

Syllabus For Librarian

➤ **Library as an Social Institution**

1. Social & Historical foundations of Library.
2. Different types of libraries- Academic, Public, Special-their distinguishing features and functions.
3. Role of U.G.C. for development of Academic libraries.
4. Role in Library of formal and informal education. Shivaji University, Kolhapur

➤ **Normative Principles of Lib. & Inf. Science**

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

➤ **Laws relating to Libraries & Information.**

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

➤ **Library and information Profession**

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

➤ **Promoters of Library & Information services**

1. National level promoters- RRRLF.
2. International level promoters-UNESCO

➤ **Public relations & Extension activities**

1. Definition
2. facets and programs.
3. publicity & extension, Out reach activities.
4. Library path finders (Guides)
5. Factors affecting Library development, Literacy, publishing, Book Trade.

➤ **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 - House keeping operations

8. Communication Technology

- Communication Technology Basic Concepts
- Networking: Basic Concepts.
- Internet

➤ **Management of Libraries & Information Centers/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.
- Dynamics

➤ **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
- Bibliographic, Referral, Document Delivery and Translation Services.

➤ **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

➤ **Knowledge, Organization, Information Processing & Retrieval**

1. 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.

2. Assignment of Book Number - (Using at least one standard Book Numbering System)

3. Cataloguing of Documents. (Using CCC & AACR (Latest Ed.)

- Cataloguing of Simple documents
- Cataloguing of complex documents

4. Subject Cataloguing

- Assigning subject Heading Using at least one standard subject Heading.

➤ **Information Technology: Basic**

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

➤ **Information Sources & Services**

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