

SENIOR SCHOOL CURRICULUM

2017-18

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.

CLASS–XI ELECTIVE

LIBRARY, INFORMATION & SOCIETY (747)

THEORY

Time: 3 Hours

Marks: 60

- Library, Information & Society - its objectives, functions and the role of library in the development of modern society. **8**
- Types of libraries - Public, academic, special and national library - their objectives, role and functions, Categories of libraries - Traditional, digital, virtual and hybrid library. **12**
- Laws of library science and their implications. **5**
- Information communication and barriers - data, information & knowledge, characteristics, nature and value of information, communication - channels and barriers. **10**
- Traditional sources of information - documentary and non-documentary Sources of information. **10**
- Trends and future of library and information services. **5**
- 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**

PRACTICAL

Time: 2 Hours

Marks: 40

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

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

Time: 3 Hours

Marks: 60

- Library Cataloguing – Introduction, need and purpose. 10
- Cataloguing Methods and Formats (AACR-II), MARC 21. 10
- Indexing & Subject Heading, Types of subject headings – Library of Congress Subject Headings, Sears List. 10
- Library Classification – Introduction and Purpose. 10
- Library Classification – DDC, Concept of main classes, PMEST. 10
- Technical Processing – Physical processing, records maintenance, call number and its components - class number, book number, collection number. 10

PRACTICAL

Time: 2 Hours

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
- Creating data sheet using MARC 21. 8
- Determination of specific subject the headings and creation of Index. 6
- Classification of documents using DDC. 10
- Preparing diary for catalogues and classification. 6

**CLASS–XI
GENERAL FOUNDATION COURSE (501)**

Time: 3 Hours

Marks: 100

Part–I: (Compulsory to all Vocational Courses)

Marks: 50

- A. Business Management and Entrepreneurship 30**
- (a) **Entrepreneurship Orientation 5**
Importance and relevance in real life: Emphasis on self employment.
 - (b) **Entrepreneurship Values and Attitudes 5**
Innovativeness, Independence, Risk Taking, Analytical ability.
 - (c) **Entrepreneurial Motivation 5**
Achievement Planning, personal efficacy, entrepreneurial goal setting.

(d) Launching of a Business Venture	15
Identification of project, steps in setting up a business, information about various institutions providing assistance, project formulation.	
B. Computational Skills	10
(a) Percentage, ratio & proportion, profit & loss, discount, simple and compound interest, population growth and depreciation of value of articles using logarithm.	6
(b) Area and volume: rectangle, parallelogram, circle, cube, cone, cylinder & sphere.	4
C. Environmental Education	5
(a) Environment and the society.	
(b) Environment properties risks in different economic enterprises, in use of raw materials, in processing / manufacturing and designing.	
(c) Poverty and environment.	
D. Rural Development	5
(a) Agriculture, the back bone of Indian Economy.	
(b) Rural development projects in India including Integrated rural development programme.	
(c) Agro based rural industries.	
(d) Community approach to rural development.	

Part-II

Marks: 50

1. Concept of Library.	8
2. Laws of Library Science.	8
3. Library Movement in India.	8
4. Library Association: ILA, IASLILC.	8
5. Educational and Social Functions of Library.	8
6. Reading Habit.	5
7. Library Use.	5

CLASS-XII ELECTIVE

LIBRARY SYSTEMS AND RESOURCE MANAGEMENT (747)

THEORY

Time: 3 Hours

Marks: 60

• Library Governance, Security, Finance & Budget.	10
• Infrastructure of Library - Physical Infrastructure, Library space, Computing Infrastructure.	10
• Acquisition - Policies, Type of materials – books, non - book, non-print, digital selection criteria, methods of acquisition (traditional, online), accessioning, records maintenance.	10
• 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

- Circulation-policies, issue/return systems, reservation. **10**
- Storage and Maintenance - Binding, Preservation – Electronic preservation, Inventory control, Stock Verification, and Weeding out. **10**

PRACTICAL

Time: 2 Hours

Marks: 40

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

CLASS–XII ELECTIVE

INFORMATION STORAGE AND RETRIEVAL (748)

THEORY

Time: 3 Hours

Marks: 60

Unit-1: Library Automation: Planning and Implementing **10**

- Understanding Library Automation.
- Library Automation Planning.
- Implementing Library Automation.

Unit-2: Library Automation Software **10**

- Understanding Concepts of Software.
- Library Automation Software.
- Function of LAS.
- Types/Kinds of Library Automation Software Packages.
- KOHA: A Library Automation Software.

Unit-3: Introduction to Networking **10**

- Understanding Networking.
- Types of Networking and Utility.
- Understanding Server.
- Networking and Communication Protocols.
- Networking Topology.

Unit-4: E-Resources **10**

- Introduction.

- Categories of E-resources.
- Advantages of E-resources.
- Disadvantage of E-resources.

Unit-5: Information Retrieval System **10**

- Information Retrieval System: Concept.
- Search Strategy: The Action Plan.
- Search Query Formulation Process for Information Retrieval in Internet.
- Search Technique and Methods Used.

Unit-6: Web Tools used for Promoting Library Services **10**

- Web Tools: The Concept.
- Web 2.0/Library 2.0: Concept and Characteristic.
- Web Tools and their Applications.
- Information Access Devices.

PRACTICAL

Time: 2 Hours

Marks: 40

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

CLASS–XII

GENERAL FOUNDATION COURSE (501)

Time: 3 Hours

Marks: 100

Part–I: (Compulsory to all Vocational Courses)

Marks: 50

A. Business Management and Entrepreneurship **30**

Management of Business

Elementary treatment/exposure to basic conceptual frame work of the topic listed below:

- (a) Basic Function. **6**
- (b) Marketing Management. **6**
- (c) Financial Management. **6**
- (d) Production Management. **6**
- (e) Personnel Management. **6**

B. Computational Skills **10**

- 1. (a) Solution of linear equations and their application to problem of commercial mathematics. **5**

- (b) System of linear equations and in equation in two variables. Applications in formation of simple linear programming problems.
2. Statistics: Raw data, bar charts and Histogram; Frequency Tables; Frequency Polygon; Ogive; Menu, Median and Mode of ungrouped and grouped data; Standard Deviation; Introduction to Mortality tables; Price Index etc. Introduction to Computers. **5**

C. Environmental Education & Rural Development **10**

1. **Environmental Education **5****
- (a) Modernization of agriculture and environment, irrigation, water logging, use of fertilisers, pesticides, soil erosion, land degradation (desertification and deforestation), silting and drying of water resources.
- (b) Rational utilisation, conservation and regeneration of environmental resources (soil, air, water, plant, energy, minerals).
2. **Rural Development **5****
- Principles and goals of rural development, major problems/constraints in rural development in India.

Part-II

Marks: 50

1. Types of Libraries. **8**
2. Organisational set-up of libraries. **8**
3. Library Extension Activities. **8**
4. Book Clubs. **5**
5. Library Cooperation, library network. **8**
6. Library professional ethics. **8**
7. Qualities and qualification of librarian. **5**

SUGGESTED RESOURCES/EQUIPMENTS

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 five different publishing houses.
- (d) Encyclopaedia of five 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.

