Detailed Syllabus for the post of CATALOGUE ASSISTANT

(Kerala Legislature Secretariat) - Direct Recruitment

(Cat.No: 311/2022)

MODULE 1: FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE (10 Marks)

- **Library as a Social Institution:**

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

- **Normative Principles of LIS:**

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

- **Library Development:**

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

- **Laws relating to Libraries and Information:**

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 and Copyright Act.

- **Library and Information Profession:**

Attributes of profession; Librarianship as a profession; Professional ethics; Professional associations and their role: ILA, IASLIC, IATLIS, CILIP, SLA, ALA, and ASLIB; Professional education and research

- **Promoters of LIS:**

UNESCO, FID, IFLA, UGC, RRRLF.

MODULE 2: PRINCIPLES OF MANAGEMENT (10 Marks)

- **Basics of Management:**

Basics of Management and Library Management; School of Management Thoughts; Functions of Management – POSDCORB; Principles of scientific management and their application in libraries; Scientific Management- Henry Fayol's Principles of management

- **Systems Analysis and Design:**

Systems Theory; Open and Closed Systems; Project management Techniques – PERT/ CPM, decision tables; data flow diagram

- **Human Resources Management:**

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

- **Financial Resources Management:**

Methods of financial estimation; Budgets and Budgeting techniques; Marketing management: Marketing of information services and products

- **Quality Management:**

TQM, Quality audit; SERVQUAL, ISO 9000 series of Standards

MODULE 3 LIBRARY CLASSIFICATION (THEORY) (10 Marks)

- **Universe of Subjects:**

Structure and attributes, modes of formation of subjects

- **Library Classification:**

Library classification and its functions; Enumerative and faceted schemes

- **Mapping of the Universe of Subjects:**

Mapping of the Universe of Subjects in the major schemes of Library classification (DDC,CC, UDC and LC)

- **General Theory of Classification:**

Normative Principles for Idea Plane and Verbal Plane; Principles for Helpful Sequence; Facet Analysis as used in the CC; Principles for Facet Sequence; Postulation procedure; Devices to form and sharpen isolate numbers.

- **Notation System and its functions:**

Qualities of a good notation system; Hospitality and Mnemonics; Zone analysis

- **Trends in Library Classification:**

Automatic Classification; Classification in online systems and Web; Knowledge Organization for Digital Libraries; Ontologies; Steps in designing a scheme of classificatio for a micro-subject.

MODULE 4 INFORMATION AND COMMUNICATION(10 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 Science:**

Genesis and development; definitions and scope; Information Science as a discipline and its relationship with other subjects

- **Library, Information and Society**

Information Society: genesis and characteristics; National policy of information; Open access movement.

- **Economics of information:**

Information industry: generators, providers and intermediaries; Information audit.

- **Management of Information:**

Information management; Knowledge management

MODULE 5 INFORMATION SOURCES (10 marks)

- **Physical media of information:**

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

- **Ready Reference Sources:**

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

- **Electronic Information Sources:**

Definition, characteristics and types; Information in the Internet – E-books, E-journals, information gateways, table of contents, preprints, discussion forums, technical reports, OPACs, Campus Wide Information Service, ETDs, Patents, reference sources, search tools, subject directories, Courseware, software.

- **Prominent sources in different subjects:**

Abstracting and Indexing periodicals, databases, ready reference sources – dictionaries, encyclopaedias, yearbooks, directories, biographical sources, geographical sources, handbooks and manuals and statistical sources.

- **Multimedia & E- resources:**

Databases, Portals, Subject Gateways; Open Access Resources.

- **Search Engines, Search Techniques:**

Lab. Work on information search & access, Trial Demos

MODULE 6 INFORMATION PRODUCTS AND SERVICES (10 Marks)

- **Information Users and their Information Needs:**

Categories of information users; Information needs, definition; Types and models; Information seeking behaviour User studies, methods, technique and evaluation

- **Introduction to Information Literacy:**

Information: Characteristics of information; Types of information; Need for Information Literacy; Dimensions of information literacy.

- **Reference Service:**

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

- **Information Services and Products:**

Information services, concept, definition need and trends, Alerting services – CAS, SDI, technique, evaluation. Bibliographic, Referral, Document Delivery, Referral centres

- **Information Systems and their Services:**

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

MODULE 7 LIBRARY AND INFORMATION CENTRE MANAGEMENT (10 Marks)

- **Library Planning:**

Concept, definition, need and purpose; Policies, Objectives and Procedures; Library Organizational Structure

- **Library House Keeping Operations: Technical Operations:**

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.

- **Library House Keeping Operations: Reader's services:**

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

- **Library Finance:**

Sources of Finance; Library Budget, Budgeting and Accounting

- **Library Building:**

Building: Layout and space estimation; Furniture and equipment

- **Library Records and Statistics:**

Library rules; Staff Manual; Library Statistics; Types of Report: Annual report, Progress / Review reports.

MODULE 8 CATALOGUING AND METADATA (THEORY) (10 Marks)

- **Bibliographic Items:**

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

- **Bibliographic Description:**

Principles of Description; Standards for Description: ISBDs, AACR-2, RDA. Bibliographic Record Formats – ISO 2709 and the MARC family of Formats, MARC XML.

- **Subject Indexing:**

Problems in subject search and retrieval; vocabulary control; Thesauri

- **General Theory of Subject Indexing Languages:**

(SIL) of G. Bhattacharyya

- **Indexing Systems:**

Lists of Subject Headings, Chain Indexing, PRECIS, POPSI; Automatic Indexing; Natural language indexing

- **Metadata:**

Types of metadata and their functions; metadata standards: Dublin Core, EAD

MODULE 9 INFORMATION TECHNOLOGY APPLICATION IN LIS (THEORY) (10 Marks)

- **Library Automation**

Planning and Implementation, Automation of in-house operations- file requirements for Acquisition, Cataloguing, Circulation Control, Serials Control, OPAC and Library Automation Packages: KOHA, E-Granthalaya.

- **Communication Technology:**

Fundamentals of Telecommunication Technology, Media, Mode and Components, Network Media, UTP, Optical Fibre, Ethernet, Network Interface Card, Hubs, Routers, Modem, Network Types and Topologies: LAN, MAN, WAN, Wireless, Bus Star, Ring and Token Ring: Local Area Network Types and Topologies.

- **Internet:**

Basic Features ad Tools; Net Based Information Services, Connectivity: Dial Up, Lease Line, ISDN, Digital Subscriber Lines Protocols: FTP, HTTP Web Browser: Internet Explorer, Mozilla Firefox, Chrome; Web Servers, Web Tools, Search Engines Video Conferencing; Web 2.0 Tools and Services; Internet Security, Cloud Computing.

Module 10 TECHNICAL COMMUNICATION (10 Marks)

- **Communication Process:**

Types, Verbal, Non-verbal, Formal, Informal; Types of writing; Technical writing-Principles, characteristics; Language as a medium for communication, readability; Audience Research

- **Organization Lay out and Presentation of Information:**

Learned papers and popular articles, Technical Reports and project proposals, Book design and page layout

- **Repackaging and Consolidation:**

Preparation of trend reports, reviews, State-of- the art report, digest. Abstracts – Types, Preparation, Guidelines

- **Mechanics of Writing:**

Common problems in spelling, grammar, usage and punctuation

- **Style Manuals:**

Use of Style manuals – Chicago, APA and MLA; Reference Management Software; Copy editing and proof reading.

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

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