



खुल्ला प्रतियोगिता लिखित परीक्षाको पाठ्यक्रम

अधिकृतस्तर अधिकृत (पुस्तकालय) प्रथम पत्र (वस्तुगत)

पूर्णाङ्क: १×१००=१००
समय: ३:०० घण्टा

१. पूर्वाञ्चल विश्वविद्यालय ऐन नियम
२. नेपालमा विश्वविद्यालयको इतिहास
३. उच्च शिक्षाको विकास
४. नेपालको भूगोल
५. नेपालको विकासक्रम तथा इतिहास
६. नेपालको राजनैतिक घटनाक्रम
७. नेपालका धर्म संस्कृति तथा परम्परा
८. राष्ट्रिय तथा अन्तराष्ट्रिय नवीनतम गतिविधिहरू
९. नेपालको आर्थिक विकासक्रम तथा यससँग सम्बद्ध घटनक्रमहरू
१०. नेपालको संविधान, ऐन तथा कानूनहरू
११. सार्वजनिक प्रशासन
१२. सार्वजनिक खरिद ऐन
१३. शैक्षिक प्रशासन
१४. सामान्य प्रशासन
१५. आर्थिक प्रशासन
१६. कर्मचारी प्रशासन
१७. अभिलेख व्यवस्थापन
१८. सुशासन
१९. E-Governance
२०. विज्ञान प्रविधि
२१. खेलकुद
२२. वातावरण
२३. संवैधानिक अंगहरू
२४. साहित्य
२५. बजेट
२६. विश्वको राजनीति
२७. राष्ट्रिय क्षेत्रीय तथा अन्तराष्ट्रिय संघ संस्थाहरू
२८. योजनानिर्माण तथा राष्ट्रिय योजना आयोग सम्बन्धी

अधिकृतस्तर

1. Sources and Types of Information:

- a. Formal and Informal Sources
- b. Conventional and Non-Conventional Sources
- b. Conventional Sources: Book, Journals, Proceedings, Reports, Reference works, Indexes and Abstracts
- b. Non-Conventional Sources: The Internet, Database and other electronic sources
- c. Researching and Delivering Information

2. Library and Society:

- a. Library as a social Institution: Social foundation of libraries, Role of libraries in formal and non-formal education.
- b. Types of libraries: National libraries, Public Libraries, University Libraries, College Libraries, School Libraries and Special Libraries
- c. Normative Principles: Normative Principles and Five Laws of Library Science
- d. Laws Relating to Libraries: Library Legislation: Need and Essential Features, Library Legislation in Nepal, The Press and Registration of Books Act of Nepal, Intellectual Property Right Act of Nepal

3. Library Management:

- a. Managers and Their Roles
- b. The Internal Environment: Management Planning Systems, Policies and Practices, Organizational Structure, Union Presence, Service or Product, Management Style, Recruitment and Personnel Policies, Staff Skills, Technology, Budgets
- c. Organizational Structure and Design
- d. Planning: Strategic, Operational and Event Planning
- e. Government Policies and Their Impact on Managers
- f. Security Issues: Job Design, Training, Equipment; Users: A Safe Environment, Appropriate Systems, Accommodation of Differences
- g. Managing Self : Understanding Personal Strengths and Weaknesses, Managing Stress, Time Management, Working with People and Helping Yourself, Active Listening, Networking, Belonging to Professional Organizations, Working with Your Boss.

4. Library Cataloging

- a. Need, Purpose and Functions of Library Catalogs
- b. Types of Catalogs, Elements of a Bibliographic Record
- c. Tools used for Cataloging : Anglo American Cataloging Rules 2nd edition, 1998 Revision, Library of Congress Subject Headings, Sears List of Subject Headings, C. A. Cutter's Three Figure Author Table
- d. Copy Cataloging: Sources of Copy Cataloging

- e. Cataloging on Computers: The MARC 21 Formats, Original and Copy Cataloging on Computers
- f. The Cataloging Department: Organization, the Authority File, Cataloging Routines, Processing Routines, Filing
- g. Issues and Trends: Reclassification, Recataloging, Closing the Card Catalog, Retrospective Conversion, Outsourcing, Cooperation, The Dublin Core, Trends in Cataloging.

5. Library Classification and Information Processing with Reference to Dewey Decimal Classification (DDC)

- a. Introduction to the text of three volumes of DDC
- b. Basic Plan and Structure of DDC
- c. Procedure of Assigning Class Numbers in the DDC
- d. Practical Number Building in the DDC

6. Reference Works and Services:

- a. Reference Services: Meaning and Need for Reference Service,
- b. Reference Books: Bibliographies and Guides, Indexes, Dictionaries, Encyclopedias, Handbooks and Manuals, Year Books and Annals, Atlases, Professional Journals, Abstract Journals
- c. Ready vs. Long Range Reference Service
- d. Initiation of a Freshman
- e. Reference Service in Different Libraries
- f. Information Services and Products: Information Service, Alerting Services: Current Awareness Service, Selective Dissemination of Information (SDI), Referral Service
- g. Evaluation of Information Service

7. Preservation of library materials

- a. Deterioration & loss/preventive measures and remedies
- b. Stock taking, verification, weeding out and digitization of rare materials
- c. Natural ,Human ,Other factors, Humidity control, Temperature control, Anti-rodent measures, Fumigation ,Traditional methods
- d. Creation and management of digital documents
- e. Basic facilities and requirements for digitization
- f. Types of bindings for various types of materials.
- g. Full binding, half binding etc, Leather binding, cloth bindings. Spiral binding, ring binding etc
- a. Lamination (Full cover /half)

8. Information and Communication Technology (ICT) in library

- a. ICT; hardware, software, multimedia
- b. Library computerization and automation, Internet, digital libraries, online resource
- c. System software and application software
- d. Operating systems Linux, MS DOS, MS Windows, FOSS etc
- e. Picture, text, graphics, audio, video

9. Library computerization, automation and its subsystems



- a. Introduction, use scenario, hardware and software for library automation
- b. Meaning, need, file oriented approach vs. DBMS approach, benefits of DBMS
- c. Database components and architecture, centralized and distributed databases
- d. Acquisition module, Cataloguing module, OPAC module and basic & advance search systems ,Circulation module and Serials control module
- e. Software installation, data entry, editing, deleting, data import, export, data updating, searching & retrieval, printing records, back-up of data, Bar code generation and printing etc.
- f. Library 2.0,Digital library / E-library
- g. Second generation cataloguing, Internet basics, web browsers, online resources
- h. Available online resources, Search engines and searching techniques, Web browsers, URLs, Blogs, Twitter, Face book

10. Inter-personal communication/Office etiquette/Stress management

- a. Communication, mass communication, printing technology
- b. Technical writing , Reviewing, in-house publications
- c. Introductory to communication
- d. Mass communication media, Traditional media, Definition, Characteristics, process and functions of mass media, typing, photo integration, colour separation, printing, binding, cutting etc.





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तृतीय पत्र (विषयगत)

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4. Library Classification and Information Processing with Reference to Universal Decimal Classification (DDC)

- Introduction
- Features

5. KOHA Software

- Introduction
- Features
- Advantages and Disadvantages

6. Online E-resources and E-library

- AGORA,
- HINARI
- OARE
- ARDI
- GOALI
- Proquest Remotexes
- Other online sources

7. पूर्वाञ्चल विश्वविद्यालय ऐन र नियमावली सम्बन्धी

8. समस्या र समाधान

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