

UNIVERSITY OF JAMMU

Notification

Syllabus for Entrance/Screening Test for the post of Semi- Professional Assistant

Pattern of Examination

The entrance test will be of 80 marks and the Interview of 20 marks

	Examination Type	Sections/Units	Number of Questions (All Questions are Compulsory)	Marks	Time Duration
Part 1.	Entrance Test*	Section A: General Aptitude	20 Question: (10 questions from each unit)	20 Marks (1 Mark for each question)	2 hrs
		Section B: Domain Knowledge	60 Question: (12 questions from each unit; covering all the subunits proportionately)	60 Marks (1 Mark for each question)	
Total Marks of Entrance Test				80 Marks	
Part 2.	Interview			20 Marks	
Total Marks of Entrance Test and Interview				80+20=100	

*Each Section will consist of Multiple –Choice Questions covering the entire syllabus uniformly.

Note: The minimum marks required to pass the written Entrance Test and to be eligible for the next stage of evaluation (Interview) is 40%

Section – A: General Aptitude

Unit 1: General Intelligence

Questions shall be both verbal and non-verbal types. The test may include questions on Analogies, Similarities, Differences, Space Visualization, Problem Solving, Observation, Statement-Arguments, Statements-Assumptions, Arithmetical reason, Assertion and Reasoning, Arithmetical Number Series, Coding & Decoding, Blood Relations.

Unit 2: General Awareness

Questions shall aim at testing the candidate's awareness of current and the environment around him/her besides testing the knowledge of Everyday Science, Sports, Indian Culture, Indian History, Indian Geography, Economics, Indian Polity, and Indian Constitution.

Section –B: Domain Knowledge

Unit 1: Foundations of Library and Information Science

- 1.1 Information, Communication, Library, and Society:** Data, Information and Knowledge, Communication: Channels, Barriers. Library: Role and Functions in Society, Information & Knowledge Society.
- 1.2 Historical Development of Libraries:** Historical development of Libraries in India
- 1.3 Types of Libraries:** Academic Libraries: School, College, and University Libraries, National, Public, and Special Libraries.
- 1.4 Library Laws and Acts:** Five laws of Library Science, Library Legislation, State Library Acts in India, Delivery of Books and News Papers Act, Intellectual Property Rights, Copyright Act, Library Information Policy with Special Reference to India.
- 1.5 Professional Associations of Library and Information Science:** ILA, IASLIC, IATLIS, ALA, RRRLF and UGC, UNESCO and IFLA.
- 1.6 Extension Services:** Policies, Branches, Outreach Methods – Resource Sharing, Interlibrary Loan, Library Extension Activities, extension counters, mobile libraries, display and exhibitions, extension lectures, discussion groups, cultural and other activities.

Unit 2: Knowledge Organization

- 2.1 Library Classification:** Need and Functions of Library Classification, Modes of formation of subjects, Species of Library Classification, Notation, Class Number, Book Number, Collection Number.
- 2.2 Library Classification Schemes:** History and Development of Library Classification Schemes, Structure and Features of Dewey Decimal Classification (DDC), Colon Classification (CC), Universal Decimal Classification (UDC), Comparison between DDC, UDC and CC, Canons of Classification.
- 2.3 Library Cataloguing:** Need and Functions of Library Cataloguing, Physical Forms of Catalogue- Card Catalogue, Book Catalogue, Shelf Catalogue, Dictionary Catalogue and Classified Catalogue, Cooperative, Centralized Cataloguing and Union Catalogue, Sear's List of Subject Headings (SLSH), Chain Procedure.
- 2.4 Catalogue code:** Historical overview of different codes, canons of cataloguing, AACR-1, AACR-2, AACR2R, CCC and their revisions.
- 2.5 Cataloguing Standards and Online Cataloguing:** ISBD, ISBN, ISSN, MARC, OPAC, Web-OPAC
- 2.6 Vocabulary Control:** Sears List of Subject Headings, Library of Congress Subject Headings, Medical Subject Headings (MeSH), Thesaurus, Ranganathan's Chain Procedure.

Unit 3: Library Management

- 3.1 Schools of Management:** and overview (Classical, Neoclassical, Scientific, Systems), Functions and Principles of Management
- 3.2 Human Resource Management:** Library Staff Qualities and Duties, Job Satisfaction, Recruitment, Training and Development, Leadership Theories, Theories of Motivation, Ethics of Librarianship and Skill developments, Library Authority and Library Committee.



- 3.3 Technical Services:** Acquisition: Collection Development Tools and Principles, - Selection Criteria of Books, Non-Book, Non-Print, Digital Methods of Acquisition (Traditional, Online), Accessioning, Technical Processing of Serials Policies, Selection Criteria, Methods of Subscription and Procurement, Circulation Services Policies, Functions, Charging and Discharging Systems, Stock Verification: Methods and Tools.
- 3.4 Storage and Maintenance:** Preservation, Binding, Care and Preservation of Book and Non-Book Materials, Electronic Storage, Record Maintenance, Library Rules and Regulations
- 3.5 Financial Management:** Resources Mobilization, Sources of Finance, Budget, Budgeting Methods and Techniques.
- 3.6 Marketing of Library Services:** Need, Policies, Methods, Annual Reports, Publicity, Public Relations, Library Promotion Programmes, Library Guides.

Unit 4: Reference and Documentation Services

- 4.1 Reference Librarian and Users Education:** Role, Qualifications, Qualities and Competencies, Methods and Techniques of User Studies, Library Orientation
- 4.2 Information Services:** Types of Reference Service, CAS and SDI, Abstraction Services, Types of Indexes – Pre and Post Co-ordinate Indexing, Chain Indexing, POPSI, PRECIS, Alphabetical indexing, Key Word Indexing, Types of Abstracts, Online/Digital Reference Service, Techniques of Translation and Reprographic Services.
- 4.3 Type of Information Sources:** Primary, Secondary and Tertiary Sources, Documentary and Non-Documentary Sources.
- 4.5 Evaluation Criteria for Print Sources:** Dictionaries Encyclopedias, Geographical Sources, Biographical and Bibliographical Sources, Statistical Sources, Handbooks, Directories- Institutional and Professional, Biographical Sources, Statistical Sources, Geographical Sources.
- 4.6 Documentation and Information Centers:** OCLC, NISCAIR, DRTC, DESIDOC, NASSDOC, INSDOC, INIS, AGRIS, MEDLARS

Unit 5: Library Automation

- 5.1 Basics of Computer:** Functions, Components, Classification of Computer, Evolution and Generation of Computer Development, Computer Hardware and Peripherals, Multimedia, Hypermedia, World Wide Web.
- 5.2 Networks and Types:** LAN, MAN and WAN, Library and Information Networks DELNET, INFLIBNET, ERNET, NICNET
- 5.3 Automation of Housekeeping Operations and Library Security Technology:** Acquisition, Cataloguing, Circulation, Serials Control, OPAC, Library Management, RFID, Bar-Coding, Smart Card.
- 5.4 Library Software Packages:** Features of WINISIS, KOHA, LIBSYS, SOUL, Greenstone, DSpace.
- 5.5 Digital, Virtual, Electronic and Hybrid Libraries:** Concept, Definition and scope, Recent Developments, Hardware and Software Requirements.
- 5.6 Internet-based Resources and Services:** Basic Services: E-Mail, Browsers, and Search Engines, Portals, Gateways, Electronic Journals, Search Techniques, Web-searching.

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Mansurha
REGISTRAR
Mansurha
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