ANNEXURE – III
TAMIL NADU PUBLIC SERVICE COMMISSION
Librarian Grade–I/ Librarian/ Film Librarian/ Librarian and Information
Assistant Grade-I/ Librarian and Information Assistant Grade-II/
Librarian in Legislative Assembly
PAPER - I
LIBRARY AND INFORMATION SCIENCE (B.L.I.S) (DEGREE STANDARD)
Objective type
CODE NO: 266

UNIT-I : LIBRARY AND SOCIETY
(i) Library as a Social Institution; Impact of Libraries on Social, Political, Economical, and Cultural aspects, Laws of Library Science.
(ii) Types of Libraries – Public, Academic and Special Libraries; Library movement in India;
(iii) Library Legislation; Public Library Act; Delivery of Books and Newspapers (Public Library) Act; Intellectual Property Rights – Copyright Act.
(iv) Library associations and Professional bodies - UNESCO, IFLA, ALA; CILIP; ILA; IATLIS.
(v) Role of government agencies in library development – RRRLF; UGC-INFLIBNET.

UNIT –II : LIBRARY MANAGEMENT
(i) Management – Concept; Definition; School of Thoughts – Functions of Management; (POSDCORB); Library Authority and Committee.
(iii) Human Resource Management – Job Analysis, Job Description, Recruitment, Selection, Training, performance Appraisal, training, motivation, etc.
(iv) Financial Management– Budget – Types, Sources of income to various types of libraries, Physical facilities – Building and Furniture.
(v) Library Records - Statistics; Reports.

UNIT-III : INFORMATION PROCESSING (LIBRARY CLASSIFICATION)
(i) Library Classification – Concept; Definition; Need and Purpose.
(ii) Library Classification – Types: General and Special; Various Schemes of classification – Colon Classification; Dewey Decimal Classification; Universal Decimal Classification and Library of Congress Classification.
(iii) Structure of knowledge – Modes of Formation of Subject, - Canons and Laws.
(iv) Facet and Facet analysis – Fundamental categories (PMEST); Analytico-Synthetic approach and Devices.
(v) Notation – Types; Characteristics.
UNIT- IV: INFORMATION PROCESSING (LIBRARY CATALOGUING)

(i) Library Cataloguing – Concept; Definition; Need, Purpose and Functions.
(ii) Library Catalogue – Types – Physical forms and Inner forms - Alphabetical, Classified, and Alphabetico-Classified; Trade catalogue;
(iii) Cataloguing Standards – ISBDs; Cataloguing Codes – Classified Catalogue Code of Ranganathan, Anglo-American Cataloguing Rules
(iv) International Standards – MARC – CCF; UNIMARC; MARC21; Metadata
(v) Subject Headings – Sears’ List of Subject Headings, LCSH, Centralised and Co-Operative Cataloguing.

UNIT – V :- INFORMATION SOURCES

(i) Information Sources – Types – primary, secondary, and tertiary; Print Vs. Electronic resources; Human Vs. Institutional
(ii) Evaluation of Information Sources – Criteria
(iii) Secondary Sources: Dictionaries, Encyclopedias, Indexing and Abstracting Sources, Directories, Biographical Sources; Geographical Sources
(iv) Electronic Information Sources - Databases; Full-text databases
(v) Information Sources – Discipline-oriented sources – Pubmed; INSPEC; etc; UGC- e-Sadhsindhu Open sources

UNIT – VI: COMPUTER AND COMPUTER APPLICATIONS

(i) Computer – Definition; Characteristics; Classification of Computers Hardware – Generations; Input and Output Devices; Secondary Storage Devices; Telecommunication – Concept and Components.
(ii) Computer Software – Meaning; Types – System Software and Application Software; Operating System – Single user vs. Multi-user; Open Sources vs Proprietary
(iii) Database – Concept; Database Management System (DBMS) – Concepts; Functions;
(iv) Library Automation - Need and Purpose; Areas of library automation; Library automation software packages – Proprietary vs. Open.
(v) Web Technology – Browser, Search Engine, Protocol, ISDN.

