

**KENDRIYA VIDYALAYA  
SANGTHAN  
LIBRARIAN**

*Recruitment Exam Guide*



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SANGTHAN  
LIBRARIAN**

***Recruitment Exam Guide***

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**Dedicated** to my **Late Mother Smt. Sumant Sinha.....**who had disciplined my childhood with the idea of certainty of punishment rather severely.



“Thanks to **my wife**, without whose unquestioning faith and support this book was nevertheless written & to **my Son Aditya**, The Love of **my Life!**”...”



## Preface

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‘Library science’ as it reflects by its name that subject requires systematic and even study. Library science is one of the emerging subject of present scenario .It contain ample of possibilities in itself. All the aspirants who are vigourly preparing for kvs librarian exam is the target reader of this book. As there is huge vacancy in kvs library science department so all should cash this opportunity. This book can satisfy all your needs related to library science.

No acknowledgement can be completed without mentioning the outstanding group of people who came together for the designing of the book. I would like to extend my warm gratitude and thanks to all family, friends, library professionals and teachers, Shri Barun Sarkar, TMBU, Prof. H. K. Chakroborty, SSU, Dr. Pramod Kumar Singh, SKMU, who help me in convert the idea into vision. A guide and moderator plays a vital role in comprehensive deed. My principal Mr. Srinivasan krishnasamy is the man who allowed and boost me for the writing of this book. Nobody is perfect in all the aspects but people around us make us complete. I was having a pedestrian english but my colleague Mr gaurav Tiwari helped me to improve the sentence formation which I had done earlier. He also did proof reading and error rectifying job related to language.

And lastly, **I believe that this book is blessing of god.** God make me able enough that I can write for beginners and future library professionals of our country.

—————**Dr. Amit Kishore**





## Scheme and Syllabus for KVS Librarian Exam

<b>Test Duration</b>	03 Hours
<b>Total Questions</b>	200 Objective type MCQs
<b>Total Marks</b>	200 Marks

### Paper - I

<b>General English</b> Comprehension, One word substitutions, Synonyms and Antonyms, Spelling Error, Spotting error in sentences, Grammar- Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'An' and 'The', Idioms and Phrases	01 mark per Question	20 Questions
<b>General Hindi</b> गद्दांश आधारित प्रश्न, तत्सम, तद्भव, पर्यायवाची, विलोम, मुहावरे और लोकोक्तियाँ, शुद्ध और अशुद्ध वाक्य, संधि-विच्छेद, अलंकार और समास, वचन, लिंग, अनेकार्थी और अनेक वाक्य के शब्द	01 mark per Question	20 Questions
<b>Current Affairs</b> Indian History, Indian Geography, Indian Economy, Indian Polity and Constitutions, Scientific Research, Awards, Sports, Current affairs – India and Worlds	01 mark per Question	30 Questions

<b>Reasoning and Numerical Ability</b> Analogy – Semantic Analogy, Symbolic/Number Analogy, Similarities, and differences, word building, relationship concepts, Arithmetic number series, Coding and Decoding – Small and Capital letters/number decoding, Decoding of classification	01 mark per Question	30 Questions
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## Paper – II

### (Syllabus for the Library and Information Science)

<b>Part 1: Foundation of Library &amp; Information Science</b>	<p><b>Unit.1. Library as a Social Institution</b> Social &amp; Historical foundations of Library. Different types of libraries- Academic, Public, Special–their distinguishing features and functions. Role of U.G.C. for development of Academic libraries. Role in Library of formal and informal education.</p> <p><b>Unit.2 Normative Principles of Lib. &amp; Inf. Science</b> Five Laws of Library Science. Implications of five laws in Lib. &amp; Inf. Science Development of Libraries with special reference to India, Baroda Public Library syste Library Co-operation Resource Sharing and Library Networking.</p> <p><b>Unit 3. Laws relating to Libraries &amp; Information.</b> Library legislation need and essential features. Library legislation in India. Maharashtra Public Library Act.</p>
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	<p>Press and registration act &amp; Delivery of Books act (Public Library).</p> <p>Copyright act, Intellectual Property rights.</p> <p><b>Unit.4 Library and information Profession</b></p> <p>Attribution of profession.</p> <p>Librarianship as a profession.</p> <p>Professional ethics.</p> <p>Professional associations &amp; their role.</p> <p>National &amp; International Library Associations- FID, IFLA, LA, ILA, ALA, IASLIC etc.</p> <p>Professional education &amp; research.</p> <p><b>Unit.5 Promoters of Library &amp; Information services</b></p> <p>National level promoters- RRRLF.</p> <p>International level promoters- UNESCO</p> <p><b>Unit 6. Public relations &amp; Extension activities</b></p> <p>Definition</p> <p>facets and programs.</p> <p>publicity &amp; extension, Out reach activities.</p> <p>Library path finders (Guides)</p> <p>Factors affecting Library development, Literacy, publishing, Book Trade.</p>
<p><b>Part II:</b></p> <p><b>Knowledge</b></p> <p><b>Organization,</b></p> <p><b>Information</b></p> <p><b>Processing &amp;</b></p> <p><b>Retrieval.</b></p>	<p><b>Unit. 1. Universe of Knowledge</b></p> <p>Structure and attributes.</p> <p>Modes of formation of subjects.</p> <p>Different types of subjects.</p> <p>Universe of subjects as mapped in different schemes of classification.</p> <p><b>Unit. 2 Bibliographic description</b></p> <p>Catalogue purpose, Structure and types physical forms including OPAC filling rules.</p> <p>Normative Principles of cataloguing.</p> <p>Overview of principles and practice in document description.</p>

