SYLLABUS FOR SUB-DIVISIONAL LIBRARIAN UNDER ART & CULTURE DEPARTMENT - 2017-2018

GENERAL ENGLISH (100 MARKS)

(a) Essay Writing......................................................................................................... 20 Marks
(b) Idioms & Phrases (Objective Type)........................................................................ 16 Marks
(c) Expansion of passages (Objective Type) .............................................................. 16 Marks
(d) Comprehension of given passages (Objective Type) ............................................ 16 Marks
(e) Grammar (Objective Type):
Parts of Speech : Nouns, Adjective, Verb, Adverb, Preposition, etc..................... 16 Marks
(f) Correct usage and vocabularies (Objective Type) .............................................. 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.