

पोखरा विश्वविद्यालय सेवा आयोग
उप- प्रशासक (पुस्तकालय) पदको लिखित परीक्षाको पाठ्यक्रम (आन्तरिक)
पूर्णाङ्क : ७५
समय: ३ घण्टा

१. **Source of types of information:** 10
 - a. Documentary sources.
 - b. Non book materials.
 - c. A/V and electronic sources.
 - d. Human and institutional sources.
२. **Library and society:** 10
 - a. Role of libraries in modern society.
 - b. Types of libraries and their objectives.
 - c. Laws of library science.
 - d. Library association , UNESCO and IFLA
३. **Library cataloguing and classification:** 10
 - a. Need, purpose and functions of library cataloguing and classification
 - b. Forms of Catalogue DDC classification system
 - c. Indexing of documents.
 - d. On- line / automated classification system.
४. **Library information management** 10
 - a. Scientific management of libraries
 - b. Planning of space, furniture and human resources.
 - c. Library committee, library rules
 - d. Financial management
५. **Application of ICT in libraries:** 10
 - a. Need of integrated library system
 - b. Library management software based on open sources
 - c. Networking, internet and website.
 - d. Commercial and freely available databases.
 - e. Use of computer technology in library management
६. **Role of libraries in education and research** 10
 - a. Role of libraries in formal, informal and remote education
 - b. Role of libraries in research
 - d. Research methodology in library science.
७. **Library and information system and services in Nepal** 15
 - a. Academic library system in Nepal.
 - b. Development of public libraries in Nepal.
 - c. Bibliographic control mechanism in Nepal.
 - Nepal national union catalogue.
 - Nepalese national bibliographic.
 - ISBN system in Nepal.
 - d. Information literacy in Nepal.