

- **Syllabus for M. Lib. Info. Sc. Entrance Exam.**

I: Foundation of Library and Information Science

Unit 1: Library as a Social Institution

- Social and Historical foundation of Library
- Different types of Libraries and their Features and Functions
- Role of Library in formal and informal education.

Unit 2: Normative Principles of Library and Information Science

- Five Laws of Library Science
- Implications of Five Laws in Library and Information Science

Unit 3: Landmarks of Library Movements

- Landmarks of Library Movements in U.K and U.S.A.
- Library Movements in India

Unit 4: Library Development

- Development of Libraries in India with Special Reference to Maharashtra.
- Role of UGC in Developing Academic Libraries
- Resource Sharing, Library Consortia

Unit 5: Laws Relating to Libraries and Information

- Library legislation Need, Purpose and Features.
- Library legislation in India
- Press and registration act and delivery of books act (Public Libraries).
- Copyright act and Intellectual Property Right (IPR)

Unit 6 : Library Education and Profession.

- Librarianship as a Profession
- Professional Qualities and Ethics
- Professional Education and Research
- Library Education in India

Unit 7 : Professional Associations

- Role of Professional Associations in Library Development.
- National Library Associations: ILA, IATLIS, IASLIC:
- International Library Associations: IFLA, ALA, LA:
- Promoters of Library and Information Services: RRRLF, UNESCO

Unit 8: Public Relations and Extension Activities:

- Concept, Definition and Scope
- Facets and Programmes
- Library Publicity, Extension/Outreach Activities

II: Knowledge Organization, Information Processing and Retrieval

Unit 1 : Document Classification

- Library Classification: Definition, Scope and Purpose
- Notational System, Three Planes of Work.
- Normative Principles of Classification and their Application.

Unit 2: Scheme of Classification

- Overview of schemes of classification.
- Call Number: Class Number, Book Number, Collection Number

- New Trends in Library Classification.

Unit 3: Document Cataloguing

- How to read a book technically.
- Catalogue
- Normative Principles of Cataloguing.
- Overview of Standard Codes of Cataloguing
- OPAC (Online Public Access Catalogue)

Unit 4: Standards of Cataloguing Code

- AACR II: Salient Features
- Subject Heading: Definition, Evolution, Importance, Sear's list and Library of Congress list of Subject Headings.

Unit 5: Bibliographic Description

- Overview of Principles and Practices in Document Description
- Standards for Bibliographic Description: ISBD, ISBN, ISDN, ISSN

Unit 6: Standards for Document Description

- Importance of document description
- Machine Readable Catalogue (MARC) : LCMARC, UKMARC, CANMARC, UNIMARC, CCF, MARC21
- Current trends in Standardization

Unit 7: Scheme of Classification

- Detailed Study of CC
- Facet Formula for Book Number according to CC

Unit 8: Standards of Cataloguing Code

- CCC: Salient Features
- Comparative study of AACRII and CCC

III: Management of Libraries and Information Centers

Unit 1 : Management

- Principles and Functions of Management (POSDCORB)
- Concept of Scientific Management

Unit 2 : Human Resource Management

- Organizational structure of staff
- Job Description, Job Analysis, Job Evaluation., Performance Appraisal
- Motivation, group Dynamics
- Delegation of Authority, Communication and Participation
- Inter-personal Relations
- Recruitment Procedure
- Disciplines and Grievances

Unit 3: Financial Management

- Resources Mobilization
- Budgeting Techniques
- Budgetary Control
- Cost effectiveness and Cost benefit analysis
- Outsourcing

Unit 4: Planning

- Definition and Need
- Policies and procedures
- Library Building
- Risk Management, Contingency Management

Unit 5: System Analysis and Design

- Graphical Network Technique : PERT,CPM
- Performance evaluation standards
- Performance measurement, Reengineering, Time and Motion study
- Decision Tables and DFD (Data flow diagram)
- SWOT (Strength, weakness, opportunities, threats)

Unit 6: Total Quality Management (TQM)

- Quality audit, LIS related standards.
- Technology management.

