

# **J&K SAINIK SCHOOL MANASBAL**

([www.jksainikschool.com](http://www.jksainikschool.com), e-mail: [jksainikschool@yahoo.com](mailto:jksainikschool@yahoo.com))

## **Syllabus for Written Test for the Post of Librarian**

### **Unit-I**

Types of Libraries and their Features

Role of Libraries in contemporary Society

Five Laws of Library Sciences

Library legislation in different states of India

Intellectual Property Rights( IPR)

National and International Library Associations: ILA, IASLIC, IATLIS, SIS

IFLA, FID ALA, ASLIB SLA etc.

National and intercalation Agencies : UNESCO, OCLC, PRRLF, UGC,

INFLIBNET, DELNET ,etc

Information Centers, DRTC, ISI, INSDOC( NISCAIR),NASSDOC,DESIDOC, SENDOC, etc

### **Unit-II**

Basic Terminology: call Number, Class Number, Book Number, Isolates

Classification; concept, purpose and species

Features of DDC, UDC, and CC

Five Fundamental Categories

Notation: Definition and Purpose

Library Catalogue; Definition and purpose

OPAC AND WebOPAC

Cannons of Classification and Cataloguing

### **Unit-III**

Principles of Book Selection

Selection Tool; Print and Non-Print Materials

Cataloguing labeling and shelving Classification,

Serials/ Journals; Selection and procurement

Book Transaction System: Traditional and Modern

Stock verification of Books; Methods and Tools

Weeding Process

### **Unit-IV**

Information Sources: Print and No- Print ; Primary,

Secondary and Tertiary Sources

Types of Dictionaries, Encyclopedias

Geographical and Biographical Sources

Indexing and Abstracting Sources

INIS, AGRIS, MEDLARS/MEDLINE, INSPEC

Information Seeking Pattern

Processing of Documents; Accessioning,

### **Unit-V**

Types of Reference service ,Ready reference service, Long

Rang Reference Service

Reference Librarian: Role Skills and Competences

User Education/ Information Literacy Skills

CAS/SDI

International Information System;

INIS, AGRIS, MEDLARS/MEDLINE, INSPEC

Information Seeking Pattern

## **Unit-VI**

Computer Genesis

Computer Generations

Primary and Secondary Memory; Storage Devices

Operating System: MS DOS, Windows, Linux

Programming; Algorithm, Flowcharts, Languages

MS-WORD , MS-Excel –Ms-Power point, DBMS,CDS/ISIS, WINISIS

---