41. LIBRARY AND INFORMATION SCIENCE (079)
(2017-18)

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 which 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 to develop among the students the following:

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

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 1A: Developing Document Collection and its Management

Selection, Organization of Documents, Stack Maintenance, Stock Verification.

Unit 1B: Human Resources Managment

Staff Structure, Categorization.

Unit 2: Functions of different sections of a Library

Acquisition, Technical Processing (Classification, Cataloguing), Circulation, Periodicals, 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 subdivisions. Concept of Personality, Matter, Energy, Space and Time (PMEST). Steps for Classification by Dewey Decimal Classification (DDC). 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: Library and Information Services: An overview

Essential Library Services; Ready Reference Services; Long Range Reference Services. On demand; In anticipation.

Unit-2: Library and Information Services: ICT Applications

Emerging Trends

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 AACR(2).

Practical work in Computer Application in Library should incllude formulation of a simple query for Search and use of Coomputers for various services such as emails and handling anyone Library Automotion Software.

Evaluation Scheme

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

Minimum Qualification for Teachers

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

LIBRARY AND INFORMATION SCIENCE (CODE NO. 079)
QUESTION PAPER DESIGN
CLASS –XII (2017-18)

Time: 3 Hrs.   **Max. Marks: 80**

S. No.	Typology of Questions	Very Short Answer (VSA) (1 Mark)	Short Answer (SA) (3 Mark)	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 situations; 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%**