

Detailed Syllabus of Kerala PSC Library Assistant Post

SYLLABUS FOR THE ~~20~~ ²⁰ POSTS OF LIBRARY ASSISTANT IN THE DEPARTMENT OF PUBLIC

LIBRARIES

SPECIFIC PAPER

LIBRARY ADMINISTRATION AND ORGANISATION

PART -A

LIBRARY ADMINISTRATION

1. Concept of Library and administration/Management
2. Brief History of Libraries & General functions of Libraries
3. Types of Libraries:Public:Academic:Special
4. Different sections of Library
 - a) Book acquisition -Selection-ordering
 - b) Technical section-Classification-Cataloguing-Processing
 - c) Circulation-(Charging and discharging system-Binding Stock verification-Weeding out of Books)
 - d) Maintenance
5. KPL Act 1965 - Its salient features
6. Library Finance and budget (emphasis to Public Libraries)
7. Library Records, Statistics and Annual Report

PART-B

LIBRARY ORGANISATION

1. Concept of Library Organisations: Meaning, Structure and objectives.
2. Ranganathan's Five Laws of Library Science Application of Five laws in the Library Organization.
3. Different section and Services;
 - a) Reference Section & Services
 - b) News paper, Periodicals Section & Services
 - c) Children Section & Services
 - d) Braille Section & Services
 - e) Audio-Visual Section & Services
 - f) Reprography Section & Services
4. Library Buildings-Furniture and equipment.
5. Preservation & conservation of Books and Other reading materials.

LIBRARY REFERENCE SERVICE AND AUTOMATION

PART-A

REFERENCE SERVICE

1. Concept of reference Services-Definition-Objectives & Functions
2. Reference Sources.
 - a) Dictionaries
 - b) Encyclopedias
 - c) Year Books
 - d) Hands Books and Manuals
 - e) Biographies
 - f) Directories
 - g) Geographical Sources
 - h) Bibliographies
3. Reference Service: Long Range-Short Range
4. Library extension service

PART-B

LIBRARY AUTOMATION

1. Introduction to computer
2. Meaning and Definition
3. Evolution of computers
4. Generations of Computers
5. Hard Ware
6. Soft Ware
7. Computers Application in Libraries
 - a. Acquisition control
 - b. Circulation control
 - c. Reference Services
 - d. Serial control
 - e. Reference Queries
 - f. Bar-Coding
 - g. Internet Services
 - h. Opaque
8. Practicals: E-Granthalaya Library Soft Ware

LIBRARY CLASSIFICATION

(Dewey Decimal and Coln Classification)

PART-A Theory

PART-B Practical

1. Library Classification-Definition-Need, Purpose and Functions.
2. Different Schemes of Classification
 - a. Dewey Decimal Classification-22nd Ed.
 - b. Colon Classification-6th Ed.Main Classes-Facts, Call Number, (Class Number+Book Number)
Fundamental Categories (PMEST)
Notations-Pure and Mixed
Common Isolates. Phase Relation. Subject Device

LIBRARY CATALOGUING

(Anglo-American Catalogue Rules and Classified Catalogue Code)

- a) Library Cataloguing-Definition-Purpose-Functions.
- b) Development of Cataloguing Codes
- c) Forms of Catalogue:Inner & Outer
- d) CCC
- e) AACR-II
- f) Chain procedure and Chain Indexing
- g) Types of Entries:
 - a) Main Entry and it's sections (areas)
 - b) Added Entries: 1) Book Index Entry (BIE)
2) Class Index Entry (CIE)
3) Cross Reference Entry (CRE)
4) Cross Reference Index Entry (CRIE)
5) Unit Cards System.
- h) Sears list of subject heading

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