	<p>Current trends in Standardization, description and exchange.</p> <p>Standard codes of cataloguing.</p> <p><b>Unit. 3. Methods of Knowledge Organization</b></p> <p>General theory of Library Classification.</p> <p>Normative principles of classification and their application.</p> <p>Species of Library Classification.</p> <p>Standard Schemes of Classifications and their features, CC, DDC, UDC.</p> <p>Notation: Need, Functions, Characteristics</p> <p>Design and development of schemes of Library Classification, Standard sub-division Index.</p> <p>Trends in Library Classification.</p> <p><b>Unit.4. Subject Classification</b></p> <p>Principles of Subject Classification.</p> <p>Subject heading lists and their feature.</p>
<p><b>Part III:</b></p> <p><b>Information</b></p> <p><b>Technology:</b></p> <p><b>Basic</b></p>	<p><b>Unit.1 Information Technology</b></p> <p>Definition, Need, Scope and Objectives.</p> <p><b>Unit. 2 Computer Basic (Hardware)</b></p> <p>Introduction to Computers</p> <p>Overview of Historical Development of Computers.</p> <p>Generations of Computers, Classification of Computers.</p> <p>Essential Components of Computer system.</p> <p><b>Unit.3 Computer Architecture-Organization of Computer</b></p> <p>Input and Output devices- Keyboard, Scanner, OCR, Printers, Monitor</p> <p><b>Unit. 4. Software.</b></p> <p>Operating systems: Single &amp; Multi User Systems, Basic features of MS-DOS, MS Windows, Linux, UNIX, Windows NT etc.</p>

	<p>Programming Languages: Concepts and Tools Algorithm &amp; Flowcharting.</p> <p><b>Unit. 5 Word Processors, Spread Sheet etc.</b></p> <p><b>Unit. 6 DBMS Package</b> Familiarity with DBASE, FOXPRO, CDS/ISIS, SOUL, MS Access (Basic features)</p> <p><b>Unit 7. Computer application to library &amp; Information work</b> House keeping operations</p> <p><b>Unit 8. Communication Technology</b> Communication Technology Basic Concepts Networking: Basic Concepts. Internet</p>
<p><b>Part IV: Management of Libraries &amp; Information Centres/ Institutions</b></p>	<p><b>Unit.1 Management</b> Concepts, definition and scope. Management styles and approaches. Management schools of thought. Functions and principles of Scientific Management.</p> <p><b>Unit.2 Human Resource Management</b> Organizational structure. Delegation, Communication and Participation. Job Description and Analysis, Job evaluation. Inter-personal relation. Recruitment procedures. Motivation, group Dynamics. Training and Development. Disciplines and Grievances. Performance Appraisal.</p> <p><b>Unit.3. Financial Management</b> Resources Mobilization Budgeting Techniques and Methods PPBS, Zero Based Budgeting etc. Budgetary Control. Cost effectiveness and Cost Benefit analysis. Outsourcing.</p>