Unit 7: Library Housekeeping Operations:

- Different sections of library and their functions.
- Book Acquisition, Technical Processing, Circulation, Stock Verification, Weeding, Serial Control.
- Collection Development and Collocation Management.
- Annual Report Contents and Compilation

Unit 8: Management of Change

- Concept of change
- Changes in Procedures, Methods, Tools
- Problems of incorporating change
- Techniques of managing change

IV: Information Sources and Services

Unit 1: Fundamental Sources of Information

- Categories of Information Sources : Primary, Secondary and Tertiary
- Study of Reference Sources: Dictionaries, Encyclopedias, Almanacs, Year Books, Directories, Handbooks, Manuals, Bibliographies, Educational and Geographical Reference Sources

Unit 2: Information Sources and their evaluation

- Evaluation of different types of Information sources
- Electronic Information Sources : E-documents and databases

Unit 3: Information Service

- Types of information service: Ready Reference, Long Range Reference, Referral
- Information Services in different types of Libraries

Unit 4 : Web resources

Gateways, Digital libraries, forum, etc.

Unit 5. Information Service

- Definition and Need
- Documentation Services: Abstracting, Indexing, Translation, Reprography, Alerting Services-CAS and SDI
- Document Delivery Service

Unit 6. Abstracting Service

- Abstract: Meaning, Types : Indicative and Informative. Parts of an Abstract.
- Abstracting Products: LISA,CAS,INSPEC

Unit 7: Indexing Systems

- Pre-coordinate and Post coordinate- POPSI, PRECIS, KWIC, KWAC, KWOC and UNITERM

Unit. 8. Information Systems and their Services.

- Study of National and International Information Systems: Their Information Services and Products.
- National Information Systems : NISCAIR, ICSSR
- International Information Systems : MEDLARS, AGRIS

V: Information Technology Basics

Unit 1. Information Technology

- Components of Information Technology
- Applications of Information Technology

Unit 2 : Computer Basics

- Introduction to Computers
- Overview of Historical Development of Computers
- Generations of Computers, Classification of Computers

Unit 3. Computer Architecture

- Hardware: Various Input and Output devices
- Various Storage devices used

Unit. 4. Computer Software

- Operating Systems: Single & Multi User Systems, Basic features of MS-DOS, MS Windows, Linux, UNIX, WindowsNT
- Types of Softwares: System Software, Application Software
- Programming Languages: Concept and Types, Algorithm and Flowcharting.

Unit. 5. Computer Applications in Libraries and Information Centers

- Library Automation: Concept and its need
- Automation of Housekeeping Operations: Acquisition, Cataloguing, Circulation, Serial Control and OPAC

Unit 6. Database

- Database: Concept, types, features, structure and use
- DBMS Packages- CDS/ISIS, MS-Access, SQL (Basic features)

Unit. 7 Multimedia

- Multimedia: definition and components
- Applications of multimedia in Libraries & Information centres

Unit 8: Computer Networks

- Network - Types, Topology and Components
- Internet- Concept and Services
- Applications in Library and Information Centres

Unit 9: Digital Library and Virtual Library

- Basic Concepts and Objectives
- Features and advantages

VI: Library and Users

Unit 1: Information Users and their needs

- Identification of Information user
- Categories of information users, Academic Community- Teachers and Students, Scientist and Technologists, R & D Personnel, Other Professionals, Planners, Policy Makers, Ethnic groups

- Information Need- Definition and Models

- Information Seeking Behaviors

Unit 2: Information Literacy

- Definition and need,

- Information Literacy Activities : Library Bibliographic instructions, Library tour, Initiation to Freshman, Library Orientation.

Unit 3. User Orientation Programme

- Need and objectives

- Conventional and modern Techniques: Study tour, Newsletters, Handbooks, Leaflets,

PowerPoint Presentation, Websites

Unit 4 User Study

- Meaning and importance

- Planning and Organization

- Methods/ Techniques of User Studies.

- Methods for data collection : Proforma, Interview and Record Analysis

- Evaluation of user study.

Unit 5: Techniques of Use Studies

- Use studies in different types of libraries.

- Quantitative and qualitative techniques.

- Citation studies.

Unit 6: User Education

- Goals, Objectives and levels.

- User Education Programme.

- Evaluation of User Education Programme

Unit 7: User Education : Technique and Methods

- Introduction: Programmed instructions in specified disciplines, resource based Instructions, use of A/V aids

- Information Literacy Models

- Information literacy and lifelong learning.

Unit 8: Report Writing for Use & User studies

- Basics of report writing, use of Standards (Style Manual)

- Guidelines for report writing