

# **M.Lib. & ISc. Entrance Examination Syllabus 2021 - 22**

## **UNIT – I LIBRARY ORGANISATION AND MANAGEMENT**

Library Organization : Meaning , importance, principles and types. Library Committee : Definition , types and functions. Different Library systems- their salient feature and functions. National Libraries of India, UK and USA., Role of libraries as Academic and social institution. Ranganathan's five laws of library science and their applications. Library legislation in India, Library movement in India, UK and USA. NKC, Library association / Professional organizations: their objectives and functions: UNESCO, IFLA, ALA, IASLIC, ILA, Management : Definition, Components, features and principles of management, Administration versus Organization, Library rules and regulations., Scientific management, Personnel management, Physical Environment : Basic, consideration in planning of library building, furniture, fittings and equipments, Routine procedures: Acquisition, circulation , serials control, stock verification Vs stock rectification, Public relation and extension activities., Financial Management, Budgeting : its concepts , types and methods, Collection Development : Different types of selection tools and their importance, Maintenance of library record and statistics, Annual report, Resource sharing

## **UNIT -II LIBRARY CATALOGUING AND BIBLIOGRAPHY**

Library Catalogue: Objectives , purpose and functions, Different between bibliography, catalogue and documentation list, Canons and normative principles of cataloguing, Physical and inner forms of library catalogue, Selective and simplified cataloguing, Descriptive cataloguing including, Entries-their types and functions, Filling of entries, Cooperative and centralized cataloguing, Cataloguing in source and cataloguing in publication, Comparative study of CCC and AACR-2, Organization and management of cataloguing department, Subject cataloguing – meaning , purpose and objectives, Subject Headings –Need and basic principles, Derivation of subject headings-LCSH, Sears list of subject headings, Chain procedures, Study of ISBN and ISSN, Bibliography – definitions , aims, need ,functions and types, Subject bibliography, National bibliography-need, scope and coverage, Study of INB and BNB, Trade bibliography, Universal bibliography, Bibliography control, Bibliography and documentation activities in U.S.A. and U.K., Bibliographical organizations in India and their services.

## **UNIT -III REFERENCE SOURCES AND SERVICE**

Reference service-concept , definition and importance, Theories and philosophy of reference service, Kinds and nature of reference service in different types of libraries, Short range and long range services, Orientation of a freshman, User education, Enquiry techniques and methods of answering reference questions, Classification of reference

sources and their evaluation, Organization and management of reference department, Non-Documentary Sources of Information, Digital Sources.

**Dictionary** –scope , purpose ,types, uses and alternative names,Glossary, Thesaurus, Lexicon, Concordance etc.Checklist for evaluation of dictionaries. Study of- (i) Random House Dictionary of English Language, (ii) Webster’s Third New International Dictionary of English Language (iii) Oxford English Dictionary, (iv) Roget’s International Thesaurus **Encyclopedias**-Scope, purpose, types and importance, criteria for evaluation Study of- (i) New Encyclopedias Britannica, (ii) Encyclopedia American, (iii) Encyclopedia of Library and Information Science, (iv) International Encyclopedia of Social Science and Technology (v) McGraw –Hill Encyclopedia of Science and Technology, (vi) Van Nostrand’s Scientific Encyclopedia. **Years Books and Almanacs** – scope , definition and purpose, Study of- (i) Europa Yearbook, (ii) Stateman’s Yearbook ,(iii) India: a Reference Annual, (iv) World Almanac and Book of Facts. **Directories** –Definition, scope and types Study of- (i) World of Learning, (ii) Study Abroad, (iii) Times of India Directory and Yearbook including Who’s Who, (iv) Universities Handbook, India **Current reference sources**-(i) Asian recorder: a weekly digest of Asian events with index, (ii) Facts on file: weekly world news digests, (iii) Keesing’s contemporary archives.**Geographical Sources** –scope and categories – Gazetteers , guide books , maps ,atlases and globes Study of- (i) Colombia lipncott gazetteer of the world, (ii) Gazetteer of India, (iii) Fodor’s India. **Biographical sources** –scope , categories , characteristics Study of- (i) Dictionary of American biography, (ii) Dictionary of National biography , (iii) Dictionary of scientific biography,(iv) India who’s who, Reference questions and their information sources with bibliographical description

