

द्वितीय पत्र (Paper II) : Technical Subject

Section A- 30 Marks

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: University, College and School Libraries, Public Libraries, Special Libraries Mobile Libraries and Information Centers.
 - 1.4 Law of library science
 - 1.5 Normative principles
 - 1.6 Library legislation and library Act
 - 1.7 ISBN and ISSN
 - 1.8 Depository Act
 - 1.9 Library Associations; systems and programs
 - 1.10 Role of professional associations
 - 1.11 Library activities of UNESCO, IFLA & INSDOC
 - 1.12 Books Publisher's Association
 - 1.13 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: Interpersonal role, Informational roles and Decision roles
 - 2.1.3 Management Skills: Technical, Human, Conceptual, Design
 - 2.1.4 History and Development of Scientific Management
 - 2.1.5 Administration Vs. Management
 - 2.1.6 Librarianship : Philosophy & Ethics
 - 2.1.7 Scientific Management: Functions and Principles
 - 2.2 **Planning**
 - 2.2.1 Library Buildings: Design and Preliminary Considerations
 - 2.2.2 Space Management: Areas & Sub-areas
 - 2.2.3 Library Furnitures: Book racks, Catalogue Cabinets, Reading Room Tables & Chairs Counters, Display Racks (for Periodicals)
 - 2.2.4 Standards and Specifications
 - 2.3 **Library House-keeping Operations**
 - 2.3.1 Collection Development: Book Plan, Book Policies & Programmes
 - 2.3.2 Acquisition Section, Book Selection, Ordering Procedure, Accessioning
 - 2.3.3 Processing and Technical Sections: Need, Operations, Physical Preparation of the Document for Use.
 - 2.3.4 Maintenance: Relationship with other Sections, Stacking, Shelving, Binding, Stock-taking. Preservation and Conservation, IFLA PAC
 - 2.3.5 Circulation Control: Functions, Routines, Registration of Borrowers, Circulation Systems, Inter-library Loan.
 - 2.4 **Financial Management**
 - 2.4.1 Finance: Library Finances, Sources of Revenue, Income and expenditures

- 2.4.2 Budget: types, Methods of Budget making (Line by line PPBS & IBB)
General Standards, Budgetary control.
- 2.4.3 Library Statistics
- 2.4.4 Annual Reports
- 2.5 Human Resources 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, Contents
 - 2.7.2 Library Brochures
- 2.8 Management Techniques:**
 - 2.8.1 Systems analysis PERT/CPM, MIS
- 3. Library and Information System and Services in Nepal**
 - 3.1 History of library and library science education in Nepal
 - 3.2 Development of Public Libraries in Nepal
 - 3.3 Academic library system in Nepal
 - 3.4 Nepal National Library
 - 3.5 Special libraries in Nepal
 - 3.6 Bibliographic control mechanism in Nepal
 - 3.6.1 Nepal National Union Catalogue
 - 3.6.2 Nepalese National Bibliography
 - 3.6.3 ISBN system in Nepal
 - 3.7 Library legislation in Nepal
 - 3.8 Information literacy in Nepal
 - 3.9 Information Technology Policy of Nepal
 - 3.10 Nepal Library Association
 - 3.11 World intellectual property organization and intellectual property in Nepal

Section B- 20 Marks

- 4. Library Cataloguing and Indexing**
 - 4.1 Need, purpose and function of a library catalogue
 - 4.2 Physical forms (External form)
 - 4.3 Types of catalogue: Internal forms
 - 4.4 Kind of entries
 - 4.5 Data elements in different types of entries
 - 4.6 Structures of names and their rendering
 - 4.7 Comparative study of AACR –2 (Anglo-American Cataloging Rule)
 - 4.8 Subject cataloguing & Indexing problems and models (techniques only) specially chain procedure, PRCIS and POPSI
 - 4.9 Card filing
 - 4.9.1 Alphabetical
 - 4.9.2 Classified

5. Information Processing and Retrieval Technique (Library Classification)

- 5.1 Definition, Need, Purpose and Function
- 5.2 History and Theory
- 5.3 Introduction to Major Schemes of Classification
 - 5.3.1 DDC
 - 5.3.2 CC
 - 5.3.3 UDC
- 5.4 Analytico-Synthetic Scheme of Classification
 - 5.4.1 Postulation Approach
 - 5.4.2 Fundamental Categories
 - 5.4.3 Phase Relations
 - 5.4.4 Call Number
- 5.5 Notation: Hospitality in Array and Chain, Kinds of Mnemonics.
- 5.6 Species of Classification Schemes
 - 5.6.1 Enumerative
 - 5.6.2 Analytico-Synthesis

