



## **PUBLIC SERVICE COMMISSION, WEST BENGAL**

**161A, S.P.Mukherjee Road, Kolkata – 700 026**

### **RECRUITMENT TO THE POSTS OF LIBRARIAN IN**

**1) GOVT. COLLEGES [ADVT. NO. 23 / 2019]**

**AND**

**2) GOVT. ENGINEERING & TECHNOLOGICAL COLLEGES IN THE WBGS [ADVT. NO. 17(2) / 2019]**

**UNDER HIGHER EDUCATION DEPARTMENT, GOVT. OF W. B.**

### **SCHEME OF PRELIMINARY SCREENING TEST**

1. There will be 100 questions of MCQ type, carrying one mark for each question and there will be negative marking of 1/3 rd of the full mark for each wrong answer.
2. Duration of examination will be 1 hour 30 minute.
3. 80 % of the weightage will be given to the knowledge of the subject in "Library Science", 10% on "English" language and 10% on "Mathematical and Logical Reasoning".

### **SYLLABUS OF PRELIMINARY SCREENING TEST**

#### **UNIT – I :**

1. IPR and Legal Issues – Categories, Conventions, Treaties, Laws.
2. Plagiarism : Concept and Types.
3. Right to Information Act (RTI); Information Technology Act.

#### **UNIT – II :**

1. Library and Information Science Profession – Librarianship as a Profession, Professional Skills and Competences; Professional Ethics.
2. Library Public Relations and Extension Activities.
3. Type of Users – User Studies, User Education.

#### **UNIT – III :**

1. Sources of Information – Primary, Secondary and Tertiary; Documentary and Non-Documentary.
2. Reference Sources – Bibliographical, Biographical, Educational, Language and Geographical.
3. Databases: Bibliographic, Numeric, Full Text, Multimedia; Open Access Databases.
4. Evaluation of Reference Sources and Web Resources.

#### **UNIT – IV :**

1. Community Information Services.
2. Alerting Services – CAS, SDI, Inter Library Loan and Document Delivery.
3. Mobile based Library Services and Tools – Mobile OPAC, Mobile Databases, Mobile Library Website, Library Apps, Mobile Library Instructions, Augmented Reality, SMS Alerts, Geo-Location, Reference Enquiry.
4. Web 2.0 and 3.0 – Library 2.0 – Concept, Characteristics, Components; Instant Messaging, RSS Feeds, Podcasts, Vodcasts, Ask a Librarian.
5. International Information Systems and Networks: INIS, AGRIS, INSPEC, MEDLARS, BIOSIS, ERIC, Patent Information System (PIS), Biotechnology Information System (BIS).
6. Library Resource Sharing and Library Consortia – National and International.

#### **UNIT – V :**

1. Knowledge Organisation: Cataloguing – Cannons and Principles; Centralized and Co-operative Catalogue; Library Cataloguing Codes: CCC and AACR - II.
2. Standards of Bibliographic Record Formats and Description – ISBD, MARC 21, CCF, RDA, FRBR, Bibframe.
3. Standards for Bibliographic Information Interchange & Communication – ISO 2709, Z39.50, Z39.71.
4. Metadata Standards: Dublin Core; MARC21, METS, MODES, EAD.
5. Indexing Systems and Techniques: Assigned – Pre-coordinate; Post-coordinate; Derived – Title-based; Vocabulary Control.
6. Information Retrieval System – Features, Components, Models and Evaluation.

#### **UNIT – VI :**

1. Library and Information Centers management – Book Selection Tools and Principles; Library Acquisition, Technical Processing, Circulation, Serial Control, Maintenance and Stock Verification; Preservation and Conservation; Hazards and Control Measures of Library Materials.
2. Financial Management in Libraries – Sources of Finance, Resource Mobilisation, Budgeting Methods; Cost Effective and Cost Benefit Analysis, Annual Reports & Statistics; Library Authority and Committee.
3. Project Management – SWOT, PEST, PERT / CPM.
4. Total Quality Management (TQM) – Concepts, Principles and Techniques, Six Sigma; Evaluation of Services of libraries and Information Centers.
5. Management Information System (MIS), MBO, Change Management, Disaster Management, Crisis Management.



**UNIT – VII :**

1. Types of Software – System Software, Application Software.
2. Computer Networks – Topologies, Types of Networks – LAN, MAN, WAN.
3. Internet – Web browsers, WWW, E-mail; Search Engines, Meta and Entity Search engines.
4. Internet Protocols and Standards – HTTP, SHTTP, FTP, SMTP, TCP/IP, URI, URL.
5. Hypertext, Hypermedia, Multimedia, Video conferencing, Virtual Reality, Augmented Technologies.
6. Data Security, Network Security, Firewalls, Cryptographic Techniques, Anti-virus software, Anti-spyware, Intrusion Detection System.

**UNIT – VIII :**

1. Library Automation – Areas, Planning, Selection of Hardware and Software, Implementation and Evaluation; Standards for Library Automation.
2. Barcode, RFID, QR Code, Biometric, Smartcard: Features and Applications.
3. Digitization – Planning, Selection of Materials, Hardware, Software, Process, Issues.
4. Digital Preservation – Need, Purpose, Standards, Methods, Techniques, Projects (National and International).
5. Institutional Repositories – Need, Purpose, Types and Tools; Institutional Repositories in India; ROAR, DOAR, SHARPA-ROMIO.
6. Ontology – Tools (RDF, RDFS, Potege); Semantic Web, Linked Data, Big Data, Data Mining, Data Harvesting.

**UNIT – IX :**

1. Methods of Data Collection: Questionnaire, Interview, Observation, Library Records, Scales and Checklist.
2. Statistical Packages – Spreadsheet, SPSS, Bibexcel, 'R' Statistics.
3. Impact Factors – Journal, Institutional and Authors; h-Index, g-Index, i10 Index.

**UNIT – X :**

1. Academic Library and Information System.
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