

द्वितीय पत्र - प्राविधिक विषय

**1. Library and Society**

- 1.1 History and development of libraries and their roles in society
- 1.2 Role of libraries in modern society
- 1.3 Types of libraries: their aims, objectives and functions, a descriptive account of National Libraries, Academic Libraries, Public Libraries, Special Libraries, Mobile Libraries and Information Centers.
- 1.4 Laws of library science
- 1.5 Normative principles
- 1.6 ISBN and ISSN
- 1.7 Library Association: systems and programs
- 1.8 Role of professional associations
- 1.9 Book Publishers Association
- 1.10 Book Development Council

**2. Library and Information Management**

**2.1 Management**

- 2.1.1 Library management: definition, nature, purpose, characteristics and functions
- 2.1.2 Managerial roles and skill
- 2.1.3 History, development and function of scientific management
- 2.1.4 Administration vs. management
- 2.1.5 Librarianship: philosophy & ethics

**2.2 Planning**

- 2.2.1 Library Buildings: design, space management and library furniture
- 2.2.2 Library building: standard and specifications

**2.3 Library House-Keeping Operations**

- 2.3.1 Collection development: book policies & programs
- 2.3.2 End processing
- 2.3.3 Preservation and conservation of library materials
- 2.3.4 Circulation systems

**2.4 Financial Management**

- 2.4.1 Library finance
- 2.4.2 Types and methods of budget preparation (Line by line PPBS & IBB)
- 2.4.3 Library statistics
- 2.4.4 Annual reports

**2.5 Human Resource Management**

- 2.5.1 Library personnel management: job analysis, job description, staff recruitment, staff manual, performance appraisal.

**2.6 Library Committees**

- 2.6.1 Library committee: need, purposes, functions, roles & types

**2.7 Library Rules and Regulations**

- 2.7.1 Library rules and regulation: need, purpose, functions and enforcement
- 2.7.2 Library brochures

**2.8 Management Techniques**

- 2.8.1 Systems analysis PERT/CPM, MIS

### **3. Library Cataloguing and Indexing**

- 3.1 Need, purpose and function of a library catalogue
- 3.2 Kind of entries
- 3.3 Structures of names and their rendering
- 3.4 Study of AACR-2 (Anglo-American Cataloging Rules)
- 3.5 Subject cataloguing & indexing systems: problems and models
  - 3.5.1 Preindexing (techniques only) specially Chain procedure, PRECIS and PPSI
  - 3.5.2 Post coordinate indexing systems
- 3.6 Card Filing
  - 3.6.1 Alphabetical
  - 3.6.2 Classified

### **4. Information Processing and Retrieval Technique (Library Classification)**

- 4.1 Definition, need, purpose and function
- 4.2 Introduction of major schemes of classification
  - 4.2.1 DDC
  - 4.2.2 CC
  - 4.2.3 UDC
- 4.3 Notation: hospitality in array and chain, kinds of mnemonics

### **5. Information Sources, Services and Information Literacy**

- 5.1 Information sources in different forms
- 5.2 Need of information services
- 5.3 Reference and information services
  - 5.3.1 Definition and types of reference services
  - 5.3.2 Current awareness services
  - 5.3.3 Selective dissemination of information
- 5.4 Information Literacy
  - 5.4.1 History
  - 5.4.2 Component of information literacy
  - 5.4.3 Characteristics of information literate persons.

### **6. Bibliography and Documentation**

- 6.1 Bibliography: need, types, function, bibliographic control
- 6.2 Importance of abstract; its techniques and types
- 6.3 Bibliographic services
- 6.4 Documentation: definition, scope, functions and types

### **7. Library Automation**

- 7.1 Definition, need, purpose and functions of library automation
- 7.2 Library management software e. g. CDS/ISIS, WINISIS and Free and Open Source Software (FOSS)
- 7.3 OPAC, MARC, OCLC, CDNL, CDNLAO

**8. Information and Communication Technology**

- 8.1 Online databases
- 8.2 Webpage design
- 8.3 Internet and e-mail
- 8.4 Information network
- 8.5 Digitization
- 8.6 Open access and its implication

**9. Role of Library and Information Centers in Education and Research**

- 9.1 Role of library and information centers in education
- 9.2 Research and librarianship
- 9.3 Salient features of research
- 9.4 Research methods in library and information sciences

**10. Library and Information System and Services in Nepal**

- 10.1 History and development of library and library and information science education
- 10.2 Academic library system
- 10.3 Nepal National Library
- 10.4 Special libraries
- 10.5 Public libraries
- 10.6 Bibliographic control mechanism
  - 10.6.1 Nepal National Union Catalogue
  - 10.6.2 Nepalese National Bibliography (NNB)
  - 10.6.3 ISBN and ISSN system
  - 10.6.4 CIP
- 10.8 Library legislation
- 10.9 Information literacy
- 10.10 Information technology policy 2067
- 10.11 Nepal Library Association

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