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1. **Library and Society**
	1. History and development of library
	2. Library science education in Nepal
	3. Role of libraries in society
	4. Types of Libraries: their aims, objectives, functions and a descriptive account of National Libraries, Academic Libraries: University, College and School Libraries, Public Libraries, Special Libraries Mobile Libraries and Information Centers
	5. Law of library science
	6. Normative principles
	7. Library legislation and library Act
	8. ISBN and ISSN
	9. Bibliographic control mechanism in Nepal
	10. Nepal National Union Catalogue
	11. Nepalese National Bibliography
	12. Library activities of UNESCO, IFLA & INSDOC
2. **Library and Information Management**
	1. **Management**
		1. Library Management: Concept, Nature, Purpose, Characteristics and Functions
		2. Concept of Administration and Management
		3. Managerial Roles: Interpersonal, Informational and Decision
		4. Librarianship : Philosophy and Ethics
	2. **Planning**
		1. Library Buildings: Design and Preliminary Considerations
		2. Space Management: Areas and Sub-areas
		3. Library Furniture: Book racks, Catalogue Cabinets, Reading Room Tables, Chairs Counters, Display Racks (for Periodicals)
		4. Standards and Specifications
	3. **Library House-keeping Operations**
		1. Collection Development: Book Plan, Book Policies and Programmes
		2. Acquisition Section: Book Selection, Ordering Procedure and Accessioning
		3. Processing and Technical Sections: Need, Operations, Physical Preparation of the Document for Use
		4. Maintenance: Relationship with other Sections, Stacking, Shelving, Binding, Stock-taking, Preservation and Conservation, IFLA PAC
		5. Circulation Control: Functions, Routines, Registration of Borrowers, Circulation Systems, Inter-library Loan
	4. **Budget and Planning Management**
		1. Budgetary planning
		2. Library Statistics
3. **Library Cataloguing and Indexing**
	1. Need, purpose and function of a library catalogue
	2. Types of catalogue: Internal forms and External forms (Physical forms)
	3. Kind of entries; Data elements in different types of entries; Structures of names and their rendering
	4. Anglo-American Cataloging Rule (AACR) –2
	5. Subject cataloguing & indexing problems and models especially chain procedure, PRCIS and POPSI
	6. Card filing : Alphabetical and Classified
	7. Tools and Techniques for Indexing and Abstracting
4. **Library Classification (Information Processing and Retrieval Technique)**
	1. History of Library Classification
	2. Library Classification **:** Definition, Need, Purpose and Function
	3. Theory Library Classification
	4. Species of Classification Schemes : Enumerative and Analytico-Synthesis
	5. Introduction to Major Schemes of Classification – DDC, CC and UDC
	6. Analytico-Synthetic Scheme of Classification
		1. Postulation Approach
		2. Fundamental Categories
		3. Phase Relations
		4. Call Number
	7. Notation: Hospitality in Array and Chain, Kinds of Mnemonics

1. **Information Sources, Services and Information Literacy**
	1. Primary, secondary and tertiary information sources
	2. Non-book materials and electronic sources
	3. Need of information services
	4. Reference and information services
		1. User orientation/User education
		2. Current Awareness Services
		3. Selective Dissemination of Information
	5. Information literacy
		1. History and component of information literacy
		2. Characteristic of information literate persons
	6. Library/Information Centre/Documentation Centre: Meaning, Definition, Need, Purpose, Functions and Development
	7. Bibliographic Services
	8. Documentation services: CAS, SDI, Current contents
2. **Library Automation and Information and Communication Technology**
	1. Definition, need, purpose and functions of library automation
	2. Introduction to computers
	3. E-library
	4. Library Management Software e.g. CDS/ISIS or WINISIS
	5. Designing Bibliographic Databases
	6. Library Housekeeping Systems
	7. Online databases
	8. Webpage design
	9. CD-ROM Databases
	10. Internet and email
	11. Information Network
	12. Multipurpose Community Telecentres
	13. UNESCO and ICT
	14. Copyright Act, 2059
	15. Electronic Transaction Act, 2063

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