VII	Computer Basics & Applications	100	–	100
Paper VIII	Project & Tour Report	–	100	100

## Detailed Syllabus

### PAPER I

#### Foundations of Library and Information Science

1. Information Systems & Components (Libraries, Documentation Centres)
2. Five Laws of Library Science
3. Library Movement & Legislation in India
4. Planning of Library & Information Systems
5. International Information Systems
6. Information Systems in India
7. Library Building, Furniture & Equipment
8. Library Publicity & Extension Services
9. Library Cooperation
10. Legal Deposit System
11. Professional Organisations (National & International)

### PAPER II

#### Library Management

1. Principles of Scientific Management
2. Selection of Reading Materials
3. Acquisition & Processing
4. Circulation Methods & Inter Library Loan
5. Conservation & Stock Verification
6. Library Personnel & Staff Management
7. Library Committee

8. Library Finance & Budget
9. Annual Report & Statistics
10. Government Documents & Manuscripts Handling

## **PAPER III**

### **Knowledge Organisation – Classification (Theory)**

1. Definition & Purpose of Classification
2. Structure of Class Number
3. Theory of Classification & Canons
4. Five Fundamental Categories
5. Enumerative & Analytico-Synthetic Classification
6. Comparative Study of CC & DDC
7. Book Number & Collection Number

## **PAPER IV**

### **Knowledge Organisation – Cataloguing (Theory)**

1. Definition & Purpose of Catalogue
2. Kinds of Entries
3. Forms of Catalogue
4. Subject Cataloguing & Chain Procedure
5. Canons & Principles of Cataloguing
6. Centralised & Cooperative Cataloguing
7. AACR-II & CCC Comparative Study
8. Filing & Alphabetisation

## **PAPER V (Practical)**

### **Group A – Classification Practical (50 Marks)**

- Colon Classification (CC)
- Dewey Decimal Classification (DDC)
- Facet Analysis
- Synthesis of Class Numbers
- Auxiliary Tables
- 20 Marks Viva-Voce

### **Group B – Cataloguing Practical (50 Marks)**

- AACR-II
- Sears List of Subject Headings
- Personal & Corporate Authors
- Periodicals Cataloguing
- 20 Marks Viva-Voce

## **PAPER VI**

### **Information Sources & Services**

1. Concept of Information Source
2. Primary, Secondary, Tertiary Sources
3. Evaluation of Reference Sources
4. National Bibliographies (INB, BNB)
5. Dictionaries & Encyclopedias
6. Yearbooks & Directories
7. Geographical & Biographical Sources
8. Information Services (CAS, SDI, Translation, Reprography)

## **PAPER VII**

### **Computer Basics & Applications**

1. Introduction to Computer & Components
2. Types of Computers
3. Operating Systems (MS-DOS & UNIX)
4. Programming Languages
5. Application Software (Word Processing, CDS/ISIS)
6. Library Automation

## **PAPER VIII**

### **Project & Tour Report**

Group A – Visit Report of at least Two Libraries (20 Marks)

Group B – Classification of Titles (25 Marks)

Group C – Cataloguing (AACR II & CCC) (25 Marks)

Group D – Viva-Voce (30 Marks)



## **Eligibility**

- Graduate in any discipline with minimum 50% marks.