

# SYLLABUS FOR LIBRARY ASSISTANT UNDER MIMER-2018

## GENERAL ENGLISH (100 MARKS)

- (a) Essay Writing..... 20 Marks
- (b) Idioms & Phrases (Objective Type) ..... 16 Marks
- (c) Expansion of passages (Objective Type) ..... 16 Marks
- (d) Comprehension of given passages (Objective Type) ..... 16 Marks
- (e) Grammar (Objective Type) :  
Parts of Speech : Nouns, Adjective, Verb, Adverb, Preposition, etc..... 16 Marks
- (f) Correct usage and vocabularies (Objective Type) ..... 16 Marks

## PAPER I

### FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE - MARKS : 150

#### UNIT I : LIBRARY ORGANISATION AND ADMINISTRATION - MARKS : 70

1. Libraries : Concepts, role and types
2. Fundamentals of Library planning – site, building, furniture, etc.
3. Laws of Library Science
4. Library Cooperation/ Resource sharing
5. Professional Organisations
6. Acquisition of Library reading materials and their processing
7. Circulation
8. Stock Verification
9. Conservation and preservation of Library materials

#### UNIT II : INFORMATION SOURCES AND SERVICES - MARKS : 30

1. Data, information and knowledge
2. Sources of information
3. Reference and information services

#### UNIT III : INFORMATION TECHNOLOGY - MARKS : 50

1. Fundamentals of Information Technology
2. Internet
3. Networking and Telecommunications
4. Library Automation
5. Digital Library

**PAPER II**  
**ORGANISATION OF KNOWLEDGE (Practical)**

**Marks : 150**

**UNIT I: LIBRARY CLASSIFICATION (Practical) - Marks : 65**

*Classification of titles/ books/ periodicals according to Dewey Decimal Classification scheme*

**UNIT II: LIBRARY CATALOGUING (Practical) - Marks : 65**

*Preparation of complete catalogue of titles/ books/periodicals in accordance with Anglo American Cataloguing Rules-2 (AACR-2)*

**APTITUDE TEST - Marks : 20**

**a) Numerical and Figure work Test: (4 marks)**

These tests are reflections of fluency with numbers and calculations. It shows how easily a person can think with numbers. The subject will be given a series of numbers. His /Her task is to see how the numbers go together to form a relationship with each other. He /She has to choose a number which would go next in the series.

**b) Verbal Analysis and Vocabulary Tests (6 marks)**

These tests measure the degree of comfort and fluency with the English language. These tests will measure how a person will reason with words. The subject will be given questions with alternative answers that will reflect his /her command of the rule and use of English language

**c) Visual and Spatial/ 2-D Ability Tests (4 marks)**

These tests are used to measure perceptual speed and acuity. The subject will be shown pictures where he/she is asked to identify the odd one out; or which comes next in the sequence or explores how easily he/she can see and turn around objects in space

**d) Abstract and Reasoning Test: (6 marks)**

This test measures the ability to analyze information and solve problems on a complex, thought based level. It measures a person's ability to quickly identify patterns, logical rules and trends in new data, integrate this information, and apply it to solve problems