Syllabus for the Posts of Junior Professional Assistants (JPA)

Unit- I

- Types of Libraries and their Features
- Role of Libraries in Contemporary Society
- Five Laws of Library Science
- Library Legislation in different States of India
- Intellectual Property Rights (IPR)
- National and International Library Associations: ILA, IASLIC, IATLIS, SIS, IFLA, FID, ALA, ASLIB, SLA, etc.
- National and International Agencies: UNESCO, OCLC, RRRLF, UGC, INFLIBNET, DELNET, etc.
- Information Centres: DRTC, ISI, INSDOC (NISCAIR), NASSDOC, DESIDOC, SENDOC, etc.

Unit- II

- Basic Terminology: Call Number, Class Number, Book Number, Isolates
- Classification: Concept, Purpose and Species
- Features of DDC, UDC and CC
- Notation: Definition and Purpose
- Five Fundamental Categories
- Library Catalogue: Definition and Purpose
- OPAC and WebOPAC
- Canons of Classification and Cataloguing

Unit- III

- Principles of Book Selection
- Selection Tools: Print and Non-Print Materials
- Processing of Documents: Accessioning, Classification, Cataloguing, Labeling and Shelving
- Serials/Journals: Selection and Procurement
- Book Transaction Systems: Traditional and Modern
- Stock Verification of Books: Methods and Tools
- Weeding Process
Unit- IV

- Information Sources: Print and Non-Print; Primary, Secondary and Tertiary Sources
- Types of Dictionaries, Encyclopedias
- Geographical and Biographical Sources
- Indexing and Abstracting Sources
- Types of Bibliographies
- Biographical Sources

Unit- V

- Types of Reference Services: Ready Reference Service and Long Range Reference Service
- Reference Librarian: Role, Skills and Competences
- User Education/Information Literacy Skills
- CAS/SDI
- International Information Systems: INIS, AGRIS, MEDLARS/MEDLINE
- Information Seeking Pattern
- Different Library Softwares/Open Source Softwares