#### UNIT -IV DOCUMENTATION AND INFORMATION SERVICE

**Documentation** : meaning and definition , its aim, scope and development, Documentation work and their scope, Documentation services and their scope, Documentation lists-their kinds and preparation, Reprographic and translation service, **Information science** –its definition , aims and scope , Changing concept of information science , Information users-their needs and information seeking behavior, Nature of information needs, Information services : CAS,SDI **Abstracting**- definition , aims and scope, Types of abstracts, Canons of abstracting, Characteristics and qualities of good abstracts, Methods and stages of abstracting

**Study of** - Chemical abstracts , Biological Abstracts, Physical Abstracts, Mathematical reviews, Psychological Abstracts, Sociological Abstracts, Library and information science abstracts, Indian science abstracts, Indian library science abstracts. **Indexing**-definition and functions, Pre-coordinate indexing, chain indexing, PRECIS,POPSI. Post coordinate indexing-Term entry system , peek-a-boo-system,edgenotched, Punch card system, Citation indexing, Key word indexing. **Documentation centers and systems**-FID,VINITI, NISCAIR, DESIDOC,NASSDOC,UNISIST AND NISSAT.

#### UNIT-V COMPUTER APPLICATION IN LIBRARIES

**Computer Basics** - Computer: Definition , Development and Computer Generation., Types of computers and their use, Basic components of a computer, Computer Peripherals, Electronic data processing . **Hardware and Software Components** -

Computer Hardware: Components and Functions, Computer Software: Types and Uses, Operating System, functions and their commands: Window and UNIX/LINUX, Flow Chart. **Software Packages** - Word Processing Packages, Desktop Publishing, Library Application Software: CDS/ISIS, Different types of Library Software. **Library Automation** - Library House Keeping Operations, Computerized Information Services, Selection of Library Software Packages, Use of INTERNET for various library activities, e-journals, e-books. **Networking** - Definition, Need, Client Server Architecture, Types of Network: LAN, WAN, MAN, Network Topologies: Bus, Star, Ring etc., Library Information Network: DELNET, INFLIBNET, CALLIBNET, UGC-Infonet

#### UNIT -VI LIBRARY CLASSIFICATION (THEORY)

**Library classification:** Its definition, aims & function ,Species of classification schemes- Enumerative & Faceted : their features, merits & demerits, Basic subject & their kinds, Comparative study of colon classification & Decimal classification, Knowledge classification & its canons, Hospitality in array & chain, Facet analysis, Five fundamental categories & their postulates, Principles for facet sequence, Types of isolates: common, special, Devices used in Classification (chronological, geographical, subject, alphabetical Enumeration, superimposition & phase devices), System & specials **Notation:** definition, need & functions, Types, structure & qualities of notation, **Mnemonics:** its types & canons, Indicator digits. **Book classification:** purpose & meaning, Canons for book classification, System of book number, Knowledge classification vs book classification, Rules for classifying books, Steps in practical classification

#### UNIT -VII LIBRARY CLASSIFICATION (PRACTICE)

Classification of documents by using latest available edition of DDC and colon classification (6 th ed. Reprint).

#### UNIT -VIII LIBRARY CATALOGUING (PRACTICE)

Cataloguing of documents and continuing resources according to AACR-II(R)

- Personal, Joint Author
- Works Produced under Editorial Direction
- Pseudonymous Author
- Continuing resources

**Note:-** 1. There will be only 50 objective type's questions in the question paper.

2. Each question carries 2 Marks.

3. Time: 1 hours.

4. Exam will be in online mode.

1. प्रश्न पत्र में केवल 50 वस्तुनिष्ठ प्रकार के प्रश्न होंगे |

2. प्रत्येक प्रश्न के 2 अंक हैं।

3. समय : 1 घंटे |

4. परीक्षा ऑनलाइन मोड में होगा |