

CHAUDHARY DEVI LAL UNIVERSITY, SIRSA

(Established by the State Legislature Act 9 of 2003)
"B" Grade Accredited by NAAC

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

Syllabus for Entrance Test of Master of Library & Information Science

The entrance test Question paper will consist of 50 objective multiple choice type questions of 2 marks each. There will be 04 (four) choices for answers to each question and only one of those will be the correction option. There will be no negative marking. The entrance test will be 1 hour in duration. The paper should be set as per the syllabus.

The Examiner is required to set 10 questions from each part.

Part –I Library and Information Society

Concept of Library in Society

- Social and historical foundations of library
- Development of libraries with special reference to India.
- Different types of libraries- their distinguishing features and functions.

Normative Principles of Library and Information Science

- Five Laws of Library Science and their Implications Library and Information Activities

Laws relating to Libraries and Information Centres

- Library Legislation in India: Need and essential features.
- Copy Act and Delivery of Books (Public Libraries) Act
- Librarianship as a Profession.
- Professional ethics.

Professional Association, Public Relations, Extension Activities and Resource Sharing


- Professional Associations and their role with particular reference to ILA, IASLIC, IFLA, and UNESCO
- Extension Services.
- Resource Sharing and Library Networking.

Part-II: Management of Library and Information centres

Library Environment

- Organisation, Management and Administration: A conceptual Framework.
- Library organisational structure Ranganathan's staff formula.
- Library committee: types, functions and powers.

Finance and Budget

- Source of Finance
 - Method of estimating Library Finance.
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- Budget Preparation for different types of Library
- General Administration: Annual Report, Library Statistics, Library Rules.

Sections of the Library

- Book Selection and Procurement: Principles, Policy, Community,, Tools and Procedure
- Technical Processing Section.
- Periodicals Section
- Circulation Section
- Reference Section

Maintenance, Building and space Management

- Maintenance Section: Stacking, Shelving, Shelf Rectification, Stock Verification, Binding etc.
- Basic Elements in Designing library building.
- Furniture & Equipments.

Part-III: Information Source and Services

Reference and Information Sources

- Documentary Source of Information: Print, Non-Print and Electronic Resources
- Categories: Primary, Secondary, and Tertiary Sources
- Human and Institutional: Nature, Types, Characteristics and Utility
- Internet as a Sources of Information

Types and Evaluation of Reference Sources

- Different types of Reference Books and Criteria for their Evaluation of Encyclopaedias, Dictionaries, Geographical Sources, Biographical Sources, Reference Sources for Current Events and ready reference Sources

Bibliographical Sources

- Bibliographical Sources: Functions, Types and Branches.
- Uses and Criteria for Evaluation of National Bibliography, Trade Bibliography, Subject Bibliography, Indexing and Abstracting Sources.

Information Users and their Information Needs

- Conceptual Definitions of Data, Information, Knowledge and Wisdom.
- Information: Types and Characteristics
- Categories of Information Users and their Characteristics.
- Information needs and seeking Behaviour: Concept and Models
- User Studies: Need, objectives, Plan and Method
- User Education: Concept, Need and Method

Information Services-1

- Information Services: An Overview
- Reference Service: Definition, Need, Types and Functions
- Reference Process: Reference Question; Reference Interview
- Referral Service
- Documents Delivery Services

- Translation Services

Information Services-2

- Current Awareness type of Services (CAS)
- Selective Dissemination of Information (SDI)
- Indexing & Abstracting Service
- Web-based or Internet-based Service

Part-IV: Knowledge Organisation

Library Classification Theory-1

- Library Classification: Definition, Need and Purpose
- Subjects: Basic, Compound and Complex
- Modes of Formation of Subject
- Planes of Work
- Notation: Need, Type and Quality

Library Classification Theory-2

- Species of Classification Schemes
- Overview of Colon Classification: Postulates of Facets Analysis and Facet Sequence, Fundamental Categories, Principles of Helpful Sequence and Facet Sequence, Phase Relations, Devices
- Call Number: Class Number, Book Number and Collection Number

Classification Schemes & Current Trends

- Overview of Colon Classification
- Main Features of latest editions of DDC And UDC
- Current Trends: Web Dewey, OCLC Classify and Folksonomy

Bibliographic Description-1

- Catalogue- Definition, Need and Purpose, Types of Library Catalogue
- Physical Forms: Conventional and Non-Conventional

Bibliographic Description-2

- Kinds of Entries and their functioning according to CCC and AACR-II

Subject Cataloguing

- Definition, Need, Purpose and Problems of Subject Cataloguing, Methods of Subject Cataloguing. Chain Procedure and Sears List of Subject Heading. Latest trends in Library Cataloguing

Part-V: ICT Application in LIS (Theory and Practice)

Computer Hardware

- The Evolution of Computers.
- Characteristics of Computers.
- Classification of Computer: Super Computer, Mainframe Computer, Mini Computer and Micro Computer: Digital vs. Analog Computer

- Computer Architecture: Input Devices, Output Devices, Central Processing Unit, Memory (Auxiliary)

Computer Software

- System and application Software
- Operating System: Single and Multiuser
- Basics Features of MS Window and Linux
- Application Software: Concept and Types

Communication Technology (Networking)

- Communication: An Overview
- Networks: Concept and Components
- Network Media: Wire and Wireless
- Network Types: PAN, LAN, MAN and WAN
- Topologies: Bus, Star, Ring, Token Ring, Tree and Mesh

MS Office

- MS WORD: Standard Toolbars, Creating a Document, Editing a Document, Formatting Documents.
- MS POWER POINT: Creating Presentation Slides, Formatting/Adding graphics, Animation and Slide Transition, Slide Show, Customizing and Printing


10/8/22

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