Subject: LIBRARY AND INFORMATION SCIENCE

Subject Code: 13

Note:
There will be two question papers, Paper-II and Paper-III. Paper II will have 50 objective Type Questions (Multiple choice, Matching type; True/False, Assertion-Reasoning type) carrying 100 marks. All the 50 questions are compulsory and have to be marked in OMR sheet. Paper III contains seventy five (75) objective type questions (Multiple choice, Matching type; True/False, Assertion-Reasoning type) of two (2) marks each. All the 75 questions are compulsory and have to be marked in OMR sheet.

SYLLABUS
Paper—II and Paper—III

Unit—I
Information, Information Science, Information Society
Information as a Resource/Commodity
Information Transfer Cycle-Generation, Collection, Storage and Dissemination
Role of information in Planning, Management, Socio-economic Development, Technology transfer
Communication-Channels, barriers
Intellectual Property Rights-Concept, Copyright, Censorship-Print and Non print Media.
Library and Information Policy at the National Level

Unit—II
Laws of Library Science
Library Resource Sharing and Networking
Library Movement and Library Legislation in India
Library Extension Services
Library and Information Science Education in India
Library and Information Profession
Library Associations in India, UK and USA-ILA, IASLIC, IATLIS, SIS, LA
ASLIB, SLA and ALA
Library Associations Organisations at International level-FID, IFLA and UNESCO

**Unit —III**

Sources of Information-Primary, Secondary and Tertiary-Documentary and Non-documentary Reference Sources-Encyclopaedias, Dictionaries, Geographical Sources, Biographical Sources, Year-books/Almanacs, Directories and Handbooks, Statistical (salient features and evaluation) Bibliographical Sources-Bibliographies, Union Catalogues, Indexing and Abstracting Journals (salient features and evaluation) E-documents, E-books, E-Journals Database-Bibliographic, Numeric and Full text-Evaluation

**Unit—IV**

Reference and Information services, Referral Service Bibliographic Service, Indexing and Abstracting Service, CAS, SDI, Digest Service, Trend Report Online Services Translation Services Reprographic Services

**Unit—V**

Organisation of knowledge/information Modes of formation of subjects Library Classification-Canons and Principles Library Classification Schemes-DDC, UDC and CC Library Cataloguing-Canons and Principles Library Cataloguing Codes-CCC and AACR-II Bibliographic Records-International standards-ISBDs, MARC and CCF Indexing-Pre-coordinate, Post-coordinate Vocabulary Control-Thesaurus, Lists of Subject Headings Databases-Search Strategies, Boolean Operators Knowledge Management

**Unit—VI**

Management-Principles, Functions, Schools of Thought
Planning, Organisation Structure
Decision making
System Study—Analysis, Evaluation and Design
Human Resources Management—Manpower Planning, Job analysis, Job description, Selection, Recruitment, Motivation training and Development, Staff manual, Leadership and Performance Evaluation
Delegation of authority
Financial management—Resource Generation, Types of Budgeting, Cost and Cost-Benefit analysis
PERT, CPM
Library Buildings and Equipments
Performance Evaluation of Libraries/Information Centres and Services
Marketing Information product and services
Total Quality Management (TQM)

Unit—VII
Information Technology—Components; Impact of IT on Society
Computers—Hardware, Software, Storage Devices, Input/Output Devices
Telecommunication—Transmission media, Switching systems, Bandwidth, Multiplexing, Modulation, Protocols, Wireless Communication
Fax, E-Mail, Tele-conferencing/Video-conferencing, Bulletin Board Service, Teletext, Videotex, Voice Mail
Networking—Concepts, Topologies, Types—LAN, MAN and WAN
Hypertext, Hypermedia, Multimedia
Integrated Services Digital Network (ISDN), Open Systems Interconnection (OSI)

Unit—VIII
Library Automation—Areas of automation, Planning, hardware and Software Selection, OPAC
Networks—ERNET, NICNET, DELNET, JANET, BLAISE, OCLC, INFLIBNET, INTERNET
Components, Services, Browsing—Web Browsers, Search Engines Meta-Data, Digital Object
Identifier (DOI)
National and International Information Systems-NISSAT, NASSDOC, INSDOC, DESIDOC, INIS, AGRIS, MEDLARS, INSPEC

Unit—IX
Types of Research-Basic, Applied, Interdisciplinary
Research Design
Scientific Method, Hypotheses, Data Collection, Sampling
Methods of Research-Historical, Descriptive, Case Study, Survey, Comparative and Experimental
Statistical Methods, Data Analysis
Report Writing
Research Methods in Library and Information Science and Services
Bibliometrics

Unit—X
Types of Libraries-National, Public, Academic and Special Objectives, Structure and Functions
Digital Libraries-Concept
Virtual Libraries-Concept
Types of users, User studies, user education
Role of UGC in the growth and development of libraries and information centres in institutions of higher education in India
Role of Raja Ram mohan Roy Library Foundation (RRLF)