Topic 1:   LIBRARY AND SOCIETY

Library: Concept, Objectives, Types and Services; Role of Libraries in changing context, Library as a social Institution; Librarianship as a Profession; Five laws of Library Science
Historical Perspective of Libraries: India, N.E., Assam; **National Libraries in India, UK, USA**: A Descriptive Account with Roles and Functions; **Academic Libraries**: University, College and school: Role, Function; **Public Libraries and Special Libraries**: Roles and Functions; Extension Services at different types of Libraries (Towards Organization and Societal Development)
Library Legislation, Co-operation and Resource Sharing: Concept, Need and Requirements; **Library Networks**: Concept Types and Functions at Regional, National and International level, **INFLIBNET and NICNET**: Organization and Activities.
Library Organizations: **National** –ILA, IASLIC,**International**-LA, IFLA, FID and UNESCO: **Objectives, Role and Functions**: ALA and ACLA (Assam): Historical Perspectives Role and Function, Role of UGC, NAAC (India) for development of Academic Libraries of Higher Education. RRRLF and Public library development in India.

Topic – 2   ORGANIZATION OF KNOWLEDGE (THEORY)

PART-A: CLASSIFICATION

Library Classification: Need and purpose, **Major schemes of Library Classification**: DDC, UDC, CC; **Universe of knowledge**: Structure and attributes, Formation, Structure and Development of subjects.
Normative Principles in Library Classification: Fundamental Categories, Facet analysis and Facet sequence, Devices, Postulation approach, Phase Relations, Common Isolates and Standard Divisions **;Notation**: Need and Functions, Types of Mnemonics, Hospitality in Array and chain ,Call number and its structure.

PART - B: CATALOGUING

Library Catalogue: Objectives, Purpose and Functions, Types and Physical Forms of Catalogue, AACR-2 (entries); Centralized Cataloguing, Cataloguing-in-Publication (CIP), MARC, OPAC. ;
Rendering of Authors: Rendering of Personal Authors **(**Western Names and Indic Names), Corporate Authors, Pseudonyms, Anonymous work and uniform titles; **Thesaurus**: Structure functions and Construction. **Subject Headings**: Needs and Importance; SLSH and LCSH

Topic –3REFERENCE AND INFORMATION SOURCES AND SERVICES.

Reference and Information sources: Concept, Needs, Types and Use; **Kinds of Reference and Information Sources**: Primary Secondary and Tertiary; Ready Reference Sources; **Electronic Resources:** Databases and Multimedia sources, INTERNET as a source of information; Evaluation of Basic Reference Sources.
Bibliography: Definition, Needs, Types; Bibliographic Control; Subject, National and Trade Bibliography; **INB and BNB**: History, Scope and Use.
Reference Service: concept, need, types and scope; Reference Vs Information Service; Concept of Computer based Information Services; **Information Products**: Newsletter, House Bulletins, State-of-the Art Reports, Trend Reports, and Technical Digests.
Documentation Services: CAS, SDI; Indexing and Abstractingservices, Translation service, Reprographic

services; Literature search and Databases.

Topic –4 LIBRARY MANAGEMENT

Management: Concept of Management, General Principles of Management and their Application to Library Management; Library Organizational Structure; Physical Planning – Standards; Administration and Management.
Documents: Selection Principles of different types of Documents, Selection tools and their importance; Acquisition Procedure and Processing: Books Journals/Periodicals, Collection Development: Policies; Resource Mobilization.
Document management activities: Circulation work, Maintenance, Shelving and Stock Verification, Elements of Binding; **Preservation**: Needs, Techniques, Digital Preservation; House Keeping Operations, Automation in Library Management, **User Education**: Objectives, Methods; User Education Vs User Studies;
Staff management: Library Staff- Job Analysis, in service Training, staff Manual; Library Committee, Library Rules; Human Resource Management; **Library Finance**: Budgeting, Accounting; Statistics and Annual Report.

Topic –5   BASICS OF INFORMATION TECHNOLOGY

Computer Hardware: History, Classification and Generations; **Computer Software**: Operating Software and Application Software; **Operating systems**: MS-DOS, Windows, Storage devices, Word Processing Packages
Information Technology: Definitions, Need and Components; **Networking**: Concept, Types, Present Trend; **Library Networks**: Need, Requirements and Functions, Internet for library; Hypertext, Hypermedia, **Multimedia**: Concept
Introduction to SW packages: CDS/ISIS, SOUL, LIBSYS; **Open source software**: Koha and Greenstone; Need, features and application in Library Services.
Library Automation: Need and Purpose, Planning Library Automation; Application of Computers in Libraries for different House Keeping Operations.

Topic – 6   *ORGANIZATION OF KNOWLEDGE: CLASSIFICATION   (PRACTICE)*

Dewey Decimal Classification: Classification of Documents according to DDC (22nd edition) having Basic, Compound and Complex Subjects.
Colon Classification: Classification of Documents according to Colon Classification (6th rev edition) having Basic, Compound and Complex subject.

