

**Tamil Nadu Public Service Commission**  
**Syllabus**  
**Library and Information Science**  
**(Degree Standard)**

**Code: 266**

**Unit I: Library and Society (22 Questions)**

- (i) Library as a Social Institution; Impact of Libraries on Social, Political, Economical, and Cultural aspects, Laws of Library Science.
- (ii) Types of Libraries – Public, Academic and Special Libraries; Library movement in India;
- (iii) Library Legislation; Public Library Act; Delivery of Books and News papers (Public Library) Act; Intellectual Property Rights – Copyright Act
- (iv) Library associations and Professional bodies - UNESCO, IFLA, ALA; CILIP; ILA; IATLIS
- (v) Role of government agencies in library development – RRRLF; UGC - INFLIBNET

**Unit II: Library Management (20 Questions)**

- (i) Management – Concept; Definition; School of Thoughts – Functions of Management; (POSDCORB); Library Authority and Committee.
- (ii) Library Sections and Routines – Acquisition, Technical, Maintenance, Circulation, Reference and Periodical.
- (iii) Human Resource Management – Job Analysis, Job Description, Recruitment, Selection, Training, performance Appraisal, training, motivation, etc.
- (iv) Financial Management – Budget – Types, Sources of income to various types of libraries, Physical facilities – Building and Furniture.
- (v) Library Records - Statistics; Reports

**Unit III: Information Processing (Library Classification) (18 Questions)**

- (i) Library Classification – Concept; Definition; Need and Purpose
- (ii) Library Classification – Types: General and Special; Various Schemes of classification – Colon Classification; Dewey Decimal Classification; Universal Decimal Classification and Library of Congress Classification.
- (iii) Structure of knowledge – Modes of Formation of Subject, - Canons and Laws
- (iv) Facet and Facet analysis – Fundamental categories (PMEST); Analytico- Synthetic approach and Devices.
- (v) Notation –Types; Characteristics

**Unit IV: Information Processing (Library Cataloguing) (24 Questions)**

- (i) Library Cataloguing – Concept; Definition; Need, Purpose and Functions.
- (ii) Library Catalogue – Types – Physical forms and Inner forms - Alphabetical, Classified, and Alphabetico - Classified; Trade catalogue;
- (iii) Cataloguing Standards – ISBDs; Cataloguing Codes – Classified Catalogue Code of Ranganathan, Anglo-American Cataloguing Rules
- (iv) International Standards – MARC – CCF; UNIMARC; MARC21; Metadata
- (v) Subject Headings – Sears' List of Subject Headings, LCSH, Centralised and Co-Operative Cataloguing.

### **Unit V: Information Sources (22 Questions)**

- (i) Information Sources – Types – primary, secondary, and tertiary; Print Vs. Electronic resources; Human Vs. Institutional
- (ii) Evaluation of Information Sources – Criteria
- (iii) Secondary Sources: Dictionaries, Encyclopedias, Indexing and Abstracting Sources, Directories, Biographical Sources; Geographical Sources
- (iv) Electronic Information Sources - Databases; Full-text data bases
- (v) Information Sources – Discipline – oriented sources – Pubmed; INSPEC; etc; UGC - e-Sodhsindhu Open sources

### **Unit VI: Information Services (18 Questions)**

- (i) Information Services - Types: Ready reference and Long range reference services; User education; Information literacy
- (ii) Literature search – Bibliography compilation and Bibliographical services
- (iii) Current Awareness Service, SDI
- (iv) Indexing and Abstracting services; Referral Service.
- (v) Reprography, Translation and other specialized services

### **Unit VII: Computer and Computer Applications (20 Questions)**

- (i) Computer – Definition; Characteristics; Classification of Computers Hardware – Generations; Input and Output Devices; Secondary Storage Devices; Tele communication – Concept and Components.
- (ii) Computer Software – Meaning; Types – System Software and Application Software; Operating System – Single user vs. Multi-user; Open Sources vs Proprietary
- (iii) Database – Concept; Database Management System (DBMS) – Concepts; Functions;
- (iv) Library Automation - Need and Purpose; Areas of library automation; Library automation software packages – Proprietary vs. Open.
- (v) Web Technology – Browser, Search Engine, Protocol, ISDN.

### **Unit VIII: Resource Sharing and Networking (20 Questions)**

- (i) Resource sharing – Concept, Definition, Need, Purpose.
- (ii) Library Co-operation – Concept, Definition, Need and Purpose.
- (iii) Computer Networks – Types – LAN, WAN, MAN; Internet and Intranet
- (iv) Library Networks – Concept, Need, Functions.
- (v) Library Network System – International, OCLC World cat; National – INFLIBNET, DELNET.

### **Unit IX: Information System (20 Questions)**

- (i) Information System – Concept, Characteristics and Functions.
- (ii) Information System, Types – International, National; Subject – Mission Oriented; National Knowledge Commission; National Mission on Libraries.
- (iii) Information Systems – International UNESCO, INIS, AGRIS, INSPEC, PUBMED, CAS; National – NISCAIR, DESIDOC.
- (iv) Library Consortia – Trends, Functions; UGC – e-sodhsindhu, N-LIST, CSIR Consortium.
- (v) Open Access movement; Open Access System.

## **Unit X: Digital Library (16 Questions)**

- (i) Digital Library – Concept, Definitions, Characteristics, Theoretical framework, Merits and Demerits.
- (ii) Digital Library Management – Design, Architecture, Standards.
- (iii) Digital Library Initiatives – Initiatives in India; Open Archives Initiatives.
- (iv) Metadata – Definition, Standards, Metadata Harvesting.
- (v) Digital Library – Building process – Digitization; Software and Hardware; Institutional repositories.

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