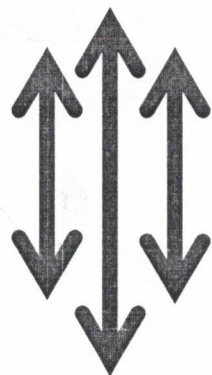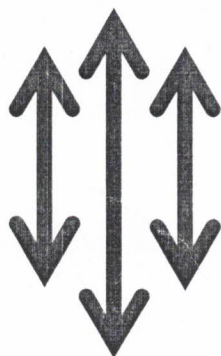# नेपाली सेना

श्री भर्ना छनौट निर्देशनालय, कार्यरथी विभाग, जंगी अड्डा

प्रा.उ.से.लाईब्रेरियन (खुला) पदको लिखित परीक्षाको पाठ्यक्रम

२०७७

नेपाली सेना
प्रा.उ.से.लाईब्रेरियन (खुला) पदको लिखित परीक्षाको पाठ्यक्रम

समय: ४ घण्टा   पूर्णाङ्क : १५०
                                               उत्तीर्णाङ्क : ६०

यो पाठ्यक्रम नेपाली सेनाको प्रा.उ.से.लाईब्रेरियन (खुला) पदको उम्मेदवार छनौट परीक्षाको लागि निर्धारण गरिएको हो । लिखित परीक्षामा सरिक हुने उम्मेदवारहरुको पेशा सम्बन्धी विषयलाई आधारमानी प्रश्नहरु सोधिने छ ।

(क) लिखित परीक्षाको माध्यम नेपाली/अंग्रेजी वा दुवै भाषा हुनेछ ।

(ख) लिखित परीक्षाबाट छनौट भएका उम्मेदवारहरुलाई मात्र अर्को चरणको परीक्षामा सम्मिलित गराईनेछ ।

(ग) प्रश्नपत्र निर्माण गर्दा पाठ्क्रममा समावेश भएका सबै विषयहरुलाई यथासंभव समिटनेछ ।

(घ) बस्तुगत र विषयगत संयुक्त रुपमा पूर्णाङ्क र उत्तीर्णाङ्क कायम गरिनेछ ।

(ङ) बस्तुगत र विषयगत परीक्षाको पाठ्यक्रम एउटै हुनेछ ।

(च) बस्तुगत र विषयगत विषयको लिखित परीक्षा एकैपटक वा छुट्टाछुट्टै गरी लिन सकिनेछ ।

(छ) यो पाठ्यक्रम मिति २०७७/०५/१२ गतेबाट लागु हुनेछ ।

लिखित परीक्षाको योजना र पाठ्यक्रम

विषय	पूर्णाङ्क	उत्तीर्णाङ्क	परीक्षा प्रणाली		प्रश्न संख्या अङ्क	समय
पेशा सम्बन्धी	७५	६०	बस्तुगत (Objective)	बहु वैकल्पिक प्रश्न (MCQs)	७५ प्रश्न x १ अङ्क=७५	१ घण्टा
	७५		विषयगत (Subjective)	छोटो उत्तर	९ प्रश्न x ५ अङ्क =४५	३ घण्टा
				लामो उत्तर	३ प्रश्न x १० अङ्क =३०	

लिखित परीक्षाको पाठ्यक्रम

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
   1.4 Laws 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 NLA, UNESCO& IFLA
   1.12 Books Publisher's Association

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 Furniture: Types
       2.2.4 Standards and Specifications
   2.3 Library House -keeping Operations
       2.3.1 Collection Development Plans, Policies & Programs
       2.3.2 Acquisition Plans & Principles, Ordering Procedure, Accessioning
       2.3.3 Processing and Technical Sections: Need, Operations, Physical Preparation of the Document for Use
       2.3.4 Maintenance: Stacking, Shelving, Binding, and Stock-taking
       2.3.5 Preservation and Conservation
           2.3.5.1 Enemies of Books
           2.3.5.2 Methods of Preservation
       2.3.6 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 , ZBBS, 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 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