UNIT- VIII :- RESOURCE SHARING AND NETWORKING

(i) Resource sharing – Concept, Definition, Need, Purpose.
(ii) Library Co-operation – Concept, Definition, Need and Purpose.
(iii) Computer Networks – Types – LAN, WAN, MAN; Internet and Intranet
(iv) Library Networks – Concept, Need, Functions.
(v) Library Network System – International, OCLC Worldcat; National – INFLIBNET, DELNET.
UNIT- IX :- INFORMATION SYSTEM

(i) Information System – Concept, Characteristics and Functions.
(iii) Information Systems – International UNESCO, INIS, AGRIS, INSPEC, PUBMED, CAS; National – NISCAIR, DESIDOC.
(v) Open Access movement; Open Access System.

UNIT-X :- DIGITAL LIBRARY

(i) Digital Library – Concept, Definitions, Characteristics, Theoretical framework, Merits and Demerits.
(iii) Digital Library Initiatives - Initiatives in India; Open Archives Initiatives.
(iv) Metadata – Definition, Standards, Metadata Harvesting.
(v) Digital Library – Building process – Digitization; Software and Hardware; Institutional repositories.

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UNIT – I : GENERAL SCIENCE


Zoology: - Blood and blood circulation-Endocrine system-Reproductive system-Genetics the science of heredity-Environment, ecology, health and hygiene, Biodiversity and its conservation-Human diseases, prevention and remedies-Communicable diseases and non-communicable diseases-Alcoholism and drug abuse-Animals, plants and human life.

UNIT – II: CURRENT EVENTS


Political Science: - India’s foreign policy - Latest court verdicts – public opinion - Problems in conduct of public elections- Political parties and political system in India- Public awareness & General administration- Role of Voluntary organizations & Govt.,- Welfare oriented govt. schemes, their utility.

Geography: - Geographical landmarks-Policy on environment and ecology.


Science:- Latest inventions on science & technology - Latest discoveries in Health Science - Mass media & communication.
UNIT – III: GEOGRAPHY

Earth and Universe - Solar system - Atmosphere hydrosphere, lithosphere - Monsoon, rainfall, weather and climate - Water resources - rivers in India - Soil, minerals & natural resources-Natural vegetation - Forest & wildlife-Agricultural pattern, livestock & fisheries - Transport & communication - Social geography – population-density and distribution-Natural calamities – disaster management- Climate change - impact and consequences - Mitigation measures - Pollution Control.

UNIT – IV: HISTORY AND CULTURE OF INDIA

Pre-historic events - Indus valley civilization-Vedic, Aryan and Sangam age - Maurya dynasty - Buddhism and Jainism - Guptas, Delhi Sultans, Mughals and Marathas - Age of Vijayanagaram and the bahmanis - South Indian history - Culture and Heritage of Tamil people - Advent of European invasion - Expansion and consolidation of British rule-Effect of British rule on socio-economic factors - Social reforms and religious movements - India since independence - Characteristics of Indian culture - Unity in diversity – race, colour, language, custom - India-as secular state - Organizations for fine arts, dance, drama, music- Growth of rationalist, Dravidian movement in TN-Political parties and populist schemes - Prominent personalities in the various spheres – Arts, Science, literature and Philosophy - Mother Teresa, Swami Vivekananda, Pandit Ravishankar , M.S.Subbulakshmi, Rukmani Arundel and J.Krishnamoorthy etc.

UNIT – V: INDIAN POLITY


UNIT – VI: INDIAN ECONOMY

Nature of Indian economy - Five-year plan models-an assessment - Land reforms & agriculture - Application of science in agriculture -Industrial growth - Capital formation and investment - Role of public sector & disinvestment - Development of infrastructure- National income - Public finance & fiscal policy - Price policy & public distribution - Banking, money & monetary policy - Role of Foreign Direct

**UNIT – VII: INDIAN NATIONAL MOVEMENT**

National renaissance- Early uprising against British rule-1857 Revolt- Indian National Congress - Emergence of national leaders- Gandhi, Nehru, Tagore, Netaji - Growth of militant movements -Different modes of agitations-Era of different Acts & Pacts-World war & final phase struggle - Communalism led to partition- Role of Tamil Nadu in freedom struggle - Rajaji, VOC, Periyar, Bharathiar & Others - Birth of political parties /political system in India since independence.

**UNIT – VIII: APTITUDE & MENTAL ABILITY TEST ( SSLC STANDARD )**


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