



भारतीय प्रौद्योगिकी संस्थान जोधपुर

Indian Institute of Technology Jodhpur

Syllabus for the post of SENIOR LIBRARY INFORMATION ASSISTANT

Written Test & Trade Test

I. **Library, Information and Society**

1. Data, Information, Knowledge and Wisdom hierarchy
2. Communication – Concept, Types, Channels and Barriers
3. Library Legislation and Library Acts in Indian States; the Press and Registration of Books Act; the Delivery of Books and Newspapers (Public Libraries) Act
4. Laws of Library Science
5. Professional Associations - National – ILA, IASLIC, IATLIS; International – IFLA, ALA, CILIP, ASLIB, SLA and RRRLF
6. Type of Users - User Studies, User Education
7. Informetrics: Citation: Citation Analysis, Librametry, Bibliometrics and Scientometrics, Webometrics.
8. Bibliometric Laws. Zipf's Law, Bradford's Law, Lotka's Law.

II. **Reference & Information Sources and Services**

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

III. **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.
7. Standards for Bibliographic Information Interchange & Communication – ISO 2709, Z39.50

IV. Library and Information Centres Management

1. Library and Information Centres Management - Book Selection Tools and Principles; Library Acquisition, Technical Processing, Circulation, Maintenance and Stock Verification. Budgeting Methods;
2. Project Management - SWOT, PERT /CPM. Management Information System (MIS), MBO, Management - Principles, Functions and Schools of thought.

V. Information Technology

1. Computer Technology - Computer Hardware, Software; Storage Devices; Input and Output Devices.
2. Types of Software - System Software, Application Software. Computer Networks - Topologies, OSI Model, Types of Networks - LAN, MAN, WAN. Internet - Web browsers, WWW, E-mail; Search Engines
3. Internet Protocols and Standards - HTTP, FTP, SMTP, TCP/IP, URI, URL.
4. Information Technology: Communication Technology, Electronic Information, Audio Formats (MPEG, MP3, WAV), E-documents, Communication Tools and Techniques, Hyper Media. List Serve / Electronic groups, and Internet Communication.

VI. 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. Use of various social media platforms to connect with users and promoting library resources and services - responsible handling methods
10. Basics of Copyright, IPR, Plagiarism detection, Ethical practices in scholarly activities

VII. Elementary Research Methodology

1. Types of Research - Basic and Applied
2. Methods of Data Collection: Questionnaire, Interview, Observation, Library Records
3. Research Report Writing and Citation Tools - Style Manuals; Online Citation Tools; Reference Style Management Tools; Antiplagiarism Tools.

Additionally, all latest, current and emerging concepts in the field of Library and Information Science & Higher Education.
