

SYLLABUS FOR TRADE TEST FOR THE POST OF SENIOR LIBRARY INFORMATION ASSISTANT

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


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