

STATE ELIGIBILITY TEST FOR TELANGANA & ANDHRA PRADESH STATES
(SET - TS & AP) -2014

Code No.: 25

Subject: **Library and Information Science**

SYLLABUS

PAPER -II & III

Unit—I

Information, Information Science, Information Society
Information as a Resource/Commodity
Information Transfer Cycle—Generation, Collection, Storage and Dissemination
Role of information in Planning, Management, Socio-economic Development,
Technology transfer
Communication—Channels, barriers
Intellectual Property Rights—Concept, Copyright, Censorship—Print and Non-
print Media
Library and Information Policy at the National Level

Unit—II

Laws of Library Science
Library Resource Sharing and Networking
Library Movement and Library Legislation in India
Library Extension Services
Library and Information Science Education in India
Library and Information Profession

Library Associations in India, UK and USA—ILA, IASLIC, IATLIS, SIS, LA, ASLIB, SLA and ALA

Library Associations Organisations at International level—FID, IFLA and UNESCO

Unit—III

Sources of Information—Primary, Secondary and Tertiary—Documentary and Non-documentary

Reference Sources—Encyclopaedias, Dictionaries, Geographical Sources, Biographical Sources, Year-books/Almanacs, Directories, and Handbooks, Statistical (salient features and evaluation)

Bibliographical Sources—Bibliographies, Union Catalogues, Indexing and Abstracting Journals (salient features and evaluation)

E-documents, E-books, E-Journals

Databases—Bibliographic, Numeric and Full text—Evaluation

Unit—IV

Reference and Information services, Referral Service

Bibliographic Service, Indexing and Abstracting Service, CAS, SDI, Digest Service, Trend Report

Online Services

Translation Services

Reprographic Services

Unit—V

Organisation of knowledge/information

Modes of formation of subjects

Library Classification—Canons and Principles

Library Classification Schemes—DDC, UDC and CC

Library Cataloguing—Canons and Principles

Library Cataloguing Codes—CCC and AACR-II

Bibliographic Records—International standards—ISBDs, MARC and CCF

Indexing—Pre-coordinate, Post-coordinate

Vocabulary Control—Thesaurus, Lists of Subject Headings

Databases—Search Strategies, Boolean Operators

Knowledge Management

Unit—VI

Management—Principles, Functions, Schools of Thought
Planning, Organisation Structure
Decision making
System Study—Analysis, Evaluation and Design
Collection Development—Books, Serials, Non-book Materials-Selection, Acquisition, Maintenance; ISBN, ISSN, Cataloguing-in-Publication (CIP)
Human Resources Management—Manpower Planning, Job analysis, Job description, Selection, Recruitment, Motivation Training and Development, Staff Manual, Leadership and Performance Evaluation
Delegation of authority
Financial Management—Resource Generation, Types of Budgeting, Cost and Cost-Benefit analysis
PERT, CPM
Library Buildings and Equipments
Performance Evaluation of Libraries/Information Centres and Services
Marketing Information product and services
Total Quality Management (TQM)

Unit—VII

Information Technology—Components; Impact of IT on Society
Computers—Hardware, Software, Storage Devices, Input/Output Devices
Telecommunication—Transmission media, Switching systems, Bandwidth, Multiplexing, Modulation, Protocols, Wireless Communication
Fax, E-Mail, Tele-conferencing/Video-conferencing, Bulletin Board Service, Teletext, Videotex, Voice Mail
Networking—Concepts, Topologies, Types—LAN, MAN and WAN
Hypertext, Hypermedia, Multimedia
Integrated Services Digital Network (ISDN), Open Systems Interconnection (OSI)

Unit—VIII

Library Automation—Areas of automation, Planning, Hardware and Software Selection, OPAC
Networks—ERNET, NICNET, DELNET, JANET, BLAISE, OCLC, INFLIBNET
INTERNET—Components, Services, Browsing—Web Browsers, Search Engines
Meta-Data, Digital Object Identifier (DOI)
National and International Information Systems—NISSAT, NASSDOC, INSDOC, DESIDOC, INIS, AGRIS, MEDLARS, INSPEC

Unit—IX

Types of Research—Basic, Applied, Interdisciplinary

Research Design

Scientific Method, Hypotheses, Data Collection, Sampling

Methods of Research—Historical, Descriptive, Case Study, Survey, Comparative and Experimental.

Statistical Methods, Data Analysis

Report Writing

Research Methods in Library and Information Science and Services

Bibliometrics

Unit—X

Types of Libraries—National, Public, Academic and Special Objectives, Structure and Functions

Digital Libraries—Concept

Virtual Libraries—Concept

Types of users, User studies, User education

Role of UGC in the growth and development of libraries and information centres in institutions of higher education in India

Role of Raja Rammohan Roy Library Foundation (RRLF)