

## **SYLLABUS**

### **LIBRARY INFORMATION ASSISTANT**

1. Library Procedures and Practices
2. Library, information and society
3. Information processing and organization (Cataloguing & Classification)
4. Management of library information centres
5. Marketing of library resources, products and services
6. Information sources and services
7. Information retrieval system
8. Information Communication Technology (ICT) and its applications
9. Library automation and digital libraries
10. Information Literacy & User Education
11. IPR and legal issues - categories, conventions, treaties, laws, etc.
12. Research methodology
13. Open access and scholarly communications, Scholarly Search Engines
14. Procurement/Subscription of Books/ eBooks/E-Journals/ Archives/ E-Resources, etc.
15. Electronic Resources Management: Tools and Technologies associated.
16. Knowledge of library management software
17. Digital library software, tools, electronic library services, etc.
18. Knowledge of content management systems, Website designing, Web2.0, Web 3.0, RFID, AI/ML, Blockchain, AR, VR, AI, Social Media applications, etc.
19. Working knowledge of Koha/DSpace and other library management and digital library softwares
20. Database search and Literature search
21. Bibliometrics, scientometric and altimetric
22. Emerging trends in library and information services & publishing
23. Artificial Intelligence & its application to LIS field
24. About IIT Ropar & its Library Resources and Services
25. General English, Quantitative Aptitude, Analytical Reasoning & General Knowledge / Current Affairs.