Section C- 30 Marks

6. Information Sources, Services and Information Literacy

- 6.1 Primary, secondary and tertiary information sources
- 6.2 Non-book materials and electronic sources
- 6.3 Need of information services
- 6.4 Reference and information services
 - 6.4.1 User orientation/User education
 - 6.4.2 Current Awareness Services
 - 6.4.3 Selective Dissemination of Information
- 6.5 Information literacy
 - 6.5.1 History
 - 6.5.2 Component of information literacy
 - 6.5.3 Characteristic of information literate persons.

7. Library Automation

- 7.1 Definition, need, purpose and functions of library automation
- 7.2 Library Management Software e.g. CDS/ISIS or WINISIS
- 7.3 Designing Bibliographic Databases
- 7.4 Library Housekeeping Systems
- 7.5 OPAC
- 7.6 MARC
- 7.7 OCLC

8. Information and Communication Technology

- 8.1 Introduction to computers
- 8.2 Online databases
- 8.3 Webpage design
- 8.4 Information Technology (IT) policy of Nepal

- 8.5 Multipurpose Community Telecentres
- 8.6 UNESCO and ICT
- 8.7 Internet and email
- 8.8 Information Network
- 8.9 CD-ROM Databases

Section D- 20 Marks

9. Bibliography and Documentation

- 9.1 Bibliography: Need, Types, Function, Bibliographic control
- 9.2 Abstracting techniques and types of abstracts, Importance
- 9.3 Bibliographic Services
- 9.4 Tools and Techniques for Indexing and Abstracting
- 9.5 Documentation: Definition, scope, functions and types.
- 9.6 Documentation services: CAS, SDI, Current contents

10. Role of library and Information Centers in Education and Research

- 10.1 Library/Information Centre/Documentation Centre: Meaning, Definition, Need, Purpose, Functions and Development
- 10.2 Role of library and Information Centers in Education
 - 10.2.1 Formal education and Academic Library Systems
 - 10.2.2 Informal education and Public Library Systems
- 10.3 Research and Librarianship
 - 10.3.1 Role of Librarianship in Research
- 10.4 Research and Librarianship
 - 10.4.1 Definition, Need, Purpose
 - 10.4.2 Role of Librarianship in Research
 - 10.4.3 Areas of Research in Librarianship
 - 10.4.4 Research Methodology in Library Services

लोक सेवा आयोग
नेपाल शिक्षा सेवा, पुस्तकालय विज्ञान समूह तथा नेपाल संसद सेवा, शिक्षण तथा मुद्रण समूह, पुस्तकालय विज्ञान उपसमूह,
राजपत्राङ्कित तृतीय श्रेणी पदहरूको खुला प्रतियोगितात्मक परीक्षाको पाठ्यक्रम

प्रथम चरणको लिखित परीक्षाबाट छनौट भएका उम्मेदवारहरूलाई मात्र
लिइने सामूहिक परीक्षण (Group Test) को लागि

सामूहिक छलफल (Group Discussion)

यस प्रयोजनको लागि गरिने परीक्षण १० पूर्णाङ्क र ३० मिनेट अवधिको हुनेछ जुन नेताविहिन सामूहिक छलफल (Leaderless Group Discussion) को रूपमा अवलम्बन गरिने छ । दिइएको प्रश्न वा Topic का विषयमा पालैपालोसँग निर्दिष्ट समयभित्र समूहबीच छलफल गर्दै प्रत्येक उम्मेदवारले व्यक्तिगत प्रस्तुति (Individual Presentation) गर्नु पर्नेछ । यस परीक्षणमा मूल्याङ्कनको लागि देहाय अनुसारको ३ जनाको समिति रहनेछ ।

आयोगका अध्यक्ष वा सदस्य	-	अध्यक्ष
मनोविज्ञ	-	सदस्य
दक्ष/विज्ञ (१ जना)	-	सदस्य

सामूहिक छलफलमा दिइने नमूना प्रश्न वा Topic

उदाहरणको लागि - उर्जा संकट, गरीबी निवारण, स्वास्थ्य बीमा, खाद्य सुरक्षा, प्रतिभा पलायन जस्ता Topics मध्ये कुनै एक Topic मात्र दिइनेछ ।