

RAJASTHAN PUBLIC SERVICE COMMISSION

SYLLABUS FOR SCREENING TEST FOR THE POST OF

LIBRARIAN GRADE-II

LANGUAGE AND LIBRARY DEPARTMENT

PART-A

UNIT-I

Library as Social Institution, Development of Libraries in India. Different Types of Libraries- Public, Academic and Special. National Library of India. Five Laws of Library Science and their implications. Library Legislation- Need, Features and Efforts in India. Copyright Act, Delivery of Books Act, Intellectual Property Rights. Library Association: International and National- IFLA, ALA, ILA, IASLIC. Library Education in India. Raja Rammohan Roy Library Foundation , National Knowledge Commission.

UNIT-II

Universe of Subjects- Definition and Purpose, Modes of Formation of Subjects. Definition, Need and Purpose of Library Classification. Species of Library Classification Schemes. Features of Colon Classification and Dewey Decimal Classification. Five Fundamental Categories, Common Isolates, Notation, Phase Relations. Principles of Helpful Sequence, Use of Devices in Colon Classification.

Catalogue- Definition, Need and Purpose, Brief History and Development of Catalogue and Cataloging Codes. Physical Forms of Catalogue. Types of Library Catalogue. Subject Cataloging- Definition, Need and Purpose. Kinds of Catalogue Entries, Chain Procedure, Sears' List of Subject Headings. Choice of Headings and its Rendering. Bibliographical Standards.

UNIT-III

Types of Information Sources: Documentary and Non-documentary. Primary, Secondary and Tertiary. Evaluation of Information Sources. Need and Purpose of e-resources, e-books, online journals, databases.

Concept and Need for Reference Services. Types-Long Range, Short Range, Qualification and Qualities of Reference Librarian.

Concept and Need of Information Services- Document Delivery, Electronic Document Delivery, Abstracting and Indexing Services, Translation, Literature Search, Alerting Services-CAS, SDI.

Library Networks and Resources Sharing: Concept and Purpose. National and International Initiatives- INFLIBNET, DELNET, OCLC.

UNIT-IV

Management: Concept, Definition and Scope. Functions and Principles of Management in Libraries. Library Operations - Selection and Acquisition, Collection Building and Development, Technical Processing, Circulation- Charging and Discharging Systems, Serial Control, Stock Verification, Weeding out.

Library Authority and Committee. Library Personnel- Job Description, Job Analysis, Job Satisfaction, Job Evaluation.

Financial Management- Sources of Finance, Financial Estimation. Budgeting Techniques.

Library Building. Library Rules. Statistics. Annual Report. Maintenance, Conservation and Preservation of Library Material.

UNIT –V

Information Technology - Definition, Need, Scope, Objectives and Components. Historical Development, Generation and Classification of Computers. Components, Peripherals, Input, Output and Storage Devices.

Softwares - System and Application Softwares.

Operating Systems - Single and Multi-user, Basic features of MS-DOS, MS- Windows

Library Automation: Definition, Need and Purpose; Application of Computers to Library Operations.

Basic Features / Modules of Library and Information Management Software: WINISIS/SOUL2.0

General Application Software: MS Word, MS Excel, MS PowerPoint.

Telecommunications - Need, Purpose and Objectives

Communication Tools and Techniques: E-mail, Teleconferencing/Video Conferencing, Web Portals, Social Networking Tools.

Network - Concept, Components, Topologies and Types (LAN, WAN, MAN, VPN)

Internet - Concept, Definition, Origin, Need and Purpose; Internet Services.

-100 Questions

PART-B

UNIT –VI

Language & Literature: Dialects of Rajasthani language, literature of Rajasthani language and folk literature. Religious Life: Religious communities, saints and sects in Rajasthan. Folk deities of Rajasthan. Performing Art: Classical music and classical dance, folk music & Instruments; folk dances & drama. Visual Art: Handicrafts of Rajasthan, historical architecture – forts, palaces and temples. Tradition: Costume and ornaments, social customs of Rajasthan. Festival and fairs in Rajasthan. Various tribes and their customs. Historical Sites and tourist places.

Geography of Rajasthan : Broad physical features- Mountains, Plateaus, Plains & Desert; Major rivers and lakes; Climate and Agro-climatic regions; Major soil types and distribution; Major forest types and distribution; Demographic characteristics; Desertification, Droughts & Floods, Deforestation, Environmental Pollution and Ecological Concerns.

General English :-Articles and Determiners, Prepositions, Modals, Tenses, Change of Voice - from Active to Passive & vice – versa, Change of Narration - from Direct to Indirect & vice – versa, Synonyms, Antonyms, Phrasal Verbs, Translation of sentences from Hindi to English

General Hindi :- संधि, उपसर्ग, प्रत्यय, पर्यायवाची शब्द, विलोम शब्द, समश्रुत भिन्नार्थक शब्द, शब्द शुद्धि, वाक्य शुद्धि, वाक्यांश के लिए उपयुक्त शब्द, मुहावरे, लोकोक्ति, अंग्रेजी वाक्य का हिंदी-अनुवाद।

-50 Questions

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Pattern of Question Papers :

- 1 Objective Type Paper.
- 2 Maximum Marks : 300
- 3 Number of Questions : 150
- 4 Duration of Paper : Three Hours
- 5 All Questions carry equal marks.
- 6 There will be **Negative Marking**.

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