	<p><b>Unit. 4 Reporting</b> Types of reports, Annual report-compilation, Contents and style. Library Statistics etc.</p> <p><b>Unit 5 System Analysis and Design</b> Library as a system Project Management PERT/COM Decision Tables. Performance evaluation standards, MIS. Performance Measurement, reengineering, Time and Motion Study SWOT ( Strength Weakness Opportunities Threat) DFD (Data Flow Diagram)</p> <p><b>Unit 6. Total Quality Management (TQM)</b> Definition, Concept, Element Quality Audit, LIS related standards. Technology Management.</p> <p><b>Unit. 7 Library House Keeping Operations.</b> Different sections of Library &amp; Information Center and their functions. Collection Development and Management Policies Procedures. Book Ordering (Acquisition) Technical Processing. Serials Control, Circulation Control, Maintenance etc. Stock Verification- Policies and Procedures. Evaluation and Weeding. Archiving-conservation-Preservation. Restoration including Print, Non-Print and Electronic Materials.</p> <p><b>Unit.8 Planning</b> Concept, Definition, Need and Purpose, Types. Policies and Procedures, MBO Building and Space management in Libraries and Information Centers.</p>
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	<p>Library Building, Interior &amp; Exterior, Furniture, Equipment's, Standards &amp; Types. Risk Management, Contingency Management. Planning of related Infrastructure, Library Standards.</p> <p><b>Unit 9. Management of change.</b> Concept of change. Changes in Procedures, Methods, Tools and Techniques. Problems of Incorporating Change. Techniques of Managing Change.</p>
<b>Part V: Information Sources &amp; Services</b>	<p><b>Unit 1. Reference and information sources.</b> Documentary Sources of Information, Print, Non-Print including Electronic: Special features, Scope, types Nature, Characteristic, Utility and evaluation of different types of Information sources: Physical formats, Authority, Content, Utility. Non-Documentary Information Sources. Reference Sources Categories, Primary, Secondary &amp; Tertiary Information Sources. (Encyclopedia, Dictionary, Periodical, Thesis, Books, Year book, Patents, Trade literature, standards, Monographs, Reference Books, Year Books, Almanac, Atlas, Abstracting &amp; Indexing periodicals, Bibliographies, Handbook etc.) Internet as a Source of Information.</p> <p><b>Unit.2. Reference Service.</b> Concept, Definition, Need, Scope and trends. Reference Interview and Search Techniques.</p> <p><b>Unit 3. Information Services and Products</b> Information services and Products. Information services concepts, Definition, Need and trends.</p>

	<p>Need, Techniques and Evaluation of Alerting services (CAS &amp; SDI)</p> <p>Bibliographic, Referral, Document Delivery and Translation Services.</p> <p><b>Unit.4. Information System and their Services.</b></p> <p>Study of National, International and Commercial Information Systems and Services- Background, their Services and Products.</p>
<p><b>Part VI:</b></p> <p><b>Library</b></p> <p><b>Users</b></p>	<p><b>Unit 1. Techniques of Library and Information Centres Survey.</b></p> <p>Proforma method.</p> <p>Interview method.</p> <p>Records analysis method.</p> <p><b>Unit.2. Information users and their information Needs</b></p> <p>Categories of Information users.</p> <p>Information needs definition and models.</p> <p>Information seeking behaviour.</p> <p><b>Unit.3 User Education</b></p> <p>Goals and Objectives level, Techniques and Methods, Evaluation of Users Education Programmes.</p> <p><b>Unit. 4. User Studies.</b></p> <p>Methods and techniques of User studies.</p> <p>Evaluation of User studies.</p> <p><b>Unit 5. User Orientation Programmes:</b></p> <p>Conventional and modern Techniques: Study tour, Newsletters, Handbooks, Leaflets, Powerpoint Presentation, Websites etc.</p>



# Contents

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Preface.....	7
Scheme and Syllabus for KVS Librarian Exam.....	9
Abbreviations.....	19

## Part I

### Conceptual Part

1. Foundation of Library & Information Science.....	25
2. Knowledge Organization (Library Classification).....	83
3. Information Processing & Retrieval (Library Cataloguing).....	120
4. Information Technology: Basic.....	149
5. Management of Libraries & Information Centres/ Institutions.....	182
6. Information Sources & Services.....	233
7. Library and Information User.....	253
8. Important Facts to Library and Information Science...	262

## Part II

### Objective Questions and Answers

1. KVS Librarian Exam: Previous questions paper (2013).....	281
2. KVS Librarian Exam: Previous questions paper (2015).....	289
3. Practice Questions and Answers (Set I).....	303
4. Practice Questions and Answers (Set II).....	318
5. Practice Questions and Answers (Set III).....	332
6. Practice Questions and Answers (Set IV).....	339

7. Practice Questions and Answers (Set V).....	345
8. Practice Questions and Answers (Set VI).....	351
9. Practice Questions and Answers (Set VII).....	357
10. Practice Questions and Answers (Set VIII).....	364
11. Practice Questions and Answers (Set IX).....	371
12. Practice Questions and Answers (Set X).....	378