3. **Library and Information System and Services in Nepal**
3.1 History of library andlibrary 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 Speciallibraries in Nepal
3.6 Bibliographic control mechanism in Nepal
3.7 Nepal National Union Catalogue
3.8 Nepalese National Bibliography
3.9 ISBN/ISSN system in Nepal
3.10 Library legislation in Nepal
3.11 Information literacy in Nepal
3.12 Information Technology Policy of Nepal
3.13 Nepal Library Association
3.14 World intellectual property organization and intellectual property right in Nepal

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 AACR –2 (Anglo-American Cataloging Rule)
4.8 Subject cataloguing &indexingproblems and models: chain procedure, PRCIS and POPSI
4.9 Card filing
    4.9.1 Alphabetical
    4.9.2 Classified
4.10 Copy Cataloging: Sources of Copy Cataloging
4.11 Cataloging on Computers: MARC Format, Original and Copy Cataloging on Computers
4.12 Subject Headings and Keywords
    4.12.1 Sears List of Subject Heading
    4.12.2 Principles of Sears List of Subject Heading

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 and its characteristics
  5.6 Species of Classification Schemes
    5.6.1 Enumerative
    5.6.2 Analytico-Synthesis

  5.7 Classification using DDC
    5.7.1 Characteristics of DDC
    5.7.2 Tables in DDC
    5.7.3 Building Call Number

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
  6.4.4 Evaluation of Information Service

6.5 Information literacy
  6.5.1 History
  6.5.2 Component of information literacy
  6.5.3 Characteristic of information literate persons

6.6 Communication: Characteristics & Functions

7. Library Automation

7.1 Introduction, use scenarios in library automation, hardware and software for library automation

7.2 Integrated library system and its different modules: acquisition, cataloging, circulation control, serials control, OPAC

7.3 Interoperability of information systems: the z39.50 standard, metadata

7.4 Open source software: history, the cost of open source, impact of open source in developing countries, Use of Koha, PMB, VufindDspace etc.

7.5 Digital libraries: introduction, characteristics, the barriers, trends

8. Information and Communication Technology

8.1 Introduction to computers

8.2 Online databases, open access databases and journals

8.3 Webpage design

8.4 Information Technology (IT) policy of Nepal

8.5 Multipurpose Community Tele centers

8.6 UNESCO and ICT

8.7 Internet and email

8.8 Information Network
8.9 CD-ROM Databases
8.10 Networking: LAN, WAN, MAN
8.11 Networking Protocols: TCP/IP Protocol and OSI Model
8.12 IP Addressing and Subnetting

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 etc.

10. **Role of library and Information Centers in Education and Research**
10.1 Library/ Information Centre/Documentation Centre: Meaning, 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
10.3.2. Role of Librarianship in Research
10.3.3. Definition, Need, Purpose
10.3.4. Areas of Research in Librarianship
10.3.5 Research Methodology in Library Services
10.3.6 Plagiarism, Role of Libraries in combating plagiarism

यस पेशा सम्बन्धी विषयको पाठ्यक्रमका एकाईहरुवाट सोधिने प्रश्नहरु निम्नानुसार हुनेछ

एकाई	बहुवैकल्पिक प्रश्न	छोटो उत्तर प्रश्न संख्या	लामो उत्तर प्रश्न संख्या
१	७	-	१
२	१०	१	१
३	७	१	१
४	७	१	-
५	९	१	-
६	७	१	-
७	७	१	-
८	७	१	-
९	७	१	-
१०	७	१	-
जम्मा	७५ * १ = ७५	९ * ५ = ४५	३ * १० = ३०

प्रयोगात्मक परिक्षाको पाठ्यक्रम

समय : ६० मिनेट

पूर्णाङ्क: ५०
उत्तीर्णाङ्क: २५

SN	Topic	Full marks	Time
1	Accessioning	5	5
2	Call Number Building	5	10
3	Cataloguing	5	10
4	Data Entry in MARC Format	5	5
5	Circulation	5	5
6	End processing of Book	5	5
7	Shelving	5	5
8	Abstracting	5	5
9	Subject heading Assigning	5	5
10	Information Retrieval	5	5
	Total	50	60

The End