

# Maharashtra State Eligibility Test for Lectureship

महाराष्ट्र राज्य व्याख्यातापदासाठी राज्यस्तरीय पात्रता चाचणी (सेट) परीक्षा

Conducted by University of Pune

(AS THE STATE AGENCY)

## SYLLABUS AND SAMPLE QUESTIONS

*Subject*      *Subject*  
*Code No.*

**18**      **Library & Information Science**



**UNIVERSITY OF PUNE**  
**Ganeshkhind, Pune-411007**

## [18] : LIBRARY & INFORMATION SCIENCE

### SYLLABUS AND SAMPLE QUESTIONS

**NOTE : STRUCTURE OF PAPER II AND REVISED STRUCTURE OF PAPER III PLEASE SEE PAGE NUMBER ONE.**

#### **PAPER—II AND PAPER—III (PART A & B)**

##### **Unit—I**

Information, Information Science, Information Society  
Information as a Resource/Commodity  
Information Transfer Cycle-Generation, Collection, Storage and Dissemination  
Role of information in Planning, Management, Socio-economic Development, Technology transfer  
Communication-Channels, barriers  
Intellectual Property Rights-Concept, Copyright, Censorship-Print and Nonprint Media.  
Library and Information Policy at the National Level

##### **Unit—II**

Laws of Library Science  
Library Resource Sharing and Networking  
Library Movement and Library Legislation in India  
Library Extension Services  
Library and Information Science Education in India  
Library and Information Profession  
Library Associations in India, UK and USA-ILA, IASLIC IATLIS, SIS LA  
ASLIB, SLA and ALA  
Library Associations Organisations at International level-FID, IFLA and UNESCO

##### **Unit —III**

Sources of Information-Primary, Secondary and Tertiary-Documentary and Non-documentary  
Reference Sources-Encyclopaedias, Dictionaries, Geographical Sources, Biographical Sources,  
Year-books/Almanacs, Directories and Handbooks, Statistical (salient features and evaluation)  
Bibliographical Sources-Bibliographies, Union Catalogues, Indexing and Abstracting Journals  
(salient features and evaluation)  
E-documents, E-books, E-Journals  
Database-Bibliographic, Numeric and Full text-Evaluation

**Unit—IV**

Reference and Information services, Referral Service  
Bibliographic Service, Indexing and Abstracting Service, CAS, SDI, Digest Service, Trend Report  
Online Services  
Translation Services  
Reprographic Services

**Unit—V**

Organisation of knowledge/information  
Modes of formation of subjects  
Library Classification-Canons and Principles  
Library Classification Schemes-DDC, UDC and CC  
Library Cataloguing-Canons and Principles  
Library Cataloguing Codes-CCC and AACR-II  
Bibliographic Records-International standards-ISBDs, MARC and CCF  
Indexing-Pre-coordinate, Post-coordinate  
Vocabulary Control-Thesaurus, Lists of Subject Headings  
Databases-Search Strategies, Boolean Operators  
Knowledge Management

**Unit—VI**

Management-Principles, Functions, Schools of Thought  
Planning, Organisation Structure  
Decision making  
System Study-Analysis, Evaluation and Design  
Collection Development-Books, Serials, Non-book Materials-Selection, Acquisition, Maintenance; ISBN, ISSN Cataloguing-in-Publication (CIP)  
Human Resources Management-Manpower Planning, Job analysis, Job description, Selection, Recruitment, Motivation training and Development, Staff manual, Leadership and Performance Evaluation  
Delegation of authority  
Financial management-Resource Generation, Types of Budgeting, Cost and Cost-Benefit analysis  
PERT, CPM  
Library Buildings and Equipments  
Performance Evaluation of Libraries/Information Centres and Services  
Marketing Information product and services  
Total Quality Management (TQM)

**Unit—VII**

Information Technology-Components; Impact of IT on Society  
Computers-Hardware, Software, Storage Devices, Input/Output Devices  
Telecommunication-Transmission media, Switching systems, Bandwidth, Multiplexing, Modulation, Protocols, Wireless Communication  
Fax, E-Mail, Tele-conferencing/Video-conferencing, Bulletin Board Service, Teletext, Videotex, Voice Mail  
Networking-Concepts, Topologies, Types-LAN, MAN and WAN  
Hypertext, Hypermedia, Multimedia  
Integrated Services Digital Network (ISDN), Open Systems Interconnection (OSI)

**Unit—VIII**

Library Automation-Areas of automation, Planning, hardware and Software Selection, OPAC  
Networks-ERNET, NICNET, DELNET, JANET, BLAISE, OCLC, INFLIBNET INTERNET-Components, Services, Browsing-Web Browsers, Search Engines Meta-Data, Digital Object Identifier (DOI)  
National and International Information Systems-NISSAT, NASSDOC, INSDOC, DESIDOC, INIS, AGRIS, MEDLARS, INSPEC

**Unit—IX**

Types of Research-Basic, Applied, Interdisciplinary  
Research Design  
Scientific Method, Hypotheses, Data Collection, Sampling  
Methods of Research-Historical, Descriptive, Case Study, Survey, Comparative and Experimental  
Statistical Methods, Data Analysis  
Report Writing  
Research Methods in Library and Information Science and Services  
Bibliometrics

**Unit—X**

Types of Libraries-National, Public, Academic and Special Objectives, Structure and Functions  
Digital Libraries-Concept  
Virtual Libraries-Concept  
Types of users, User studies, user education  
Role of UGC in the growth and development of libraries and information centres in institutions of higher education in India  
Role of Raja Rammohan Roy Library Foundation (RRLF)

**SAMPLE QUESTIONS**

**PAPER—II**

1. An entry that directs the reader from one heading to another is called
    - (A) Added Entry
    - (B) Main Entry
    - (C) Analytical Entry
    - (D) Reference Entry
  
  2. Who are the publishers of Encyclopaedia of Library and Information Science ?
    - (A) American Library Association
    - (B) H. W. Wilson
    - (C) Marcel Dekker
    - (D) R. R. Bowker
  
  3. DRTC is located at —
    - (A) New Delhi
    - (B) Kolkata
    - (C) Bangalore
    - (D) Chennai
-