# Syllabus for the Post of TGT Librarian

## Foundation of Library & Information Science

### 1. Library as a Social Institution

Social & Historical foundations of Library.
Different types of libraries- Academic, Public, Special – their distinguishing features and functions.
Role of U.G.C. for development of Academic libraries.
Role in Library of formal and informal education.

### 2. Normative Principles of Lib. & Inf. Science

Five Laws of Library Science.
Implications of five laws in Lib. & Inf. Science
Development of Libraries with special reference to India, Baroda Public Library system
Library Co-operation Resource Sharing and Library Networking.

### 3. Laws relating to Libraries & Information.

Library legislation need and essential features.
Library legislation in India.
Maharashtra Public Library Act.
Press and registration act & Delivery of Books act (Public Library).
Copyright act, Intellectual Property rights.

### 4. Library and information Profession

Attribution of profession.
Librarianship as a profession.
Professional ethics.
Professional associations & their role.
National & International Library Associations- FID, IFLA, LA, ILA, ALA, IASLIC etc.
Professional education & research.

### 5. Promoters of Library & Information services

National level promoters- RRRLF.
International level promoters- UNESCO

### 6. Public relations & Extension activities

Definition
Facets and programs.
Publicity & extension, Out reach activities.
Library path finders (Guides)
Factors affecting Library development, Literacy, publishing, Book Trade.

## Knowledge Organization, Information Processing & Retrieval

### 1. Universe of Knowledge

Structure and attributes.
Modes of formation of subjects.
Different types of subjects.
Universe of subjects as mapped in different schemes of classification.

### 2. Bibliographic description

Catalogue purpose, Structure and types physical forms including OPAC filling rules.
Normative Principles of cataloguing
Overview of principles and practice in document description
Current trends in Standardization, description and exchange
Standard Codes of cataloguing

### 3. Methods of Knowledge Organization

General theory of Library Classification.
Normative principles of classification and their application.
Species of Library Classification.
Standard Schemes of Classifications and their features, CC, DDC, UDC.
Notation: Need, Functions, Characteristics
Design and development of schemes of Library Classification, Standard sub-division Index.
Trends in Library Classification.

### 4. Subject Classification

Principles of Subject Classification.
Subject heading lists and their feature.

## Information Technology: Basic

### 1. Information Technology

Definition, Need, Scope and Objectives.

### 2. Computer Basic (Hardware)

Introduction to Computers
Overview of Historical Development of Computers.
Generations of Computers, Classification of Computers.
Essential Components of Computer system.

### 3. Computer Architecture-Organization of Computer

Input and Output devices- Keyboard, Scanner, OCR, Printers, Monitor

**4. Software.**

Operating systems: Single & Multi User Systems, Basic features of MS-DOS, MS Windows, Linux, UNIX, Windows NT etc.
Programming Languages: Concepts and Tools
Algorithm & Flowcharting.

**5. Word Processors, Spread Sheet etc.**

**6. DBMS Package**

Familiarity with DBASE, FOXPRO, CDS/ISIS, SOUL, MS Access (Basic features)

**7. Computer application to library & Information work - housekeeping operations**

**8. Communication Technology**

Communication Technology Basic Concepts
Networking: Basic Concepts.
Internet

## Management of Libraries & Information Centres/Institutions

**1. Management**

Concepts, definition and scope.
Management styles and approaches.
Management schools of thought.
Functions and principles of Scientific Management.

**2. Human Resource Management**

Organizational structure.
Delegation, Communication and Participation.
Job Description and Analysis, Job evaluation.
Inter-personal relation.
Recruitment procedures.
Motivation, group Dynamics.
Training and Development.
Disciplines and Grievances.
Performance Apprais

**3. Financial Management**

Resources Mobilization
Budgeting Techniques and Methods PPBS, Zero Based Budgeting etc.
Budgetary Control.
Cost effectiveness and Cost Benefit analysis.
Outsourcing.

**4. Reporting**

Types of reports, Annual report-compilation, Contents and style.
Library Statistics etc.

