

**FURTHER DETAILS REGARDING MAIN TOPICS OF
PROGRAMME NO.04/2010**

LIBRARIAN GRADE III

CATEGORY NO. 348/2009

1. Foundations of Library and Information Science

Five Laws of Library Science and their implications.

Role of Professional associations at regional, national and global levels in library development.

Library movement in Kerala. Model Library Acts and Kerala Public Library Act 1989.

Public relations and extension activities.

2. Library Management.

Scientific Management –Applications in Library and Information centers .

Collection development and management, management of various sections and services.

Human resources management, performance evaluation, Library Committee.

Financial management: Costing, Budgeting etc.

Library records, Statistics, Staff manuals, Annual reports, Library rule.

3. Information Sources.

Documentary Sources: Primary, Secondary and Tertiary Sources.

Non –documentary sources: Human sources and Institutional sources.

Electronic Sources: Databases and Internet Sources.

4. Information Processing and Retrieval.

Organization of Knowledge in Libraries –Document classification: Purpose and Importance. General theory of classification –Canons in the planes of work.

Fundamental categories, Notation: Types and qualities.

Postulates. Principles of helpful sequence. Principles of Facet sequences.

Subject cataloguing, chain procedure and Sear's list of Subject Heading.

OPAC.

OCLC and its activities.

5. Information Services and Systems.

Document delivery, Reference, Abstracting and Information alert services.
National Information Systems —NISCAIR, DESIDOC, NASSDOC, SENDOC,
BTIS, ENVIS.
National Information Policy.

6. Application of Information Technology in Libraries.

Library Automation. Concepts, need, Areas of Library automation.
Library Software: Features: Salient features. SOUL software .
Digital Libraries /Virtual library/Electronic Libraries: Concept, definition,
objectives and characteristics.
Bibliographic Database. Salient features of CDS/ISIS

NOTE: - It may be noted that apart from the topics detailed above, questions from other topics prescribed for the educational qualification of the post may also appear in the question paper. There is no undertaking that all the topics above may be covered in the question paper.