

## SYLLABUS FOR DEPUTY LIBRARIAN, MIMER - 2018

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### COMPULSORY SUBJECTS

- (1) **General English Paper - I** : 100 Marks  
(ESSAY TYPE)
- a) Essay Writing : 25 Marks
  - b) Précis Writing : 15 Marks
  - c) Letter Writing : 15 Marks
  - d) Idioms & Phrases : 15 Marks
  - e) Expansion of passages : 15 Marks
  - f) Comprehension of  
given passages : 15 Marks
- (2) **General English Paper - II** : 100 Marks  
(OBJECTIVE TYPE)
- a) Grammar : Parts of Speech,  
Nouns, Adjective, Verb,  
Adverb, Preposition, Etc. : 40 Marks
  - b) Compositions : 30 Marks
    - i) Analysis of complex and compound sentences.
    - ii) Transformation of sentences.
    - iii) Synthesis of sentences.
  - c) Correct usage and  
vocabularies. : 30 Marks

### **LIBRARY AND INFORMATION SCIENCE**

**PAPER I : FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE** - **MARKS : 200**

**UNIT I : LIBRARY ORGANISATION AND ADMINISTRATION** - **MARKS : 100**

1. Libraries : Concepts, role and types
2. Fundamentals of Library planning . site, building, furniture, etc.
3. Laws of Library Science
4. Library Cooperation
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 : 60**

1. Data, information and knowledge
2. Sources of information
3. Repackaging of information
4. Reference and information services
5. Bibliography and Documentation

**UNIT III : ORGANISATION OF KNOWLEDGE (Theory)**

- **MARKS : 40**

**A. Library Classification (Theory)**

**B. Library Cataloguing (Theory)**

**A. Library Classification (Theory)**

1. Fundamentals of Library classification
2. Classification schemes

**B. Library Cataloguing (Theory)**

1. Fundamentals of Library cataloguing
2. Types of Library catalogues
3. Kinds of entries
4. Centralised and cooperative cataloguing

**LIBRARY AND INFORMATION SCIENCE**

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

- **Marks : 200**

**UNIT I : Library Classification (Practical)**

**UNIT II : Library Cataloguing (Practical)**

**UNIT I : LIBRARY CLASSIFICATION (Practical)**

- **Marks : 100**

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

**UNIT II : LIBRARY CATALOGUING (Practical)**

- **Marks : 100**

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

**LIBRARY AND INFORMATION SCIENCE**

**PAPER III :**

**INFORMATION TECHNOLOGY**

- **Marks : 150**

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

**Aptitude test : 50 Marks**