

**DETAILED SYLLABUS FOR THE POST OF LIBRARIAN GRADE IV IN KERALA
MUNICIPAL COMMON SERVICE**

(Cat.No. 494/2020, 495/2020, 497/2020)

(Total Marks – 100)

**Module 1 FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE
(20 Marks)**

Social and historical foundations of library; Different types of libraries: their distinguishing features and functions; Role of library in formal and informal education

The changing concept of librarianship.

Five Laws of Library Science; Implications of the five laws in library and information activities.

Development libraries with special reference to India; Library movement of Kerala. Resource sharing and Library Networking.

Library legislation: need and essential features' Library legislation in India, Kerala Public Libraries Act; Press and Registration Act and Delivery of Books (Public Libraries) Act,

Professional associations and their role: ILA, IASLIC, IATLIS, CILIP, SLA, ALA, ASLIB.Promoters of LIS: UNESCO, FID, IFLA, UGC,

Module 2 PRINCIPLES OF MANAGEMENT (5 Marks)

Classical, Neo-classical and Modern management theories; Principles of scientific management; Fayol's principles; Functions of management.

Organizational structure; job analysis and description; recruitment, selection and induction; training; performance appraisal; motivation; group dynamics; stress management.

**Module 3 KNOWLEDGE ORGANIZATION: LIBRARY CLASSIFICATION
THEORY (10 Marks)**

Structure and attributes, modes of formation of subjects.

Library classification and its functions. Enumerative and faceted schemes Mapping of the Universe of subjects in the major schemes of Library classification (DDC, UDC, CC and LC)

Normative Principles for Idea Plane and Verbal Plane ; Principles for Helpful Sequence

Facet Analysis as used in the CC; Principles for Facet Sequence ; Postulational procedure ; Devices to form and sharpen isolate numbers

Notation system and its functions ; Qualities of a good notation system – Hospitality and Mnemonics ; Zone analysis

Module 4 Information and Communication (5 Marks)

Information: Characteristics, nature, value and uses; Conceptual difference between data, information and knowledge

Communication: Channels – formal and informal; models; barriers, Trends in scientific communication.

Information industry: generators, providers and intermediaries; Information audit

Information management; Knowledge management.

Module 5 INFORMATION SOURCES (10 Marks)

Evolution of physical media; Classification of information sources – Print and non-print; Documentary and Non-Documentary; Primary, Secondary and Tertiary Sources of Information -- their categories and characteristics.

Evaluation Criteria; Detailed Study of dictionaries, encyclopedias, yearbooks, directories, biographical sources, geographical sources, statistical sources, sources of current information.

Databases, Portals, Subject Gateways; Open Access Resources

Search Engines, Search Techniques

Module 6 INFORMATION PRODUCTS AND SERVICES (10 Marks)

Categories of information users; Information needs, definition; Types and models; Information seeking behaviour

User studies, methods, technique and evaluation

Concept, definition and trends, virtual reference service, examples of Electronic reference service; Reference Interview and search techniques.

Information services, concept, definition need and trends

Alerting services – CAS, SDI, technique, evaluation

Bibliographic, Referral, Document Delivery, Referral centres

Abstracting and Indexing services; Document Delivery Services; Translation, Reprography

Study of national, International Systems and Services, NISCAIR, DESIDOC, NASSDOC, SENDOC, UNISIST, AGRIS, MEDLARS, OCLC

Module 7 LIBRARY AND INFORMATION CENTRE MANAGEMENT (20 Marks)

Different sections of library and information centres and their functions.

Collection development: Acquisition procedures: selection, ordering, accessioning and stock editing

Technical processing: Classification, Cataloguing and physical processing

Maintenance of documents: work with new, returned, damaged and lost documents. Stock verification, binding, care, preservation and restoration of print and electronic documents

Circulation control: Charging systems, interlibrary lending

Serials control: Selection, ordering, receipt and display

Special collections

Sources of Finance; Library Budget, Budgeting and Accounting

Building: Lay out and space estimation; Furniture and equipment

Library rules; Staff Manual; Library Statistics

Types of Report: Annual report, Progress / Review reports.

Module 8 CATALOGUING AND METADATA (10 Marks)

Bibliographic record and its structure and functions ; Different kinds bibliographic files; Library catalogue and its functions; Classified and Dictionary Catalogue OPACs

Principles of Description; Standards for Description: ISBDs, AACR-2, RDA

Bibliographic Record Formats – ISO 2709 and the MARC family of Formats MARC XML.

Problems in subject search and retrieval ; vocabulary control; Thesauri

General theory of subject indexing languages (SIL) of G. Bhattacharyya; Indexing Systems - LIS

of Subject Headings, Chain Indexing,

**Module 9 INFORMATION TECHNOLOGY APPLICATIONS IN LIS
(5 Marks)**

Planning and implementation; Automation of in-house operations – file requirements for Acquisition, Cataloguing, Circulation control, Serials Control, OPAC

Library Automation packages: KOHA, E-Granthalaya

Web 2.0 tools and services; Internet security

Module 10 DIGITAL LIBRARIES (5 Marks)

Concept and definition; Historical Development of Digital Libraries;

Open source software; DSpace,

NOTE: - It may be noted that apart from the topics detailed above, questions from other topics prescribed for the educational qualification of the post may also appear in the question paper. There is no undertaking that all the topics above may be covered in the question paper.