

Library and Information Science PET Syllabus

Unit—I

Information, Information needs and Information seeking behavior, Information Science, Information Society, Knowledge 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, Right to Information
Library and Information Policy at the National Level
Information ethics

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-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, Peer reviewed journals, Impact factor
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-Dublin Core, International standards-ISBDs, MARC and CCF
Indexing-Pre-coordinate, Post-coordinate
Copy Cataloguing
Vocabulary Control-Thesaurus, Lists of Subject Headings
Databases-Search Strategies, Boolean Operators
Knowledge Management
Information Repackaging.

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)
Six Sigma
Outsourcing
Brain Storming
Mind Mapping & Other recent techniques
E-governance,
Digital Divide
Embedded Librarianship

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)

Open Access Movement, Open Source Software, Institutional Repositories.

Web 2.0 applications and tools.

Unit—VIII

Library Automation-Areas of automation, Planning, hardware and Software Selection, OPAC

Library Digitization

Networks-ERNET, NICNET, DELNET, JANET, BLAISE, OCLC, INFLIBNET.

INTERNET Components,

Services, Browsing-Web Browsers, Search Engines Meta-Data and Meta-Data Standards,

Digital Object Identifier (DOI)

National and International Information Systems-NISSAT, NASSDOC, INSDOC, DESIDOC,

INIS, AGRIS, MEDLARS, INSPEC

Consortia

Security device in libraries; CCTV, RFID and others.

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

Bibliometric

Research Ethics

Evaluation of research

Current trends in LIS research (Advanced countries, Less-Advanced countries and Global)

Unit—X

Types of Libraries-National, Public, Academic and Special Objectives, Structure and Functions

Digital Libraries-Concept

Virtual Libraries-Concept

Hybrid Libraries-Concept

Types of users, User studies, user education, Information literacy,

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)

Digital Literacy