

## SYLLABUS FOR THE POST OF SENIOR LIBRARY INFORMATION ASSISTANT

### POST SPECIFIC COMPONENT (70%) (Unit I to IV)

#### UNIT I -Reference & Information Sources and Services

1. Sources of Information - Primary, Secondary and Tertiary
2. Reference Service, Reference Sources, Electronic Resources, Bibliography, Bibliographic Control, Abstracting Services, and Indexing Services.
3. Information retrieval systems: Components, IR tools, Information Analysis, repackaging and consolidation.
4. Indexing: Principles / general theory of indexing. Content Analysis.
5. Indexing Languages, Types, Characteristics.
6. Databases: Bibliographic, Full text, Multimedia; Open Access Databases.
7. National Information Systems and Networks: NISCAIR, DESIDOC, SENDOC, INFLIBNET, DELNET, ERNET, National Knowledge Network (NKN).
8. International Information Systems and Networks: INIS, AGRIS, INSPEC, MEDLARS, ERIC, Patent Information System (PIS).

#### UNIT II -Classification & Cataloguing

1. Various types and kinds of Library resources
2. Library Classification Schemes – DDC, UDC and CC.
3. Library Cataloguing Codes: CCC and AACR - II.
4. Call Number -- Class Number, Book Number – Types of Book Numbers, Collection Number.
5. OPAC. Web Based Catalogues. Use of the Internet in Cataloguing, OCLC and WorldCat.
6. Standards of Bibliographic Record Formats and Description – MARC 21, RDA, FRBR.

#### UNIT III -Library and Information Centres Management

1. Book Selection Tools and Principles; Library Acquisition, Technical Processing, Circulation, Maintenance and Stock Verification. Budgeting Methods

#### UNIT IV -Library Automation, Digital Library and Library Resources

1. Library Automation and Library Management System Software- Proprietary and Open Source
2. Barcode, RFID, QR Code, Biometric, Smartcard: Features and Applications.
3. Digitization Hardware, Software, Digital Library: Genesis, Characteristics, DOI.
4. Institutional Repositories – various software platforms
5. Library SAAS tools – off-campus/remote access, writing support tools, research support tools
6. Electronic journals, databases
7. Bibliometric analysis tools – Scopus, SciVal, Web of Science, etc.
8. Open-source software for website creation, library resources marketing and promotion, A-Z listing, Web-scale discovery tools, federated searching, VU Find integration etc.
9. Basics of Copyright, IPR, Plagiarism detection, Ethical practices in scholarly activities

#### UNIT V -Computer Awareness (20%)

Components of a computer system, specifications of a computer system, Input and output devices and installation of printers and other input output devices., Introduction to Internet and Internet Applications, MS windows, MS-Word, MS-Excel, MS Power Point, MS Access, Computer Networking, Computer shortcut keys, Virus and virus protection, Operating System types.

#### UNIT VI -English Language Proficiency (10%) English language broadly covering the following:

- Synonyms, Antonyms, Sentence Correction & Error Detection
  - Fill in the blanks, Tenses, Active/passive Voice & Direct/Indirect
  - Vocabulary, Punctuation, Comprehension & Translation
- 