

पाठ्यक्रम

छत्तीसगढ़ उच्च न्यायालय, बिलासपुर के अंतर्गत

Assistant Librarian & Library Assistant

कुल अंक -150

- 1- Ranganathan's five laws of library science and their applications. Role of Libraries in academic & Social Institutions. Library Committee: Types and Functions. Library movement and Library legislation in India. Library Association/Professional Organization: their objective and functions - UNESCO, IFLA, ALA, ILA, IASLIC.
- 2- Information, Information science, Information society: Definition, Scope, Objectives, Genesis and Development. Information as resource. Communication channels and barriers. Role of information in planning, Management, Socio Economic development and technology transfer. Information Technology and Library. Intellectual Property Rights- Concept, copyright, Censorship-print and non print media. Information needs and Information seeking behaviors, Information Products: Nature, Concept, Type, Development and Marketing. Economics of Information. Information Management and Knowledge Management.
- 3- Source of Information- Primary, Secondary, Tertiary- Documentary and non documentary. Reference Service: Concept, Definitions, Importance, Kinds and Nature Reference sources- scope, Purpose, Type, Importance and Evaluation with suitable examples of Encyclopedias, Dictionary, Year books and Almanacs, Directories, Current Reference, Geographical and Biographical sources.
- 4- Bibliographic Service, Indexing and Abstracting Service. Current Awareness Service and Selective Dissemination on Information. Documentation: Meaning, Definition, Objectives, Scope and Development. Reprographic Service. Translation Service. Database, Bibliographic and Full text-Evaluation. E-documents, e-books, e-journals,
- 5- Organization of Knowledge/Information. Modes of formation of subjects. Library Classification - Canons and Principles, Library Classification Scheme - DDC, UDC and CC. Notations: type, structure and qualities.
- 6- Library Cataloguing - Canons and Principle. Library Cataloguing Codes - CCC and AACR-11. Bibliographic Records - International standers ISBDs, MARC and CCF. Indexing - Pre-coordinate, Post- coordinate. Vocabulary



Control - Thesaurus, Lists of Subject Heading. Database- Search Strategies, Boolean Operators.

- 7- Management- principles, functions, school of thoughts. Collection Development - book, Serial, non book material- Selection, Acquisition and Maintenance. Basic consideration in planning of Library building. Furniture, fitting and equipments. Routine Procedures: Circulation, Serial Control, Stock verification/stock rectification. Public relation and Extension Activities. Maintenance of Library Finance and Budget. Budgeting. Concepts, types and methods. Human Resource Management- Manpower Planning, Job analysis, Job description, Selection, Recruitment, Motivation, Training and Development, Staff Manual, Leadership and Performance Evaluation,
- 8- Information Technology - Components, Impact of IT Society. Computers - Hardware, Software, Storage Devices, Input/output Devices. Telecommunication - Transmission media, Switching systems, Bandwidth, Multiplexing, Modulation, Protocol, Wireless Communication. Fax, E-mail, Tele-conferencing/ Video- conferencing. Networking - concepts, Topologies, Types - LAN, MAN and WAN Hypertext, Hypermedia, Multimedia.
- 9- Library Automation - Areas of automation, Planning, Hardware and Software Selection, OPAC. Networks - ERNET, NICNET, DELNET, OCLC, INFLIBNET, INTERNET - Components, Service, Browsing - Web Browsers, Search Engines, National and International Information systems - NISSAT, NASSDOC, NISCAIR, INIS, AGRIS, MEDLARS, INSPEC.
- 10- Types of Research - Basic, Applied and Interdisciplinary. Research Design. Method of Research. Report Writing. Research Methods in Library and Information Science and Services Bibliometrics, Informetrics, Scientometrics - concepts, definition and their scope.
- 11- Types of Libraries - National, Public, Academic and special - Objectives, Structure and Functions. Digital Libraries - Concepts. Virtual Libraries - Concepts Types of users. User Education: need, objective, method and evaluation. Users Study: concepts, objective, scope, types, designing and planning. Role of Raja Rammohan Roy Library Foundation. (RRLF) Management Information System - concept, nature, scope and functions.



A handwritten signature in blue ink, consisting of a stylized, cursive script, is written over a horizontal dashed line. The signature appears to be a name, possibly 'J. R. S.', though it is difficult to decipher due to its cursive nature.

**III. Syllabus/ Scheme for Skill Test for the post of
Assistant Librarian & Library Assistant**

Syllabus/ Scheme (Total marks: 50)	
1	Library housekeeping jobs (Classification, Cataloging), arranging books in alphabetical order, Subject-wise, etc.)
2.	A skill test of qualifying nature will be conducted to test the proficiency and efficiency of the candidates in Computer typing (typing speed of 20 correct words per minute in English and 15 correct words per minute in Hindi)
3.	Test of knowledge in Libre Office Writer and Libre Office Calc.
4.	Test of Proficiency in Internet browsing/searching. (Searching the meaning of words, PDF of documents; Searching of Books; Searching of Articles to related topics, etc)

The unreserved candidates shall have to secure minimum 50% marks and SC, ST & OBC category candidates shall have to secure minimum 40% marks for qualifying the skill test mentioned above.

The select lists for both the posts will be prepared on the basis of total marks obtained by the candidates in the respective written, skill tests & Interview.

