

## **Syllabus for the post of Assistant Librarian**

The syllabus of the post of Assistant Librarian and Deputy Librarian in the Indian Institute of Technology Jammu is as under:

1. Library Science Foundations and Financial Management in Libraries
2. Library, information and society
3. Preservation of Library Materials and Conservation and Restoration Techniques
4. Research techniques and methods in library science
5. Code of ethics for librarians and Interpersonal Skills in a Library Setting
6. Information processing and organization
7. Management of library information centers
8. Marketing of library resources, products and services
9. Open Access and Institutional Repositories, Information sources and services
10. Basics of archival management, Cataloging and Classification
11. Information Communication Technology (ICT) and its applications in library and information services
12. Acquisition and Maintenance of Library Materials
13. IPR and legal issues - categories, conventions, treaties, laws, etc.
14. Research methodology and Use of Statistical Tools in Library Research
15. Open access and scholarly communications
16. Emerging trends in library and information services. Cloud Computing and Libraries and social media in Libraries
17. Procurement/Subscription of Books/ eBooks/E-Journals/ Archives/ E-Resources,
18. Fundamentals of Information Communication Technologies
19. Informetric and Scientometrics, Bibliographic Searching
20. Public Library System and Services
21. Academic Library System
22. Digital Library and Electronic Resources: Knowledge of content management systems, Website designing, Web2.0, Web 3.0, RFID, AI/ML, Blockchain, AR, VR, etc. Demonstrate how to manage digital resources in a simulated digital library environment. Working knowledge of Koha/ DSpace and other library management and digital library software. Database search and Literature search, MS-Word, Excel, Power Point