

EXAM FOR THE POST OF CATALOGUER

Exam will have one Multiple Choice (MCQs) type question paper as per following scheme-

Details	No. of Questions
Library Science (Syllabus as per annexure I)	75
GK and Current Affairs	15
Computer (Syllabus as per annexure II)	10
Total	100

Duration of the Exam will be 90 minutes.

Topper of the Exam will be appointed.

ANNEXURE I

1. LIBRARY, INFORMATION AND SOCIETY

- UNIT – 1 Role of Libraries Library as a Social Institution Development of Libraries in India Role of Library and Information Centres in Modern Society Five Laws of Library Science
- UNIT – 2 Types of Libraries, Professional Associations and Organizations National Library of India: Concept, Functions and Services Public Libraries, Academic Libraries and Special Libraries Professional Associations: ILA, IASLIC, CILIP, ALA, Aslib, SLA National and International Organizations: RRRLF, UNESCO and IFLA Digital Libraries
- UNIT – 3 Library Legislation Library Legislation: Need, Purpose, Objectives and Model Library Act Library Legislation in India: Structure and Salient Features Press and Registration Act Delivery of Books (Public Libraries) Act
- UNIT – 4 Information and Communication Information: Characteristics, Nature, Value and Use of Information Conceptual difference between Data, Information and Knowledge Communication channels, models and barriers National Knowledge Commission and Information Policy Information Intermediaries
- UNIT – 5 Library and Information Profession Professional Skills and Competencies Professional Ethics Role of Library and Information Professionals in Digital Era

2. LIBRARY CLASSIFICATION (Theory)

- UNIT – 1 Elements of Library Classification Concepts, Terminology Need, Purpose and Functions Species of Classification Schemes
- UNIT – 2 Theory and Development Historical Development General Theory: Normative Principles Modes of Formation of Subjects
- UNIT – 3 Approaches to Library Classification Postulational Approach and Systems Approach Fundamental Categories, Facet Analysis and Facet Sequence Phase Relation and Common Isolates Devices in Library Classification

- UNIT – 4 Notation and Construction of Classification Number Notation: Need, Purpose, Types and Qualities Call Number: Class Number, Book Number and Collection Number Construction of Class Numbers
- UNIT – 5 General and Special Classification Schemes Dewey Decimal Classification Universal Decimal Classification Colon Classification Current Trends in Library Classification

3. LIBRARY CLASSIFICATION (Practical)

- UNIT – 1 Colon Classification (Ed. 6) Introduction, Structure and Organisation Steps in Classification, Classification of Documents with Basic Subjects Classification of Documents with Compound Subjects
- UNIT – 2 Dewey Decimal Classification (Latest Edition) Introduction, Structure and Organisation Steps in Classification, Classification of Documents using Table 1 and 2 Use of Relative Index
- UNIT – 3 Colon Classification (Ed. 6) Use of Common Isolates, Phase Relations and Devices Classification of Documents with Compound and Complex Subjects
- UNIT – 4 Dewey Decimal Classification (Latest Edition) Classification of Documents using Tables 1 to 7

4. LIBRARY CATALOGUING (Theory)

- UNIT – 1 Fundamental Concepts and Historical Developments Library Catalogue: Definition, Objectives, Purposes and Functions History and Development of Library Catalogue Codes Physical Forms of Catalogues Types of Catalogues
- UNIT – 2 Types of Catalogue Entries Kinds of Entries Data Elements in Different Types of Entries Filing of Entries in Classified and Alphabetical Catalogues
- UNIT – 3 Choice and Rendering of Headings Personal Authors: Western and Indic Names Corporate Authors Pseudonymous, Anonymous Works and Uniform Titles Non-Print Resources
- UNIT – 4 Subject Cataloguing Subject Cataloguing: Concept, Purpose and Problems Chain Indexing Subject Headings Lists : LCSH, SLSH
- UNIT – 5 Trends in Library Cataloguing Centralized and Cooperative Cataloguing Bibliographic Standards: ISBD, MARC, CCF, etc. ISBN and ISSN

5. LIBRARY CATALOGUING (Practical)

- UNIT – 1 Cataloguing of books using Classified Catalogue Code, 5th edition (with amendments) and AACR - II along with Sears List of Subject Headings (Latest edition).
- UNIT – 2 Classified Catalogue Code Works of Single and Shared Authorship Works of Mixed Responsibilities Editorial Publications Series Publications Multi volume Works and Pseudonymous
- UNIT – 3 Anglo American Cataloguing Rules (Latest Edition) Works of Single and Shared Authorship Works of Shared Responsibilities Editorial Publications Multivolume and Pseudonymous
- UNIT – 4 Classified Catalogue Code Works of Corporate Authorship Works of Conflict of Authorship Periodical Publications Ordinary and Artificial Composite Books
- UNIT – 5 Anglo American Cataloguing Rules (Latest Edition) Works of Corporate Bodies Serial Publications Works of Editorial Direction.

