# 41. LIBRARY AND INFORMATION SCIENCE (079)

As pointed out in the National Curriculum Framework (NCF) 2005, *"it is important that future planning treats the library as an essential component of the school at all levels. Both teachers and children need to be motivated and trained to use the library as a resource for learning, pleasure and concentration"*.

Library & Information Science Course at Senior Secondary level will fulfil the requirement of developing necessary skills, in learners to identify, locate, evaluate and use the required information efficiently. One of the important aspects of this curriculum is to improve the education system for Library and Information Science at school level which may be equivalent to Diploma holders in Library and Information Science.

**Objectives:**

The objectives of the Course at senior secondary level are as follows :

To develop among the students:

● the basic understanding of theory and practice of Library & Information Science;

● knowledge and skill to pursue the subject for higher education in future; and

● basic skill to work as Semi Professional in a Library, which may be considered at par with the diploma course in LIS subject.

## Class - XI

### Module-1: Library, Information and Society-Role and its implications (Marks 20/ Periods 50)

**Objective**: The objective is to familiarise the students with the libraries, their types and their role in society. This module is subdivided into the following units:

**Unit-1: Library, Information and Society: Concepts**

● Definition, Purpose and Role.

● Concept of Trinity: Documents, Staff and Users and their inter-relations

**Unit-2: A. Types of Libraries and their role:**

● National Library.

● Academic Libraries

● Special Libraries

● Public Libraries

**Unit-2: B. Changing formats of libraries: Digital and Virtual**

**Unit-3: Five Laws of Library Science and their implications.**

### Module-2: Organization of Library Resources: Basics (Marks 25/ Periods 50)

**Objective**: The objective is to provide the basic concept of Library Classification and Library Cataloguing. This module is subdivided into the following units:

**Unit-1: Library Classification**

- Need, Purpose and Importance
- Salient features of major schemes of Library Classification
  - Dewey Decimal Classification (DDC) - Latest Edition
  - Colon Classification (CC) - Latest Edition

**Unit-2: Library Cataloguing**

- Need, Purpose and Importance.
- Salient features of main Cataloguing Codes:
  - Anglo American Cataloguing Rules (2nd Ed.)
  - Classified Catalogue Code (5th Ed.)
- Forms of Library Catalogue
  - Card Catalogue
  - Online Public Access Catalogue (OPAC)

## Module-3: Reference and Information Sources                  (Marks 20/ Periods 50)

**Objective:** The objective is to provide an understandings of various information sources and the process to find out information from them. This module is divided into the following units:

**Unit-1: Reference and Information Sources: Definition, Need**

- Types: Primary, Secondary and Tertiary

**Unit-2: Categories of Reference and Information Sources: Description and Scope**

- Encyclopedias
- Language Dictionaries
- Biographical Sources
- Atlases
- Year Books
- Directories

## Module-4: Computer Application in Libraries: Basics          (Marks 15/ Periods 30)

**Objective:** The objective is to provide the concept / knowledge of computer and its application in the field of Library and Information Service. The module is divided the into following units:

**Unit-1: Computer Hardware for a Library: Concepts**

- Desktop Computers, Server and their specifications
- Printers and their types
- Scanners
- Barcode technology
- RFID technology
- Modem, Wi-Fi Modem

- Switches
- Router

**Unit-2: Library Automation Software and their main features:**
- e-Granthalaya
- Software for University Libraries (SOUL)

**PRACTICAL WORK FOR CLASS XI**                    **(Marks 20/ Periods 20)**

Practical work for class XI includes the following

- Library Classification (Practice)
- Library Cataloguing (Practice)
- Educational Tour

**Note :** It is suggested that the practical work may include simple illustrative examples in the relevant area.
a. For example, in Library Classification, the purpose will be to understand the representation of a subject in the Main Class of a Scheme of Classification.
b. Also, in Library Cataloguing, the practical work should include understanding of the basic components of a book used for cataloguing purpose. It should also include training in preparing the Main Entry and Added Entries.
c. The Tour should preferably be a local Tour to a well-organized Library. The effort should be to make the student understand the essentials of Library functioning under proper guidance. The tour should be organized by the school in consultation with the Head/Incharge of the concerned Library. The students should submit a Tour Report to the teacher for evaluation.

# Class XII

## Module-1: Library Management                    (Marks 20/ Periods 40)

**Objective:** The objective is to provide an understanding about the management of a library and its activities. The module is divided into the following units:

**Unit 1 A: Developing Document Collection and its Management**
Selection. Organization of Documents. Stack Maintenance. Stock Verification.

