

**DETAILED SYLLABUS FOR THE POST OF LIBRARIAN GR. IV AND  
CULTURAL ASSISTANT IN LOCAL SELF GOVERNMENT**

**(Cat. No.: 562/2025)**

**(100 Marks)**

**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.

**Normative Principles of LIS**

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

**Library Development**

Development libraries with special reference to India; Library movement of Kerala.

**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: IFLA , ILA, IASLIC, IATLIS, CILIP, SLA, ALA, and ASLIB. Professional education and research.

**Promoters of LIS**

UNESCO, FID, IFLA, UGC, RRRLF.

**Resource Sharing and Extension Services**

Resource sharing

Library consortia: ShodhSindhu, FORSA, CeRA, Library extension services, library publicity

Library Networks: OCLC, NICNET, DELNET, INFLIBNET

Library public relations

**Module 2- Knowledge Organization: Library Classification (10 Marks)**

**Universe of Subjects**

Structure and attributes, modes of formation of subjects.

**Library Classification**

Library classification and its functions. Need and purpose of library classification. 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

### **Facet Analysis and Fundamental Categories**

Concept of facet analysis Fundamental categories Principles for facet sequence  
Call No., Class No., Book No., Collection No.

## **Module 3- 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

### **Library, Information and Society**

Information Society: genesis and characteristics; Intellectual Property Acts; Right to Information Act; Fair use provision, censorship, data security; National policy of information; Open access movement.

## **Module 4 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

## **Module 5 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

### **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

### **Personalized Information Services**

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

### **Information Systems and their Services**

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

## **Module 6 LIBRARY AND INFORMATION CENTRE MANAGEMENT (10 Marks)**

### **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**

Library building, furniture and equipments ,Space requirements and space management

Green library building, Information Commons, Makers Spaces, security and safety

E-resources management, technology and change management, Disaster management and crisis management

## **Human Resource Management**

Planning, job analysis, job description and job evaluation Recruitment, selection, induction  
Continuous professional development Motivation, training and development Performance appraisal  
Stress management and time management

## **Library Records and Statistics**

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

## **Module 7 CATALOGUING AND METADATA (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

## **Module 8 INTELLECTUAL PROPERTY RIGHTS (10 Marks)**

### **International Treaties on IPR**

Berne Convention; Universal Copyright Convention; Stockholm Conference; Paris Conference; WIPO Copyright treaty; GATT; TRIPS.

### **Copyright Law of India**

Copyright law of India and its amendments.

### **Patent Law of India**

Patent law of India and amendments

### **Implications of IPR**

Protection of web-based content; Copyright and libraries; Copy left movement; Creative Commons; Plagiarism.

**Module 9      INFORMATION TECHNOLOGY APPLICATION IN LIS      (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 and 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      Digital Libraries      (10 Marks)**

Digital library: definition, scope and characteristics Major digital library initiatives in the world and in India

**Institutional Repositories**

Institutional repositories-concepts, characteristics, need and purpose

Institutional repositories in India

Design and architecture of institutional repositories Contents and standards of institutional repositories Institutional repository software – DSpace. EPrints, Fedora ROAR, DOAR, SHARPA-ROMIO

**Application of Emerging Technologies in Libraries**

Application of Artificial Intelligence, Expert Systems, Robotics, Machine Learning, Block Chain technology, Cloud computing, Virtual Reality and Augmented Reality in libraries

Role of libraries in Research Data Management

**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**