6. LIBRARY MANAGEMENT AND INFORMATION CENTRES

- UNIT – 1 Principles of Library Management Management Vs Administration General Principles and their Application Library Organisation Structure and Library Governance Library Planning: Need, Objectives and Procedures Basics of Total Quality Management
- UNIT – 2 Financial and Human Resource Management Library Finance and Sources of Finance Library Budget, Budgeting and Accounting Human Resource Management: Selection, Recruitment, Training, Development, Performance Appraisal
- UNIT – 3 Library Building and Resources Management Library Building Collection Development Acquisition of Periodicals and Serials Technical Processing of Documents
- UNIT – 4 Services and Maintenance of the Library Circulation Work Maintenance Shelving and Stock Verification Preservation Library Services Reference and Information Service
- UNIT – 5 Library Records and Statistics Staff Manual Library Statistics Annual Report

7. INFORMATION SOURCES AND SERVICES

- UNIT – 1 Fundamental Concepts Meaning, Definition, Importance, Nature and Characteristics Printed and Electronic Information Sources Types of Information Sources and Services Criteria for Evaluation of Reference Sources
- UNIT – 2 Sources of Information Primary Information Sources :General introduction (Periodicals, Conferences, Patents, Standards, Theses/ Dissertations, Trade Literature, etc.) Secondary Information Sources: Dictionaries, Encyclopaedias, Biographical, Geographical, Bibliographies, Indexing and Abstracting, Newspaper Indexes and Digests, Statistics, Handbooks and Manuals Tertiary Information Sources: Directories, Yearbooks, Almanacs, Bibliography of Bibliographies, Union Catalogues
- UNIT – 3 Reference and Information Services Users and their Information Needs Theory and Functions of Reference and Information Service Enquiry Techniques Role of Reference Librarian and Information Officer in Electronic Environment
- UNIT – 4 Types of Information Services Documentation Services: Abstracting and Indexing Services Alerting Services, CAS, SDI, Reprographic Service, Translation Service, Document Delivery and Referral Service
- UNIT – 5 Information Literacy Programmes Concept, Objectives, Initiation of Users Users and their Information needs: Categories of users, ascertaining users Information needs Information Literacy Products

8. LIBRARY INFORMATION TECHNOLOGY

- UNIT – 1 Introduction to Computers Generations, Types, Input and Output Devices, Computer Architecture Data Representation and Storage Introduction to System Software and Application Software Operating Systems: DOS, Window XP, Vista, Windows NT, Linux, etc. Word Processing, Spreadsheets, PowerPoint Presentation Graphics Software: Basic Functions and Potential Uses Communication Software
- UNIT – 2 Library Automation Library Automation: Planning and Implementation In-house Operations: Acquisition, Cataloguing, Circulation, Serial Control, OPAC, etc. Bibliographic Standards: CCF and MARC 21 Introduction to Metadata: Types of Metadata Dublin Core Library Software Packages: Overview and House Keeping Operations Case Studies: WINISIS, Alice for Windows and SOUL
- UNIT – 3 Database Management Systems Database: Concepts and Components Database Structures, File Organization and Physical Design Database Management System: Basic Functions, Potential Uses

UNIT – 4 Web Interface to WINISIS Databases Introduction to Web Interface: WWWISIS
Introduction to Web Servers: Apache Server and Internet Information Server
Web Interface Software: GENISIS

UNIT – 5 Introduction to Internet Basics of Internet Search Engines and Meta Search
Engines Internet Search Techniques E-resources and Online Databases

ANNEXURE II

COMPUTER

Knowing Computer: What is computer; Basic applications of computer; Components of computer system; Central processing unit (CPU); VDU; Keyboard and mouse, other input/output devices; Computer memory; Concepts of hardware and software; Concept of computing, data and information; Applications of ICT; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.

Operating Computer Using GUI Based Operating System: What is an operating system; Basics of popular operating systems; The User Interface; Using mouse; Using right button of the mouse and moving icons on the screen; Use of common icons; Status bar; Using menu and menu selection; Running an application; Viewing of file, folders and directories; Creating and renaming of files and folders; Opening and closing of different windows; Using help; Creating short cuts; Basics of O.S. setup; Common utilities;

Understanding Word Processing and M. S. Office: Word processing basics; Opening and closing of documents; Text creation and manipulation; Formatting of text; Table handling; Spell check, language setting and thesaurus; Printing of word document; Understanding of components of M.S. Office; M.S. word; M.S. excel sheets; M.S. power point etc;

Using Spread Sheet: Basics of spreadsheet; Manipulation of cells; Formulas and Functions; Editing of spread sheet; Printing of spread sheet;

Introduction to Internet, WWW And Web Browsers: Basics of computer networks; LAN; WAN; Concept of internet; Applications of internet; Connecting to internet; What is ISP; Knowing the internet; Basics of internet connectivity related troubleshooting; World Wide Web; Web browsing softwares; Search engines; Understanding URL; Domain name; IP address; Using e-governance website;

Communications and Collaboration: Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using emails; Document collaboration; Instant messaging; Netiquettes;

Making Presentation: Basics of presentation software; Creating presentation; Preparation and presentation of slides; Slide show; Taking printouts of presentation/handouts