**ANDHRA PRADESH**

**RECRUITMENT OF ASSISTANT PROFESSORS IN THE UNIVERSITY**

**SYLLABUS FOR THE SCREENING TEST**


**LIBRARY & INFORMATION SCIENCE**

**SUBJECT CODE - 33**


Unit - I

- Data, Information and Knowledge
- Information Science; Information Society; Knowledge Society
- Information as a Resource / Commodity.
- Information Transfer Cycle: Generation, Collection, Storage and Dissemination.
- Role of information in Planning, Management. Socio-economic Development.
- Information Communication- Theories, Models, Channels and Barriers.
- Intellectual Property Rights (IPR): Concept; Copyright, Censorship - Print and Non-print Media, Creative Commons.
- National Information Policy (NIP); National Knowledge Commission (NKC) and
- Libraries; National Mission for Libraries.


Unit - II

- Laws of Library Science.
- Library Resource Sharing and Networking.
- Library Movement and Library Legislation in India.
- Library Extension Services.
- Library and Information Science Education in India.
- Library and Information Profession Professional skills, competencies and ethics.
- Library Associations in India, UK and USA: ILA, IASLIC, IATLIS. SIS, LA, ASLIB,
- SLA and ALA.
- Library Associations Organisations at International level: FID, IFLA and UNESCO.


Unit - III

- Sources of Information: Primary, Secondary and Tertiary – Documentary and Non-documentary.
- Reference Sources: Encyclopaedias, Dictionaries, Geographical Sources, Biographical Sources, Year - books/ Almanacs, Directories, and Handbooks, Statistical data sources (salient features and evaluation).
- Bibliographical Sources: Bibliographies, Union Catalogues, Indexing and

- Abstracting Journals (salient features and evaluation) E-documents, E-books. E-Journals. Databases: Bibliographic, Numeric, Full text and Citation Indexes-Evaluation.
- Digital Information sources; World Wide Web (WWW)-Web2.083.0; Web
- Blogs: Podcasts, RSS Feeds: Instant Messaging: Wikies etc.
- Multimedia resources in libraries

Unit - IV

- Reference and Information services, Referral Service.
- Bibliographic Service, Indexing and Abstracting Service, CAS, SDI, Digest Service, Trend Report.
- Online Library Services-Virtual Reference Services; Social media/networks applications (Wikis, Facebook, Twitter, YouTube, Blogs, LinkedIn etc.) in Libraries.
- Translation Services
- Reprographic Services
- Digital Information Services
- Information Literacy Programmes

Unit - V

- Organisation of knowledge / information.
- Modes of formation of subjects.
- Library Classification: Canons, Principles and postulates
- Library Classification Schemes: DDC, UDC and CC.
- Library Cataloguing: Canons and Principles.
- Library Cataloguing Codes: CCC and AACR-II.
- Bibliographic Records: International standards-ISBDs. MARC and CCF.
- Metadata Concept & Standards-Dublin core and MARC21
- Information Retrieval-Concept and Techniques
- Subject Indexing: Pre-coordinate, Post-coordinate.
- Vocabulary Control: Thesaurus, Lists of Subject Headings.
- Databases: Search Strategies, Boolean Operators, Meta Search Engines
- Semantic web; Data Mining: Data Harvesting-Relevance to Library and Information Services
- Knowledge Management and Libraries

Unit - VI

- Library Management: Principles, Functions, Schools of Thought; Planning Organization Structure; Decision making.
- System Study: Analysis, Evaluation and Design.
- Collection Development: Books, Serials, Non book Materials - Selection, Acquisition, Maintenance; ISBN, ISSN; Cataloguing-in-Publication (CIP).

- Procurement and Management of E-Resources (E-Books and E-Journals)
- Human Resources Management: Manpower Planning. Job analysis. Job description. Selection Recruitment, Motivation Training and Development, Staff Manual.
- Leadership and Performance; Evaluation; Delegation of authority.
- Financial Management: Resource Generation, Types of Budgeting, Cost and Cost-Benefit analysis.
- PERT, CPM
- Library Building and Equipment.
- Performance Evaluation of Libraries / Information Centres and Services; Marketing of Information products and services; Total Quality Management (TQM)

## Unit - VII

- Information Technology: Components; Impact of IT on Society.
- Computers: Hardware, Software, Storage - Devices, Input/Output Devices.
- Telecommunication: Transmission media, Switching systems, Bandwidth, Multiplexing, Modulation, Protocols, Wireless Communication Fax, E-Mail, Teleconferencing / Videoconferencing, Bulletin Board Service, Teledex. Videotext, Voice Mail.
- Networking: Concepts, Topologies, Types LAN, MAN and WAN; Hypertext, - Hypermedia, Multimedia.
- Integrated Services Digital Network (ISDN), Open Systems Interconnection (OSI).

## Unit - VIII

- Library Automation: Areas of automation. Planning, Hardware and Software Selection, OPAC.
- Integrated Library Management Systems (ILMS)-Modules and Components. Open Source Software
- Library Security Technology: RFID; Barcode, Smart Card, CCTV etc.
- Networks: ERNET, NICNET: DELNET. JANET. BLAISE. OCLC, INFLIBNET. Internet: Components, Services, Browsing-Web Browsers, Search Engines: Meta-Data; Digital Object Identifier (DOI)
- National and International Information Systems: NISSAT, NASSDOC, NISCAIR, DESIDOC, INIS. AGRIS, MEDLARS. INSPEC.

## Unit - IX

- Types of Research: Basic, Applied, Interdisciplinary, Research Design, Scientific Method, Hypotheses, Data Collection, Sampling.
- Methods of Research: Historical, Descriptive, Case Study, Survey, Comparative and Experimental.
- Statistical Methods, Data Analysis.
- Report Writing

- Research Methods in library and Information Science and Services
- Library Surveys; Library User Surveys
- Bibliometrics, Scientometrics and Webometrics - Laws and Applications

Unit - X:

- Types of Libraries: National, Public, Academic and Special Objectives, Structure and Functions.
- Digital Libraries: Concept. Design and development; Digital Library Software;
- Digital Rights Management (DRM); Digital Preservation
- Virtual Libraries: Concept
- Open Access (OA): Concept, types, national and global Initiatives
- Open Archives Initiative- OAI-PMH, Institutional Repositories
- Libraries and Artificial Intelligence (AI); Expert Systems and Libraries
- Types of users, User studies. User education. Information Literacy-Concept and application in LICS.
- Role of UGC in the growth and development of libraries and information centres in institutions of Higher education in India.
- Role of Raja Rammohan Roy Library Foundation (RRLF).