

**SYLLABUS FOR LIBRARIAN UNDER HEALTH & FAMILY WELFARE  
DEPARTMENT(LUNGLEI) - 2019**

**GENERAL ENGLISH (100 MARKS)**

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a) Essay Writing (Not more than 300 words)	:	20 Marks
b) Idioms & Phrases (Objective Type/MCQ)	:	16 Marks
c) Comprehension of given passages (Objective Type/MCQ)	:	12 Marks
d) Grammar		
Parts of Speech : Nouns, Adjective, Verb, Adverb, Preposition, etc.	:	20 Marks
(Objective Type/MCQ)		
e) Composition (Objective Type/MCQ)	:	16 Marks
(i) Analysis of complex and compound sentences		
(ii) Transformation of sentences		
(iii) Synthesis of sentences		
h) Correct usage and vocabularies (Objective Type/MCQ)	:	16 Marks

**PAPER I**

**FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE - MARKS : 150**

**UNIT I : LIBRARY ORGANISATION AND ADMINISTRATION - MARKS : 70**

1. Libraries : Concepts, role and types
2. Fundamentals of Library planning – site, building, furniture, etc.
3. Laws of Library Science
4. Library Cooperation/ Resource sharing
5. Professional Organisations
6. Acquisition of Library reading materials and their processing
7. Circulation
8. Stock Verification
9. Conservation and preservation of Library materials

**UNIT II : INFORMATION SOURCES AND SERVICES - MARKS : 30**

1. Data, information and knowledge
2. Sources of information
3. Reference and information services

**UNIT III : INFORMATION TECHNOLOGY - MARKS : 50**

1. Fundamentals of Information Technology
2. Internet
3. Networking and Telecommunications
4. Library Automation
5. Digital Library

## PAPER II

### **ORGANISATION OF KNOWLEDGE (Practical)**

**Marks : 150**

#### **UNIT I: LIBRARY CLASSIFICATION (Practical) - Marks : 65**

*Classification of titles/ books/ periodicals according to Dewey Decimal Classification scheme*

#### **UNIT II: LIBRARY CATALOGUING (Practical) - Marks : 65**

Preparation of complete *catalogue* of titles/ books/periodicals in accordance with *Anglo*

*American*

*Cataloguing Rules-2 (AACR-2)*

#### **APTITUDE TEST - Marks : 20**

##### **a) Numerical and Figure work Test: (4 marks)**

These tests are reflections of fluency with numbers and calculations. It shows how easily a person can think with numbers. The subject will be given a series of numbers. His /Her task is to see how the numbers go together to form a relationship with each other. He /She has to choose a number which would go next in the series.

##### **b) Verbal Analysis and Vocabulary Tests (6 marks)**

These tests measure the degree of comfort and fluency with the English language. These tests will measure how a person will reason with words. The subject will be given questions with alternative answers that will reflect his /her command of the rule and use of English language

##### **c) Visual and Spatial/ 2-D Ability Tests (4 marks)**

These tests are used to measure perceptual speed and acuity. The subject will be shown pictures where he/she is asked to identify the odd one out; or which comes next in the sequence or explores how easily he/she can see and turn around objects in space

##### **d) Abstract and Reasoning Test: (6 marks)**

This test measures the ability to analyze information and solve problems on a complex, thought based level. It measures a person's ability to quickly identify patterns, logical rules and trends in new data, integrate this information, and apply it to solve problems