

द्वितीय पत्र :- सेवा सम्बन्धी

1. Library and Society

- 1.1 History and development of library
- 1.2 Library science education in Nepal
- 1.3 Role of libraries in society
- 1.4 Types of Libraries: their aims, objectives, functions and a descriptive account of National Libraries, Academic Libraries: University, College and School Libraries, Public Libraries, Special Libraries Mobile Libraries and Information Centers
- 1.5 Law of library science
- 1.6 Normative principles
- 1.7 Library legislation and library Act
- 1.8 ISBN and ISSN
- 1.9 Bibliographic control mechanism in Nepal
- 1.10 Nepal National Union Catalogue
- 1.11 Nepalese National Bibliography
- 1.12 Library activities of UNESCO, IFLA & INSDOC

2. Library and Information Management

2.1 Management

- 2.1.1 Library Management: Concept, Nature, Purpose, Characteristics and Functions
- 2.1.2 Concept of Administration and Management
- 2.1.3 Managerial Roles: Interpersonal, Informational and Decision
- 2.1.4 Librarianship : Philosophy and Ethics

2.2 Planning

- 2.2.1 Library Buildings: Design and Preliminary Considerations
- 2.2.2 Space Management: Areas and Sub-areas
- 2.2.3 Library Furniture: 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 and Programmes
- 2.3.2 Acquisition Section: Book Selection, Ordering Procedure and 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 Budget and Planning Management

- 2.4.1 Budgetary planning

2.4.2 Library Statistics

3. Library Cataloguing and Indexing

- 3.1 Need, purpose and function of a library catalogue
- 3.2 Types of catalogue: Internal forms and External forms (Physical forms)
- 3.3 Kind of entries; Data elements in different types of entries; Structures of names and their rendering
- 3.4 Anglo-American Cataloging Rule (AACR) –2
- 3.5 Subject cataloguing & indexing problems and models especially chain procedure, PRCIS and POPSI
- 3.6 Card filing : Alphabetical and Classified
- 3.7 Tools and Techniques for Indexing and Abstracting

4. Library Classification (Information Processing and Retrieval Technique)

- 4.1 History of Library Classification
- 4.2 Library Classification : Definition, Need, Purpose and Function
- 4.3 Theory Library Classification
- 4.4 Species of Classification Schemes : Enumerative and Analytico-Synthesis
- 4.5 Introduction to Major Schemes of Classification – DDC, CC and UDC
- 4.6 Analytico-Synthetic Scheme of Classification
 - 4.6.1 Postulation Approach
 - 4.6.2 Fundamental Categories
 - 4.6.3 Phase Relations
 - 4.6.4 Call Number
- 4.7 Notation: Hospitality in Array and Chain, Kinds of Mnemonics

5. Information Sources, Services and Information Literacy

- 5.1 Primary, secondary and tertiary information sources
- 5.2 Non-book materials and electronic sources
- 5.3 Need of information services
- 5.4 Reference and information services
 - 5.4.1 User orientation/User education
 - 5.4.2 Current Awareness Services
 - 5.4.3 Selective Dissemination of Information
- 5.5 Information literacy
 - 5.5.1 History and component of information literacy
 - 5.5.2 Characteristic of information literate persons
- 5.6 Library/Information Centre/Documentation Centre: Meaning, Definition, Need, Purpose, Functions and Development
- 5.7 Bibliographic Services
- 5.8 Documentation services: CAS, SDI, Current contents

गोरखापत्र संस्थान
प्रशासन सेवा, डकुमेण्ट समूह, तह- ६ (छैटौ), डकुमेण्ट अधिकृत पदको खुला र आन्तरिक
प्रतियोगितात्मक परीक्षाको पाठ्यक्रम

6. Library Automation and Information and Communication Technology

- 6.1 Definition, need, purpose and functions of library automation
- 6.2 Introduction to computers
- 6.3 E-library
- 6.4 Library Management Software e.g. CDS/ISIS or WINISIS
- 6.5 Designing Bibliographic Databases
- 6.6 Library Housekeeping Systems
- 6.7 Online databases
- 6.8 Webpage design
- 6.9 CD-ROM Databases
- 6.10 Internet and email
- 6.11 Information Network
- 6.12 Multipurpose Community Telecentres
- 6.13 UNESCO and ICT
- 6.14 Copyright Act, 2059
- 6.15 Electronic Transaction Act, 2063

यस पत्र/विषय लिखित परीक्षा योजना र परीक्षा सोधिने प्रश्न संख्या देहाय बमोजिम हुनेछ ।

पत्र	विषय	पूर्णाङ्क	उतीर्णाङ्क	परीक्षा प्रणाली		प्रश्नसंख्या X अङ्क	समय
द्वितीय	सेवा सम्बन्धी	१००	४०	विषयगत	लामो उत्तर	५ प्रश्न X १५ अङ्क = ७५ अङ्क	३ घण्टा
					छोटो उत्तर	५ प्रश्न X ५ अङ्क = २५ अङ्क	