



**NATIONAL INSTITUTE OF AYURVEDA
DEEMED TO BE UNIVERSITY (De Novo)**

SCHEME OF SCREENING TEST FOR POST OF LIBRARY ASSISTANT

Mode of Selection - Topper of Screening Test will be offered appointment letter.

Type of screening test - Multiple Choice Questions (MCQs) type written exam will be conducted.

Total Number of Questions in the screening test – 100

Duration of screening test – 90 minutes

Proposed Scheme of screening test –

Detail	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

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 IECT; 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