LIBRARY AND INFORMATION SCIENCES

Introduction
This course aims at training basic theories and principles of administration for effective management of public, academic, special libraries and information centers. Practical and theoretical understanding of and basic competencies required in evaluating, selecting and organizing information sources will be taught. Learning of the professional attitudes and the interpersonal and interdisciplinary skills needed to communicate and collaborate with the colleagues and the information users; and to understand the above goals within the perspective of prevailing and emerging technologies.

ELECTIVE–I (CLASS–XI): THEORY
LIBRARY, INFORMATION & SOCIETY (747)

Marks: 60

• Concept of library in society- Its objectives, functions and the role of library in the development of modern society. 8 marks
• Types of libraries - public, academic, special and national library - their objectives, role and functions, Categories of libraries - Traditional, digital, virtual and hybrid library. 12 marks
• Laws of library science and their implications. 5 marks
• Concept of information - data, information & knowledge, characteristics, nature and value of information, Communication - channels and barriers. 10 marks
• Traditional sources of information - documentary and non-documentary Sources of information. 10 marks
• Trends and future of library and information services. 5 marks
• Career and growth in the field of library science/Scope of Library and information science and avenues of higher studies, Professional associations and organizations. 10 marks

PRACTICAL
LIBRARY, INFORMATION & SOCIETY

Marks: 40

• Study Tour to the various types of libraries and documentation centers and prepares their reports. 10 marks
• Make practical file of structural charts, logos, slogans and quotations, etc. 8 marks
• Essay/debates on library activities. 6 marks
• Visit to book fairs, exhibitions and publishing industries. 10 marks
• Preparing practical diary on emerging trends in library services. 6 marks

ELECTIVE–II (CLASS–XI): THEORY
LIBRARY CLASSIFICATION & CATALOGUING (748)

Marks: 60

• Library Cataloguing - Introduction, need and purpose 10 marks
• Cataloguing Methods and Formats (AACR-II), MARC 21 10 marks
• Indexing & Subject Heading. Types of subject Headings – Library of Congress Subject Headings, Sears List 10 marks
• Library Classification – Introduction and purpose 10 marks
• Introduction to various schemes of Library Classification, DDC, concept of main classes, PMEST. 10 marks
• Technical Processing - physical processing, records maintenance, Call number and its components - class number, book number, collection number. 10 marks
PRACTICAL
LIBRARY CLASSIFICATION & CATALOGUING
Marks: 40

- Identification of entry elements in the name of personal and corporate author (AACR-II) and Creating catalogue entries using AACR – II by assigning subject headings. 10 marks
- Creating data sheet using MARC 21 8 marks
- Determination of specific subject the headings and creation of Index 6 marks
- Classification of documents using DDC 10 marks
- Preparing diary for catalogues and classification 6 marks

ELECTIVE–I (CLASS–XII): THEORY

LIBRARY SYSTEMS AND RESOURCE MANAGEMENT (747)
Marks: 60

- Library Governance, Security, Finance & Budget. 10 marks
- Infrastructure of Library - Physical Infrastructure, Library Space, Computing Infrastructure. 10 marks
- Acquisition - Policies, type of materials – books, non - book, non-print, digital selection criteria, methods of acquisition (traditional, online), accessioning, records maintenance. 10 marks
- Serials Management - Policies, selection criteria, methods of subscription and procurement, e-journals, binding of periodicals, access to back volumes of e-journals, records maintenance. 10 marks
- Circulation-policies, issue/return systems, reservation. 10 marks
- Storage and Maintenance - Binding, Preservation – Electronic preservation, Inventory control, Stock Verification, and Weeding out. 10 marks

PRACTICAL
LIBRARY SYSTEMS AND RESOURCE MANAGEMENT
Marks: 40

- Online Procurement of books and periodicals. 10 marks
- Book accessioning. 10 marks
- Registering the periodical issues and sending reminders for missing issues. 10 marks
- Do’s and Don’ts for Preservation of Library Materials. 5 marks
- Preparing practical diary. 5 marks

ELECTIVE–II (CLASS–XII): THEORY
INFORMATION STORAGE AND RETRIEVAL (748)
Marks: 60

- Library Automation Need, Planning and Implementation, In-house Operations: Acquisition, Cataloguing, Circulation, Serial Control, OPAC/WebOPAC. 10 marks
- Library Software Packages: Overview-open source software, proprietary software, KOHA 10-20 10 marks
- Networking –Intranet, Internet, LAN,WAN, Library Networks. 10 marks
- E–Resources: Full text databases, Bibliographic data bases, E-books, E-journals, subject gateways. 10 marks
- Retrieval Point: Field based Search (Author, title and keyword), Fulltext Search, General Search, Different type of search techniques Advance Search, Logic based search (Boolean Search) 10 marks
- Web tools and techniques-Promotion of library services through Web page and Web Portal, Web 2.0/Library 2.0 -
Blogs, RSS, wikis, podcast, vodcast, e-mail, instant messaging, mobile technology, 
Ipad, Ipod, Book kindle, Web 3.0/ Library 3.0.  

PRACTICAL 
INFORMATION STORAGE AND RETRIEVAL  

Marks: 40

- Prepare a project of library automation specially planning and implementation using KOHA 12 marks
- Hands on practice on blogging, social networking, etc 8 marks
- Preparing specifications for Ipad, Ipod, Book Kindle, using Internet and other resources 6 marks
- Collection of information on specific topic using various search engines 8 marks
- Preparing practical diary on E-resources 6 marks

SUGGESTED RESOURCES

1. A Library should be there as, library will act as lab also.
2. Resources for classification-
   a) DDC book.
   b) SLSH book.
   c) Dictionaries, of 5 different publishing houses.
   d) Encyclopaedia, 5 different types.
   e) Year book.
   f) Sample of catalogue cards.
   g) Accession register.
   h) Recommendation slips and other stationeries used in library.
3. Computer Lab. (normal) with software- Koha, an open source library management software works on linux environment.
4. Internet connection for browsing and searching.

SUGGESTED LIST OF BOOKS

1. Library, Information and Society Workbook, Class–XI, Published by CBSE
2. Library Classification and Cataloguing, Workbook, Class–XI, Published by CBSE
3. Library and Information Science, D.K. Pandey
4. A Comprehensive Course in Library and Information Science : T. Nasirudheen, EssEss
5. A Guide to Library and Information Science Jobs: Mahendra Kumar Seth, Abhiject
6. A Handbook of Special Libraries and Librarianship: Anil Kumar Dhiman

COURSE COMMITTEE MEMBERS
LIBRARY INFORMATION SCIENCES

1. Dr. Biswajit Saha, Associate Professor and Programme Officer, (Voc. Education), CBSE
2. Ms. Swati Gupta, Assistant Professor and Assistant Programme Officer, (Voc. Education), CBSE
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5. Sh. K.N. Jha, Member, Sr. Assistant Professor Meerabai Institute of Technology, Maharani bagh
6. Mr. Kumar Sanjay, Chief Librarian, Planning Commission
7. Shri. Vivek Shally, Member, Head- Edu. Initiatives, PMI
8. Dr. B.N. Singh, Member, Library & Information Officer, CBSE