## Abbreviations

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AACR	Anglo-American Cataloguing Rules
ADI	American Documentation Institute
AI	Artificial Intelligence
ALA	American Library Association
ALP	Advancement of Librarianship in the Third World Programme
ANSI	American National Standards Institute
ASK	Anomalous State of Knowledge
ASLIB	Association for Information Management (Association of Special Libraries and Information Bureau)
BARC	Bhabha Atomic Research Centre
BBS	Bulletin Board System
BNB	British National Bibliography
BPP	Books Presentation Programme
BSI	British Standards Institution
BUBL	Bulletin Board for Libraries
CAL	Computer-Assisted Learning
CAS	Chemical Abstracts Service & Current Alerting Services
CCTV	Closed-Circuit Television
CD	Compact Disc
CD-I	Compact Disc – Interactive
CD-R	Compact Disc – Recordable
CD-ROM	Compact Disc – Read Only Memory
CDS/ISIS	Computerized Documentation System (CDS)/ Integrated Set of Information Systems (ISIS)
CIP	Cataloging in Publication (CIP)
COMLA	Commonwealth Library Association
CPU	Central Processing Unit
CURL	Consortium of University Research Libraries
DBMS	Database Management Systems

DDC	Dewey Decimal Classification
DOI	Digital Object Identifier
DOS	Disk Operating System
DRTC	Documentation Research and Training Centre
DSP	Digital Signal Processor
DSS	Decision Support Systems
DTP	Desktop Publishing
FID	International Federation for Information and Documentation
GATT	General Agreement on Tariffs and Trade
GB	Gigabyte
GUI	Graphical User Interface
HTML	Hyper Text Mark-up Language
IFLA	International Federation of Library Associations and Institutions
IIB	Institute International de Bibliographies (now FID)
ILA	Indian Library Association
ILL	Inter library Loan
IM	Information Management
INB	Indian National Bibliography
INPADOC	International Patent Documentation Service
INSDOC	Indian National Scientific Documentation Centre
INSPEC	Information Service for the Physics and Engineering Community
IPA	International Publishers Association
IPR	Intellectual Property Right
IR	Information Retrieval
IRM	Information Resource Management
ISAD	General International Standard Archival Description
ISBD	International Standard Bibliographic Description
ISBN	International Standard Book Number
ISDN	Integrated Services Digital Network
ISI	Institute for Scientific Information
ISO	International Standards Organization
ISP	Internet Service Provider
ISRN	International Standard Recording Number

ISSN	International Standard Serial Number
IT	Information Technology
JANET	Joint Academic Network
KB	Kilobyte
KBMT	Knowledge-Based Machine Translation
KWAC	Key Word and Context
KWIC	Key Word in Context
KWOC	Key Word out of Context
LAN	Local-Area Network
LC	Library of Congress
LCC	Library of Congress Classification
LCMARC	Library of Congress Machine-Readable Cataloguing
LCSH	Library of Congress Subject Headings
LIS	Library and Information Science
LISA	Library and Information Science Abstracts
MALA	Madras Library Association
MAN	Metropolitan Area Network
MARC	Machine-Readable Cataloguing
Mb	Megabyte
MEDLARS	Medical Literature Analysis and Retrieval Service
MIS	Management Information Systems
MS-DOS	Microsoft Disk Operating System
MSS	Management Support System
NKC	National Knowledge Commission (NKC)
N-LIST	National Library and Information Services Infrastructure for Scholarly Content (N-LIST)
NLM	National Library mission
NUC	National Union Catalogue
OCLC	Ohio College Library Center /Online Computer Library Center
OCR	Optical Character Recognition
OJS	Open Journal Systems (OJS)
PC	Personal Computer
PERT	Program Evaluation and Review Technique
PIN	Personal Identification Number
PRECIS	Preserved Context Indexing System
PSS	Packet Switching System
PSTN	Packet-Switched Telephone Network

R&D	Research and Development
RAM	Random Access Memory
RDA	Resource Description and Access
RiP	Research in Progress (RiP)
RFID	Radio Frequency Identification
RLG	Research Libraries Group
RLIN	Research Libraries Network
SDI	Selective Dissemination of Information
SGML	Standard Generalized Mark-up Language
SIG	Special Interest Group
SQL	Structured Query Language
TCP/IP	Transmission Control Protocol/Internet Protocol
TDF	Transborder Data Flow
TQM	Total Quality Management
UAI	Universal Availability of Information
UAP	Universal Availability of Publications Programme (IFLA)
UBC	Universal Bibliographic Control
UBCIM	Universal Bibliographic Control and International MARC
UDC	Universal Decimal Classification
UGC	University Grants Commission
UNESCO	United Nations Educational, Scientific and Cultural Organization
UNIMARC	Universal Machine-Readable Cataloguing
UNISIST	United Nations Information System in Science and Technology
URL	Uniform Resource Locator
UTD	Universal Dataflow and Telecommunication
VDU	Visual Display Unit
VINITTI	All-Union Institute for Scientific and Technical Information
WAN	Wide Area Network
Wi-Fi	wireless fidelity
WIPO	World Intellectual Property Organization
WWW	World Wide Web
ZBB	Zero Based Budget

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