**5. System Analysis and Design**

Library as a system
Project Management PERT/COM
Decision Tables.
Performance evaluation standards, MIS.
Performance Measurement, reengineering, Time and Motion Study
SWOT (Strength Weakness Opportunities Threat)
DFD (Data Flow Diagram)

**6. Total Quality Management (TQM)**

Definition, Concept, Element
Quality Audit, LIS related standards.
Technology Management.

**7. Library House Keeping Operations.**

Different sections of Library & Information Center and their functions.
Collection Development and Management Policies Procedures.
Book Ordering (Acquisition)
Technical Processing.
Serials Control, Circulation Control, Maintenance etc.
Stock Verification- Policies and Procedures.
Evaluation and Weeding.
Archiving-conservation-Preservation.
Restoration including Print, Non-Print and Electronic Materials.

**8. Planning**

Concept, Definition, Need and Purpose, Types.
Policies and Procedures, MBO
Building and Space management in Libraries and Information Centers.
Library Building, Interior & Exterior, Furniture, Equipment's, Standards & Types.
Risk Management, Contingency Management.
Planning of related Infrastructure, Library Standards.

**9. Management of change.**

Concept of change.
Changes in Procedures, Methods, Tools and Techniques.
Problems of Incorporating Change.

Techniques of Managing Change.

## Information Sources & Services

**1. Reference and information sources.**

Documentary Sources of Information, Print, Non-Print including Electronic: Special features, Scope, types Nature, Characteristic, Utility and evaluation of different types of Information sources: Physical formats, Authority, Content, Utility.

Non-Documentary Information Sources

Reference Sources Categories, Primary, Secondary & Tertiary Information Sources.(Encyclopedia, Dictionary, Periodical, Thesis, Books, Year book, Patents, Trade literature, standards, Monographs, Reference Books, Year Books, Almanac, Atlas, Abstracting & Indexing periodicals, Bibliographies, Handbooks etc.)

Internet as a Source of Information.

**2. Reference Service**.

Concept, Definition, Need, Scope and trends.

**3. Information Services and Products**

Information services and Products.

Information services concepts, Definition, Need and trends.

Need, Techniques and Evaluation of Alerting services (CAS &SDI)

Bibliographic, Referral, Document Delivery and Translation Services.

**4. Information System and their Services.**

Study of National, International and Commercial Information Systems and Services- Background, their Services and Products.

## Library Users

**1. Techniques of Library and Information Centres Survey.**

Proforma method.

Interview method.

Records analysis method.

**2. Information users and their information Needs**

Categories of Information users.

Information needs definition and models.

Information seeking behaviour.

**3. User Education**

Goals and Objectives level, Techniques and Methods, Evaluation of Users Education Programmes.

**4. User Studies.**

Methods and techniques of User studies.
Evaluation of User studies.

**5. User Orientation Programmes:**

Conventional and modern Techniques: Study tour, Newsletters, Handbooks, Leaflets, Power point Presentation, Websites etc.

**I- Knowledge, Organization, Information Processing & Retrieval**

Classification of Documents (Using CC & DDC) (Latest Ed.) - Classification of documents representing simple subject.
Classification of documents having common isolates.
Classification of documents representing compound subject.
Classification of documents representing complex subject.
Assignment of Book Number (Using at least one standard Book Numbering System).
Cataloguing of Documents (Using CCC & AACR) (Latest Ed.).
Cataloguing of Simple documents.
Cataloguing of complex documents.
Subject Cataloguing: Assigning subject Heading Using at least one standard subject Heading.

**II. Information Technology: Basic**

Use of Operating Systems
Word Processors, Spread Sheets,
Database Creation using at least one DBMS software.
Database Search and Retrieval.

**III: Information Sources & Services**

Study and evaluation of Reference sources.
Compilation of Current Awareness List/Biography/Content List/Press Clippings.

**IV: Library & Users**

Survey of Libraries and Information Centers
Survey of a group of user.

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