Topic- 7: *COMPUTER APPLICATIONS (PRACTICE)*

MSDOS, Windows, MS-Word, MS-Excel, PowerPoint**;** Creation of Database in CDS/ISIS Creation of Database in SOUL

Topic- 8 *ORGANIZATION OF KNOWLEDGE: CATALOGUING (PRACTICE)*

Cataloguing according to Anglo-American Cataloguing Rules (AACR-2): Books of Single Authorship, Joint Authorship, Corporate and Pseudonymous Authorship; Multivolume and Serial Publications

Topic– 9 A. INFORMATION AND COMMUNICATION

Data, Information, Knowledge and Wisdom: Concept and Type; Characteristics and Interrelationships among data, information and knowledge; Information science and linkages with other disciplines; Information Theory; Information as an Economic Resource: Marketing of **Information Products and Services**: Plan, Pricing, Marketing Strategies of Information Products and Services.
Communication : Concept, genesis and types ; **Communication Process** : Channels, Models and Barriers; Library as a Communication link ; Information and Knowledge Society; Human Component in Information and Communication system

9 B. INFORMATION SYSTEMS

Information Systems: Concept and types; **Information Centre**: Characteristics and Types; Needs and services of Information Centre; Planning and Designing of Information Centre. National Information Policy.
National, Regional and International Information Systems: Characteristics and functions ofNISCAIR, NASSDOC, DESIDOC, SENDOC; ASTINFO, APINESS, SAARC, UNESCO, INIS, AGRIS, INSPEC, ISI, ICSU, UNSIST, MEDLARS and ENVIS; Information Provider: DIALOG.

Topic– 10 LIBRARY AUTOMATION AND NETWORKING

Library Automation: Trends of development in India and abroad with special reference to NE India**;** Criteria for selecting Library Software Package.
Library Software Packages: Commercial and Open; A Study on SOUL, CDS/ISIS, Koha, D-Space, Greenstone.
Database : Definition, Architecture and Design ; DBMS, Relational Database management systems (RDBMS).**Artificial Intelligence and Knowledge**, **Telecommunications:** Switching Techniques, Development of Computer Networks, Component of Networks; Network Architecture and Services, Consortium.
Information and Communication Technology (ICT): Concept and Components, Role in Information Services; Satellite Communication, Fiber Optic Communication, Telephone Network, Data Transmission in Telephone Network, **Data Network**: WAN, MAN, LAN, **Wireless Networks**: WiFi, WiMAX, Packet Switching, ISO-OSI Reference Model; Virtual Reality, Web Technology.

Topic-11RESEARCH METHODOLOGY

Research: Meaning, Importance and Types; Fundamental and Applied; Research Methodology, **Research Problems and Hypothesis**: Definition, characteristics, functions and types; LIS Research in Indian.
Research Design: Meaning, Element, types; Content Analysis; **Research Methods**: Descriptive, Historical, Survey , Case Study; **Data collection tools and techniques**: Questionnaire, Interview, observation ,Sampling Technique ; Projective Technique, Style Manuals-An Introduction to APA Citation Styles
Analysis, Inferences &Statistical Techniques: Nature and scope of statistics, its limitation; Measure of Central Tendency, Mean, Median, Mode, Tabulation and Generalization; Statistical Packages –SPSS ; Report Writing

Technical Writing: Concept and Use **;** Skills for Technical Writing ; Classification and Characteristics of Technical Writing; Writing situations; Target groups in written communication, Reader-writer Relationship; Readability and Text; Technical Editing and Editorial Tools.

Topic 12 DIGITAL LIBRARY

Digital Library and Virtual Library: Concept, Definition and Scope; Digitization: needs and Techniques; Digitization Devices and Tools; Digital Preservation; Digital Library in Web; Institutional Repository Vs Digital Library; RFID technology: Needs and Features; Information Technology Act.

Internet: Connectivity-Dial up, Leased lines, ISDN; Protocols-HTTP, FTP; Teleconferencing, Teletex, Videotext; **Internet Security**: Firewall, Proxy Servers. E-Resources; Internet based Library Services

User Studies: Scope, Content and User Identification;**Information Seeking Behaviour** of Different User Groups

Tpoic –13 MANAGEMENT OF LIBRARY AND INFORMATION SYSTEM AND SERVICES

General overview and characteristics of Library System: System Analysis, System Evaluation and System Design; Flowcharting, SWOT Analysis,PERT/CPM; Time and Motion study, Cost Effective Analysis, **Bibliomatrics, Informatrics**: Concept and Scope; **Management Information System** (MIS)

Different Management School of thoughts, Modern Management Science: Application to Library Service, Scientific Management; **Knowledge Management**: Concept, Need, process and Basic tools and Techniques; IM and KM; HRD, TQM. Concept of IPR; **Source of Finance for Libraries and Information Centres**: Budgetary Control System, Costing Techniques and Analyzing cost in Library and Information Centres.

Academic Library System: Authority, collection, Personnel, services; Libraries of Higher Education in India and Role of UGC and NAAC; **Library Preservation, Conservation and Restoration**: Methods and Techniques.

Public Library System: Authority, Collection, Personnel, Services; **Library Legislation**: Need, purpose and advantages. Library Legislation in India; Press and Registration of Books and Newspapers Act; Delivery of Books Act;

Topic –14 INFORMATION RETRIEVAL SYSTEMS

Information Retrieval Systems: Characteristics and Objectives; Operations and Design of Information Retrieval System; **Bibliographic description**:An Overview, **Standards for Bibliographic Record format and metadata standards:** ISBD, MARC 21, UNIMARC, CCF, Doublin Core; Bibliographic Description for Non Print Material

Indexing Techniques: Pre co-ordinate Indexing and Post Coordinate Indexing, Chain Indexing, POPSI, PRECIS; **Keyword Indexing**: KWIC,KWOC; Citation Indexing; **Web Indexing**: Meaning, scope; Abstracting: Concept and Types.

Metadata, Data Warehouse, Data Mining: Compatibility of ISAR systems,Evaluation of ISAR systems;

Indexing Languages and Vocabulary Control: NLP-Concept, Application in IRS

Information Retrieval Models: Manual/Machine; Searching: Process, Strategy. **Search Techniques**: Boolean Search, Proximity Search, free text search, navigational search. **Internet searching**: Search engines, meta search engines.