PAPER I - Foundation of Library and Information Science


UNIT II - Library Movement in India, UK and USA, Library development, Plan and Programs in India After Independence, Role of Library in Modern Society.


UNIT IV - Library Buildings: Planning and Designing Location Lighting and Ventilation, Role of Librarian and Architect in Designing of Building, Furniture etc.


PAPER II - MANAGEMENT OF LIBRARIES & INFORMATION CENTRES


UNIT II - Library Personnel: Job analysis, Job description in service framing, Staff Recruitment procedures, Formulation of Library Finance, Budgeting (PPBS, MBS), Accounting, Library Statistics and Annual Report, Library Rules and Regulations.

UNIT III - Collection Development: Types of Documents and Selection principles, Different Types of Selection tools and their Importance, Acquisition Procedure.

UNIT IV - Technical Section: Preparation of Books for use, Routines of Classification and Cataloguing, Filing Routines, Serial Control, Acquisition Methods and Methods of Recording, Three Card System and Kardex System.

UNIT V - Management and Operation of Various Sections (Shelving and Stock Verification, Binding), Circulation Section (Work System, Borrow, Introduction of Barcode and its Application for Circulation of etc), Marketing of Information Products and Services.
PAPER-III KNOWLEDGE ORGANISATION AND PROCESSING (Theory)


UNIT-II: General theory of Library Classification including Normative Principles, Facet Analysis, Fundamental Categories, Common Isolates, Devices, Phase Analysis, Notation.


PAPER-IV KNOWLEDGE ORGANISATION AND PROCESSING (Classification Practical)

Practical Classification of Books and Periodicals according to Colon Classification (Rev. 6th Ed) and Dewey Decimal Classification (19th Ed). Adequate Number of Titles will be given from all Disciplines Candidates will be required to classify 10 Titles in all. Ten Titles should be classified by CC and DDC both, Whereas Five Titles should be classified by both CC and DDC.