

OBJECTIVE TYPE MULTIPLE CHOICE SUBJECT APTITUDE TEST (SAT) PROPOSED SYLLABUS FOR RECRUITMENT TO THE ASSISTANT LIBRARIAN, CLASS-III, IN H. P. PUBLIC SERVICE COMMISSION SHALL BE OF 02 HOURS DURATION HAVING 100 MARKS. THE SAT PAPER SHALL COVER THE FOLLOWING TOPICS OF DIPLOMA IN LIBRARY AND INFORMATION SCIENCE LEVEL.

1. BASIC COMPUTER SKILLS:-

- Computer Basics: Computer: Definition, Data Representation: Binary Number System, Octal, Hexadecimal and their Conversion, Developments and Computer Generations, Classification of Computers, Basic Computer Components.
- Hardware: Processors, Memory, Storage and Input/output Peripherals.
- Computer Software: Types & Functions, System Software-Operating Systems: Types and Functions, Windows Operating system, Application Software- Working knowledge of Microsoft Office Suite- MS Word, MS Powerpoint, MS Excel. Desktop publishing
- Networking: Definition, Need, Client Server Architecture, Network Types & Topologies
- Internet & WWW: Overview and History, Uniform Resource Identifiers, Hyper Text, HyperLink, and Hyper Media, Web Page, Website, Homepage, Protocol – HTTP, FTP, Remote Login, Z39.50, Browsers and E-mail, Search Engine, Social networking, YouTube, Instant Messaging, Internet Telephony, Video conferencing, Internet connectivity

2. FOUNDATION OF LIBRARY AND INFORMATION SCIENCE:-

- Library: Definition, Need, Purpose, Functions, Types of Libraries: Public, Academic, Special and National. (Definition, purpose and functions of each type of library.) Five Laws of Library Science, Place of Library in Dissemination of Information: Changing role of libraries in socio-economic development, education and recreation.
- Library Cooperation: Definition, types, levels. Resources sharing and networking, Library Consortia, Library Extension Services.
- Library Associations in India, U.K and USA: ILA, IASLIC, CILIP, SLA.
- Library Legislation: Need, purpose and factors. Library legislation in India
- Copyright Act: Copyright Act, Press and Registration of Books Act and Delivery of Books Act. Library Profession: Librarianship as a profession, Professional ethics.
- Promoters of Library and Information Services: RRRLF, UNESCO, IFLA, National Mission on Libraries

3. KNOWLEDGE ORGANIZATION:CLASSIFICATION & CATALOGUING:-

- Classification: Definition, Need and Purpose of Classification. Concept of Call Number, Class Number & Book number, Species of Classification Schemes, Salient Features of DDC and CC, Notation: Definition, Kinds and Function, Canons of Classification, Phase Relations, Common Isolates & Other Auxiliary Tables of DDC and CC, Postulational Approach to Classification, Five Fundamental Categories and Facet Sequence, Principles of Helpful Sequence, Devices and Indicator Digits
- Library Catalogue: Definition, Function, Types & Physical Forms, Kinds of Catalogue Entries and their Functions, History of Catalogue Codes, ISBDs, Salient Features of AACR-II and CCC, Normative Principles & Canons of Cataloguing, Subject Cataloguing: Chain Procedure. Subject Heading Lists Filing of Catalogue Entries

- Machine Readable Bibliographic standards: MARC21, UNIMARC, CCF, ISO 2709, Dublin Core, RDA

4. LIBRARY ADMINISTRATION AND MANAGEMENT:-

- Library Administration: Function and principles, Library Authority and Library Committee.
- Library Staffing: Nature and function of staffing, Staff management, recruitment, Job analysis, Job Evaluation.
- Library Finance: Principles, Financial Resources, Methods. Budget: definition, Budgeting type and techniques, Budget allocation. Accounting: Factors and Purpose.
- Acquisition Section: Book Selection, Book ordering, Accessioning and processing.
- Circulation Section: Charging & Discharging system, Library rules,
- Maintenance work: Shelving, Stock Verification and Preservation of Library Materials.
- Periodical Section: Types of Periodicals, Selection Tools, Ordering Procedure, Record System. Display of Periodicals,
- Record and Reports: Library records, Annual records, Library Statistics.

5. INFORMATION SOURCES AND SERVICES:-

- Documentary sources of Information; print and non-print, Categories: primary, secondary and tertiary sources
- Reference Services: Need, Types (Ready Reference & Long range reference), Qualities of Reference Librarian
- Information Services and Products: Literature Search, Alerting Services, Documentation Service, Information Consolidation Packages, Current Awareness Service (CAS), Bibliographic Services, Document Delivery, Selective Dissemination of Information (SDI), Translation Services, Reprographic Services, Indexing and Abstracting Services- Need and importance
- Web Resources– Subject Portals, Digital Libraries, Discussion-Forums, Bulletin-Boards, Consortia, Wikis, Blogs & RSS
- Reference sources and their Evaluation: Encyclopaedia, Dictionaries, Reference sources and their Evaluation: Directories, Geographical Sources, Bibliographical Sources: Types and Importance, Comparative study of INB and BNB

6. LIBRARY AUTOMATION AND DIGITAL LIBRARIES:-

- Computer and Communication Technology, Application of Information Technology in Libraries
- CDS/ISIS for Windows: Creation of database, data entry, print formatting of records, indexing, import-export, MARC records and standards
- Library Automation-Definition, Need, Function, and Requirement of Library Automation, Basic Knowledge of available Library Automation software. Automation of document acquisition, Technical Processing, OPAC, Circulation Section, Periodical Section, Library Reports.
- Digital Library: Conceptual Framework, Digitization, creation, Digital Library Software
