TEACHERS' RECRUITMENT BOARD, TRIPURA (TRBT)
EDUCATION (SCHOOL) DEPARTMENT, GOVT. OF TRIPURA

SYLLABUS

SELECTION TEST FOR SCHOOL LIBRARIAN (STSL)
TOTAL MARKS: 150 (150 MCQs)

Unit-I

- Social Institutions, Library as a Social Institution.
- Information: meaning and characteristics.
- Data, Information, Knowledge, Wisdom, Knowledge Society.
- Library and Information Science as a discipline.
- Historical development of libraries.

Unit-II

- Types of Information Centers: objectives, features, functions.
- Types of Libraries: objectives, features, functions.
- Role of Libraries in socio-economic, cultural, educational, scientific and technological development.
- General features of Library Organization.
- Five Laws of Library Science.

Unit-III

- Library Legislation: Concept, Need and Features.
- Library Legislation in India.
- The Press and Registration of Books Act; The Delivery of Books and Newspaper (Public Libraries) Act; Copyright Act.
- Right to Information Act; Intellectual Property Rights; Information and Technology Act; Plagiarism.
- Library Cooperation; Library Extension Work.

Unit-IV

- Librarianship as a profession.
- Professional Ethics; Professional Ethics for a Librarian.
- National and International Professional Associations: ILA, IASLIC, IATLIS, IFLA, ALA, CILIP, ASLIB and SLA.
- Role of UNESCO, UGC and RRRLF in the promotion and development of Libraries.
- National Library of India.

Unit-V

- Management: Concept and Scope.
- Schools of Management Thoughts.
- Principles of Management.
- Principles of Library Management.
- Functions of Library Managements.

Unit-VI

- Library Administration.
- Library Committee.
- Library Rules and Regulations.
- Annual Report, Finance and Budget, Library Statics.
- Library Building and Space Management.

Unit-VII

- Library Catalogue: Concept, Objectives, Functions.
- Physical Forms of Library Catalogue: Conventional and Non-conventional.
- Types of Catalogue: Dictionary Catalogue, Classified Catalogue, Alphabetico-Subject Catalogue.
- Catalogue Codes: History and Development.
- Catalogue Entries according to CCC and AACR (latest editions).

Unit-VIII

- Library Automation: Definition, Purpose, Historical Development
- Planning and Implementation of Automation.
- Standards for Library Automation.
- Library Management Software: Proprietary, Free and Open Source Software (FOSS).
- Telecommunication Technologies in Library Service.

Unit-IX

- Concept of Indexing; Theories of Indexing, Function of an Index.
- Theory of Indexing Terminology, Characteristics of an Indexing Vocabulary.
- Indexing Systems; Levels of Indexing; Techniques of Indexing Documents.
- Book Indexes and Periodical Indexes; Indexing Language.
- Concept of Abstracting; Uses of Abstracts; Types of Abstracts; Procedures for Abstracting.

Unit-X

- Computer Networks and Library Networks.
- Computer Network: Need, Topologies, LAN, MAN, WAN.
- Reasons for Computer Application in Library Service and Management.
- Data security and Network Security: Firewalls, Cryptographic Techniques, Anti-virus Software, Anti-spyware, Intrusion Detection System.
- Library Networks: Concept, History, Need, Types (Regional, National, International).

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