



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

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

**RECRUITMENT TO THE POST OF LIBRARIAN, STATE CENTRAL LIBRARY, KOLKATA**

**[ADVT. NO. 10 (3) / 2020]**

**UNDER THE DEPARTMENT OF MASS EDUCATION EXTENSION AND LIBRARY SERVICES,  
GOVT. OF WEST BENGAL.**

### **SCHEME OF SCREENING TEST**

1. There will be 100 questions of MCQ type, carrying one mark for each question and there will be negative marking of  $1/4^{\text{th}}$  of the full mark for each wrong answer.
2. Duration of examination will be 1 hour 30 minute.
3. 80 questions will be given from the knowledge of the subject in "Library Science", 10 questions from "English" language and 10 questions from "Mathematical and Logical Reasoning".

### **SYLLABUS OF 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 – Canners 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.

The Syllabus is indicative only. Candidates should be prepared to answer any question from essential qualification / Degree mentioned in the advertisement for the relevant post.

By order of the Commission.

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