RAJASTHAN PUBLIC SERVICE COMMISSION

SYLLABUS FOR COMPETITIVE EXAMINATION
FOR THE POST OF LIBRARIAN GRADE-II
SECONDARY EDUCATION DEPARTMENT
PAPER – II

UNIT – I

Library as Social Institution, Development of Libraries in India. Different Types of Libraries: Public, Academic and Special. National Library of India. National Digital Library of India (NDLI). Five Laws of Library Science and their implications. Library Legislation: Need, Features and Efforts in India. Copyright Act, Delivery of Books Act, Intellectual Property Rights (IPR). Library Associations: International and National: IFLA, ALA, ILA, IASLIC. Library Education in India. Raja Rammohan Roy Library Foundation (RRRLF).

UNIT – II

Universe of Knowledge – Definition and Purpose, Structure and Attributes. Modes of Formation of Subjects, Different types of Subjects, Universe of Subjects as Mapped in different Schemes of Classification. Normative Principles of Classification and their Applications. Methods of knowledge organization. Design and development of Schemes of Library Classification, Standard Sub-division Indexes. General theory of Library Classification. Definition, Need and Purpose of Library Classification. Species of Library classification. Standard Schemes of Classification and their features: CC, DDC and UDC. Notation: Need, Functions and Characteristics. Subject Classification, Principles of Subject Classification. Five Fundamental Categories, Common Isolates, Notation: Need, Functions and characteristics, Phase Relations. Trends in Library Classification.

Bibliographic Description. Catalogue: Definition, Need and Purpose, Structure and Types. Brief History and Development of Catalogue and Cataloguing Codes. Physical Forms including OPAC, Types of Internal Form of Library Catalogue, Subject Cataloguing: Definition, Need and Purpose. Standard Code of Cataloguing: CCC & AACR II, Filling Rules. Normative Principles of Cataloguing. Overview of Principles of Practice in document description. Current Trends in Standardization: MARC, CCF, RDA, Description and exchange, Subject Heading Lists and their features: Chain Procedure, Sears' List of Subject Headings.

UNIT – III

Types of Information Sources: Documentary and Non-documentary. Primary, Secondary and Tertiary. Evaluation of Information Sources. Need and Purpose of e-resources: e-books, e-journals, Databases.

Concept and Need for Reference Services. Types: Short Range and Long Range. Qualification and Qualities of a Reference Librarian.

Concept and Need of Information Services: Document Delivery, Electronic Document Delivery, Inter Library Loan (ILL), Abstracting and Indexing Services, Translation, Literature Search, Alerting Services: CAS, SDI.

Library Resources Sharing and Library Networks: Concept and Purpose. National and International Initiatives: INFLIBNET, DELNET, OCLC.

UNIT – IV

Management: Concept, Definition and Scope. Functions and Principles of Management in Libraries. Library Operations: Selection and Acquisition, Collection Building and Development, Technical Processing, Circulation: Charging and Discharging Systems, Serial Control, Stock Verification, Weeding out.

Library Authority and Library Committee. Library Personnel: Job Description, Job Analysis, Job Satisfaction, Job Evaluation.

Financial Management: Sources of Finance, Financial and Budget Estimation. Budgeting Techniques.

Library Building. Library Rules. Library Statistics. Annual Report. Maintenance, Conservation and Preservation of Library Material.

UNIT – V

Information & Communication Technology: Definition, Objectives, Need and Components.

Computer Hardware: The Evolution of Computers. Characteristics of Computers. Classification of Computers: Super Computer, Mainframe Computer, Mini Computer and Micro Computer. Digital vs. Analog Computers. Computer Architecture: Input Devices, Output Devices, Central Processing Unit (CPU). Memory (Auxiliary).

Computer Software: System and Application Software. Operating Systems: Single and Multiuser. Basics Features of MS Windows and Linux. Application Software: Concept and Types.

General Application Software: MS Word, MS Excel, MS PowerPoint.

Telecommunications: Need, Purpose and Types.

Communication Tools and Techniques: E-mail, Teleconferencing/ Video Conferencing, Web Portals, Social Networking Tools.

Network: Concept, Components, Network Topologies and Types: PAN, LAN, WAN, MAN

Internet: Definition, Origin, Need and Purpose. Internet Services. Use of Internet in Library Activities and Services.

Library Automation: Definition, Need and Purpose; Application of Computers to Library Operations.

Basic Features/ Modules of Library and Information Management Software: SOUL 3.0, E-Granthalaya 4.0.

* * * * *

Note: Pattern of Question Paper
1. The question paper will carry maximum 200 marks.
2. Duration of question paper will be 2:00 Hours.
3. The question paper will carry 100 questions of multiple choices.
4. Negative marking shall be applicable in the evaluation of answers. For every wrong answer one third of the marks prescribed for that particular question shall be deducted.
   Explanation: Wrong answer shall mean an incorrect answer or multiple answers.
5. The minimum qualifying marks shall be 40%. Provided that the percentage fixed as above shall be relaxed by 5% for the candidates belonging to the Scheduled Castes and Scheduled Tribes.