No: NRSC-RMT-1-2024/19

Syllabus for Written Test

Advertisement No	:	NRSC-RMT-1-2024 dated 22.01.2024
Name of the post	:	Library Assistant 'A'
Post Code	:	**19**
Essential Qualification	:	Graduation in First Class + First Class Master's Degree in Library Science/ Library & Information Science or equivalent from a recognised University/Institution
Number of Posts	:	03

The syllabus for the above post is given below. Candidates may note that it is not exhaustive but indicative only. Refer above advertisement for pattern of the examination.

INFORMATION & COMMUNICATION

Data, Information, Knowledge and Wisdom, Information Life Cycle - Generation, Collection, Storage and Dissemination, Role of Information in Planning, Management, Socio-economic, Cultural, Educational and Technological Development. Information Science - Relationship with other subjects, Information Society and Knowledge Society. Communication – Concept, Types, Theories, Models, Channels and Barriers; Trends in Scholarly Communication. Information Industry - Generators, Providers and Intermediaries IPR and Legal Issues - Categories, Conventions, Treaties, Laws. Plagiarism: Concept and Types, Right to Information Act (RTI); Information Technology Act. National Knowledge Commission; National Mission on Libraries.

LIBRARIANSHIP, HISTORY & SOCIETY

Library and Information Science Education in India. . Type of Users - User Studies, User Education. Information Literacy - Areas, Standards, Types and Models; Trends in Information Literacy. Historical Development of Libraries in India; Committees and Commissions on Libraries in India. Types of Libraries – Academic, Public, Special and National. Library Legislation and Library Acts in Indian States; The Press and Registration of Books Act; The Delivery of Books and Newspapers (Public Libraries) Act. Laws of Library Science. Library and Information Science Profession - Librarianship as a Profession, Professional Skills and Competences; Professional Ethics. Professional Associations - National – ILA, IASLIC, IATLIS; International – IFLA, ALA, CILIP, ASLIB, SLA; Role of UGC, RRRLF and UNESCO in Promotion and Development of Libraries. Library Public Relations and Extension Activities.

INFORMATION SOURCES

Nature, Characteristics, Types and Formats. Sources of Information - Primary, Secondary and Tertiary; Documentary and Non-Documentary. Reference Sources - Bibliographical, Biographical, Educational, Language and Geographical. Electronic Information Resources - Subject Gateways, Web Portals, Bulletin Boards, Discussion Forums /Groups. Databases: Bibliographic, Numeric, Full text, Multimedia; Open Access Databases. Institutional and Human Resources. Evaluation of Reference Sources and Web Resources.

INFORMATION SYSTEMS & SERVICES

Community Information Services, Reference Service – Concept and Types; Referral Services, Alerting Services - CAS, SDI, Inter Library Loan and Document Delivery. Mobile based Library Services and Tools – Mobile OPAC, Mobile Databases, Mobile Library Website, Library Apps, Mobile Library Instructions, Augmented Reality, SMS Alerts, Geo-Location, Reference Enquiry. Web 2.0 and 3.0 - Library 2.0- Concept, Characteristics, Components; Instant Messaging, RSS Feeds, Podcasts, Vodcasts, Ask a Librarian Collaborative Services- Social Networks, Academics Social Networks, Social Tagging, Social Bookmarking. Web – Scale Discovery Services, National Information Systems and Networks: NISCAIR, DESIDOC, SENDOC, ENVIS, INFLIBNET, DELNET, NICNET, ERNET, National Knowledge Network (NKN), Biotechnology Information System Network, International Information Systems and Networks: INIS, AGRIS, INSPEC, MEDLARS, BIOSIS, ERIC, Patent Information System (PIS), Biotechnology Information System (BIS). Library Resource Sharing and Library Consortia – National and International.

KNOWLEDGE ORGANISATION & INFORMATION RETRIEVAL

Knowledge Organisation - Classification – Theories, Cannons, and Principles; Simple Knowledge Organisation System (SKOS), Taxonomies, Folksonomy, Trends in Classification. Mapping of Subjects in Library Classification Schemes. Cataloguing. Standards of Bibliographic Record Formats and Description – ISBD, MARC 21, CCF, RDA, FRBR, Bibframe. Standards for Bibliographic Information Interchange & Communication – ISO 2709, Z39.50, Z39.71. Metadata Standards: Dublin Core; MARC21, METS, MODES, EAD. Indexing Systems and Techniques. Abstracting – Types and Guidelines. Information Retrieval System – Features, Components, Models and Evaluation.

LIBRARY MANAGEMENT

Management - Principles, Functions and Schools of thought. Library and Information Centers. Management - Book Selection Tools and Principles; Library Acquisition, Technical Processing, Circulation, Serial Control, Maintenance and Stock Verification; Preservation and Conservation; Hazards and Control Measures of Library Materials.
Human Resource Management. Financial Management in Libraries. Project Management - SWOT, PEST, PERT / CPM. Total Quality Management (TQM) - Six Sigma; Evaluation of Services of Libraries and Information Centers. Library Building, Green Library Building. Management Information System (MIS), MBO, Change Management, Disaster Management, Crisis Management. Knowledge Management. Marketing of Library Products and Services.

INFORMATION & COMMUNICATION TECHNOLOGY

Computer Technology - Character Representation (ASCII, ISCII, Unicode); Computer Hardware, Software; Storage Devices; Input and Output Devices. Types of Software - System Software, Application Software. Programming Languages – Object Oriented, Procedural, High Level, Scripting; Web Languages. Telecommunication, Standards and Protocols. Wireless Communication. Computer Networks . Internet. Internet Protocols and Standards. Virtual Reality, Augmented Technologies. Data Security, Network Security & Firewalls

LIBRARY AUTOMATION

Library Automation. Barcode, RFID, QR Code, Biometric, Smartcard. Digitization, Digital Library. Protocols, DOI. Digital Preservation. Institutional Repositories. Content Management Systems. Application of Artificial Intelligence, Expert Systems and Robotics in Libraries, Cloud Computing. Ontology – Tools (RDF, RDFS, Potege) Semantic Web, Linked Data, Big Data, Data Mining, Data Harvesting.

RESEARCH METHODOLOGY

Research Methods, Research Design, Methods of Data Collection Scales and Checklist. Data Analysis and Interpretation, Statistical Packages Research Report Writing and Citation Tools – Structure, Style, Contents, Guidelines; Style Manuals; Online Citation Tools; Reference Style Management Tools; Antiplagiarism Tools; Evaluation of Research Report. Metric Studies in LIS - Bibliometrics, Scientometric, Webometrics, Altmetrics; Impact Factors – Journal, Institutional and Authors; h-Index, g-Index, i10 Index. Trends in Library and Information Science Research.