

**Syllabus
for
Library & Information Science
(COQP13)**

Library & Information Science (COQP13)

Note:

- i. The Question Paper which will have 75 questions.*
- ii. All questions will be based on Subject-Specific Knowledge.*
- iii. All questions are compulsory.*
- iv. The Questions will be Bilingual (English/Hindi).*

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➤ **Foundation of Library and Information Science**

- Data, Information, Knowledge, Wisdom; Knowledge Society, Information Transfer - Generation, Storage and Dissemination of information.
- Five Laws of Library Science, Historical Development of Libraries; Types of Libraries and Information Centers; Objectives, Features, Functions of libraries; Public Relations and Extension Activities.
- Library Legislation in India; The Press and Registration of Books Act; The Delivery of Books and Newspapers (Public Libraries) Act; Copyright Act; Right to Information Act; Intellectual Property Rights; Information Technology Act.
- Librarianship as a Profession, Professional Ethics, National and International Professional Associations: ILA, IASLIC, IATLIS, IFLA, ALA, CILIP, ASLIB and SLA, Role of UNESCO, UGC and RRRLF in the promotion and development of libraries.

➤ **Library Management**

- Management: Concept, Scope, Schools of Management Thoughts Principles and Functions of Management.
- Acquisition of Books and Subscription of Periodicals, Technical Processing, Circulation Methods and Processes, Maintenance, Stock Verification, Shelf-rectification, Binding, Preservation.
- Sources of Library Finance, Estimation of Library's Financial Requirements, Budgeting, Accounting and Auditing, Cost Effectiveness Analysis and Cost Benefit Analysis, Human Resource Management.
- Library Committee, Library Statistics; Annual Report; Library Rules and Regulations, Library Building and Space Management.

➤ **Information Sources, Systems and Services**

- Information Sources, Documentary and Non-Documentary Sources, Primary, Secondary and Tertiary Sources of Information, Human Sources of Information; Institutional Sources.
- Reference Sources: Characteristics, Types, Usefulness, Electronic Sources: E-books, E-journals, ETDs, Subject Gateways, Web Portals, Bulletin Boards, Discussion Group/Forum, Multimedia Resources, Databases, Institutional repositories, Evaluation of Reference Sources and Electronic Information Sources.
- Reference Service: Concept, Purpose, Types, Theories, Documentation Services: Current Awareness Service (CAS), Selective Dissemination of Information (SDI), Translation Services, Indexing and Abstracting Services, Bibliographical Services, Document Delivery Services, Inter Library Loan

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(ILL) Service, Online Services: Instant Messaging, RSS Feeds, Podcasts, Vodcasts, Ask a Librarian, Mobile Based Library Services and Tools; Collaborative Services: Social Networks, Social Bookmarking; Community Information Services.

- Information Systems: Characteristics, Functions, National Information Systems and Networks: NISCAIR, NASSDOC, DESIDOC, SENDOC, ENVIS, NICNET, ERNET; National Knowledge Network (NKN), Global Information Systems and Network: MEDLARS, AGRIS, INIS, INSPEC, BIOSIS, ERIC, Patent Information System (PIS), Biotechnology Information System (BIS), Library resources sharing and Consortia.

➤ Knowledge Organization: Classification

- Universe of Knowledge: Nature, Attributes, Subject: Meaning, Types (Basic, Compound, Complex), Modes of Subject Formation, Universe of Knowledge as Mapped in Different Classification Schemes (DDC, UDC, CC, LCC).
- Library Classification, Canons and Postulates, Knowledge Classification and Book Classification, Notation, Call number.
- Species of Library Classification Schemes, Dewey Decimal Classification (DDC), Colon Classification (CC); Universal Decimal Classification (UDC, Library of Congress Classification (LCC).
- Current Trends Simple Knowledge Organization Systems (SKOS), Automatic Classification, Web Dewey, Taxonomies, Folksonomies

➤ Knowledge Organization: Cataloguing

- Library Catalogue, Physical Forms of Library Catalogue: Conventional and Non-conventional, Types of Catalogues: Dictionary Catalogue, Classified Catalogue, Alphabetic-Classed Catalogue, Alphabetic-Subject Catalogue.
- Catalogue Codes, Normative Principles, Catalogue Entries according to CCC and AACR (latest editions), Authority File.
- Subject Catalogue: Meaning, Purpose, Union Catalogue: Concept, Purpose, Tools and Techniques for Deriving Subject Headings, Selective, Simplified, Cooperative and Centralized Cataloguing.
- ISBD, CCF, RDA, FRBR and Bib frame Metadata: Meaning, Purpose, Types, Uses, MARC 21, DUBLIN CORE, TEI (Text Encoding Initiative), METS, EAD, VRA Core, MODES, Standards for Bibliographic Interchange and Communication: ISO 2709, Z39.50 and Z39.71.

➤ Information and Communication Technology

- Computers, Concept, Generations, Types; Hardware; Units of Computers: Arithmetic and Logic Unit, Control units; Input and Output Unit, Memory Unit,
- Software: System Software - Operating Systems-MS-Windows, UNIX and LINUX; Application Software - MS-Word, MS-Excel and MS-Power Point, Introduction to Character Recognition, Programming Languages.
- Library Automation, Planning and Implementation of Automation in Housekeeping Operations, Retrospective Conversion, Standards for Library Automation, Library Management Software: Proprietary, Free and Open-Source Software (FOSS);
- Telecommunication, Transmission Channels, Mode, and Media, ISDN, PSDN, Technologies Modulation, Frequency, Bandwidth and Multiplexing, Standards and Protocols, Wireless Communication: Media, Wi-fi, Satellite Communication, Mobile Communication.
- Computer Networks: Concept, Need; Topologies; Types: LAN, MAN, WAN, Internet: Web Browsers, WWW, E-mail; Search Engines Internet Protocols and Standards: HTTP, FTP, SMTP, TCP/IP, URI, URL; Search Strategies; Data and Network Security: Firewalls, Cryptographic Techniques, Anti-virus software, Anti-spyware, Intrusion Detection System, Library Networks (Regional, National, International).

