

**SYLLABUS**  
**LIBRARY PROFESSIONAL TRAINEES**

- a) Library and Information Sources, Library and Information Organization
- b) Library Acquisition models, Classification, Cataloguing, Technical Processing, Serials, Control, Information Retrieval
- c) Library and Information Services, Library Operations management
- d) Library Project Management, Library Management Systems, Library Service Platform (LSP)
- e) Library Standards and Systems, Library Planning, Budget; Management
- f) Human Resource Management in Libraries, Library Space Planning and Management, Vendor Negotiation and Management
- g) Information Technology Applications in Libraries, Digital Library
- h) Library Operations in Digital Age, Electronic Resources Management
- i) Preservation and Conservation Techniques, Inter-Library Cooperation, Resource Sharing, Library Consortiums, Scholarly Communication
- j) Open Access Publishing, Open Educational Resources
- k) Use of Creative Commons for Library Applications, Research Methodology
- l) Development and Management of Institutional and Digital Repositories
- m) Digital Archiving, Social Media Applications in Libraries
- n) Emerging Trends in Librarianship
- o) Academic and Research Support Services: Bibliometric and Scientometric Analysis, Author, Identifiers, Citation Management and Writing Softwares and Tools
- p) Plagiarism and tools, AI/ML in Libraries
- q) Advocacy and marketing of library services
- r) National and International Library Organizations
- s) Library as a supporting system for the development of the Institute
- t) NEP 2020
- u) General English, Quantitative Aptitude, Analytical Reasoning, General Knowledge /Current Affairs

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