**Unit 1 B: Human Resources Management**
staff Structure. Categorization.

**Unit 2: Functions of different section of a Library.**
Acquisition, Technical Processing: Classification, Cataloguing, Circulation, Periodical, Binding and Preservation.

## Module-2: Organization of Library Resources: Advanced          (Marks 25/ Periods 50)

**Objective:** The objective is to provide an understanding of Classification and Cataloguing systems.
The module is divided into the following units:

**Unit-1: Library Classification**
Main Classes and their subdivision, Concept of Personality, Matter, Energy, Space and Time (PMEST). Steps for Classification by Dewey Decimal Classification (DDC) and Colon Classification (CC). Book Number. Call Number.

**Unit-2:  Library Cataloguing**

Cataloguing according to Anglo American Cataloguing Rules. (AACRII) and Machine Readable Catalogue 21 (MARC 21).

**Unit-3:  Technical Processing of documents.**

Accessioning, Stamping, etc. Record Maintenance.

## Module-3: Library and Information Services      (Marks 20/ Periods 45)

**Objective:**  The objective is to provide an understanding about the importance and need of Library and Information Services.  The module is divided into the following units:

**Unit-1:  Libary and information Services: An overview**

Essential Library Service, Ready Reference Services: Long Range Reference Services. On demand, In anticipation.

**Unit-2:  Library and Information Services: ICT Applications**

Emerging Ternds

## Module-4: Computer Applications in Libraries: Advanced      (Marks 15/ Periods 35)

**Objective:**  The objective is to provide an understanding for processing of housekeeping jobs within library. The module is divided into the following units:

**Unit-1:  Use of Computers in Libraries**

**Study of different Library Software in housekeeping jobs and services. Use of Open Software.**

**Unit-2:  Use of Web Based Communication System**

Internet, Intranet, Search engines, E-mail, Database.

**PRACTICAL WORK FOR CLASS XII**      (Marks 20/ Periods 30)

Practical work for class XII includes the following:

- Library Classification (Practice)
- Library Cataloguing (Practice)
- Computer Applications in Library

**Note :** The students should be exposed to basic practice in the above fields.
Practical Work in Classification should include classification of subjects with Main Class and Subdivisions according to DDC. Cataloguing of Main Entry and Added Entries of Simple Books according to ACCRII.

Practical work in Computer Applications in Library should include formulation of a simple query for Search and use of Computers for various services such as emails and handling any one Library Automation Software.

**Evaluation Scheme**

| Examination | Paper | Marks | Duration |
|---|---|---|---|
| Theory | 1 | 80 | 3 Hrs. |
| Practical | 1 | 20 | 1 Hr. |

**Minimum Qualification for Teachers**

Master's degree in Library & Information Science (M.L.I.Sc) from a recognised University.

# LIBRARY AND INFORMATION SCIENCE (CODE No.079)
## QUESTION PAPER DESIGN
### CLASS-XI & XII (2016-17)

Time: 3 Hours                                                                 Max Marks: 80

| S.No. | Typology of Question | Very Short Answer (VSA) (1 mark) | Short Answer (SA) (3 marks) | Long Answer (LA) (6 marks) | Total Marks | % (Weightage) |
|---|---|---|---|---|---|---|
| 1 | **Remembering** (Knowledge based simple recall questions, to know specific facts, terms, concepts, principles, or theories, identify, define or recite information) | 4 | 2 | 1 | 16 | 20% |
| 2 | **Understanding** (Comprehension- to be familiar with meaning and to understand conceptually, interpret, compare, contrast, explain, paraphrase information) | 4 | 2 | 1 | 16 | 20% |
| 3 | **Application** (Use abstract information in concrete situation, to apply knowledge to new situation use given content to interpret a situation, provide an example, or solve a problem) | 2 | 2 | 2 | 20 | 25% |
| 4 | **High Order Thinking Skills** (Analysis & Synthesis-Classify, compare, contrast, or differentiate between different pieces of information, organize and / or integrate unique pieces of information from a variety of sources) | 1 | 3 | 1 | 16 | 20% |
| 5 | **Evaluation** (Appraise, judge, and/or justify the value or worth of a decision or outcome or to predict outcomes based on values) | - | 2 | 1 | 12 | 15% |
| | **Total** | 1x11=11 | 3x11=33 | 6x6=36 | 80(28) | 100% |