Library and Information Science
Code No. 339

Introduction

The Library and Information Science course is taught at different levels in India such as Certificate, Diploma, Bachelor's , Master's and at doctoral level, but as an vocational course. We have introduced this course as an academic subject at Sr. Secondary level. Library and Information science is the study of different aspects of library and Information Science such as Library, Information and Society, Information Sources, Organization of Information Sources, Library and Information Services, Management of Libraries and Information Retrieval System. We have included all these aspects in the present course.

Rationale

We are living in the information society where information based occupations have been on the rise, as information society demands work force that can use information technology as a tool to increase productivity and creativity. This involves identifying reliable sources of information, accessing them, selecting the requisite information, synthesizing and communicating it effectively. To search, locate and use such information is only possible if one has the ability to use the available information access tools. Library and Information Science teaches an individual about the information resources and their effective use. Library and Information Science learning imparts necessary skills in the individual to be an independent learner.

The National Curriculum Framework (NCF) 2005, while stressing on the importance of libraries states "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 ". Keeping in view the above we have introduced Library and Information Science as a course at senior secondary level which will fulfill the long felt need of developing skills in learners to identify, locate, evaluate and use needed information efficiently. The course will impart some of the basics of Library and Information Science to those who are aspiring to pursue higher studies in Library and Information science.

Objectives

After completing this course, the learner will be able to:
- explain information storage, searching and retrieval system;
- develop library and information related skills;
- inculcate interest in the library and information science to opt this subject as a career;
- explain various information sources and their use;
- organize different sources of information;
- develop necessary skills for utilizing the library ;

- use of ethical information ; and

- use various information communication technology (ICT) tools and techniques in library and information science.

Scope and job opportunity

There is lot of scope for further study in library and information science at Bachelors, Masters and Doctoral level. This field has a large number of opportunities for employment in the libraries, some of these are:

- Public/Government libraries

- Universities/Colleges schools and other academic institutions

- News agencies and organisations

- Private organisations and special libraries

- Foreign embassies

- Photo/film/radio/television libraries

- Information centres/documentation centers

- Companies and organisations including IT sector with large information handling requirements

- Museums and galleries, which have reading rooms and research facilities

Eligibility conditions

Age: 15 Years

Qualification: 10th Pass

Medium of instruction: Hindi, English and Urdu

Duration of the course: 1 Year

Weightage

Theory: 80 Marks

Practical: 20 Marks

Tutor Marked Assignments (TMA): 20 % Marks of theory

Scheme of studies: Theory (192 hours), practical (30 hours), TMA (Self paced)

Scheme of evaluation: Theory paper 80 marks (3 hours), practical 20 marks (3 hours), internal assessment (TMA) (20% of theory marks).

Pass criteria: 33% in each component.

Course content

S. No.	Modules/Topics	Duration (in hours)	Module Approach/ Description	Description of practicals	Weightage (marks)
1.	**Module-I** **Library, Information and Society** 1. Library and Information Centres: Concepts and Role in Society 2. Types of Libraries and Information Centres: Public, Academic, Special and National 3. Modern Library: Automated, Digital, and Virtual 4. Five Laws of Library Science	36	This module covers various types of libraries and information centres. It provides a bird's eye view of how these libraries are playing active role in acquiring, organizing and disseminating information to the user community for study, research and development, recreation and cultural development.	1. Observation of Library/Information Centre. 2. Observation of an Automated Library and its features 3. Services of Public Libraries and Information Centres	15
2.	**Module-II** **Information Sources** 5. Overview of Information Sources 6. Types of Information Sources 7. Reference Sources 8. E-Resources	48	Libraries form vital part of world's system of education. Through books, films, a/v media, etc., libraries make available the knowledge that has been accumulated through ages. People from all walks of life use	4. Features of primary and secondary sources of information 5. Abridged and unabridged English language dictionaries 6. Answering reference queries	18

			library resources for their work.		
3.	**Module-III Organization of Information Sources** 9. Organization of Library Material: Concept, Need and Purpose 10. Processing of Library Material: Classification and Cataloguing 11. Arrangement and Maintenance of Library Material	36	This module introduces the basics of preparation and organization of library material for use.	7. Library Classification 8. Understanding Catalogue 9. Shelving of Books	16
4.	**Module-IV Library and Information Services** 12. Library and Information Services for the Users 13. Traditional Library Services: Responsive and Anticipatory 14. Modern Library Services	36	Modern library is considered as a service institution. It not only acquires, organizes, stores and disseminates information but, also actively promotes its use.	10. Circulation Service 11. Compiling subject Bibliography 12. Online Databases	17
5.	**Module-VA* Management of Libraries**	36	This module aims at imparting knowledge in library	13. Accession register and the process of accessioning	14

15. Library System and Management 16. Library Staff 17. Library Users 18. Librarianship as a Career		administration and management activities. It covers policies and procedures related to acquiring library material, library staff and promotion of library use.	14. Career in librarianship 15. Periodicals publications	
Module-VB* **Information Retrieval Systems** 15. Information Retrieval System: Concept and Scope 16. Information Retrieval Tools: Catalogue, Index, Subject Heading Lists 17. Search Techniques: Basic and Advanced 18. Web Based Search	36	This module aims to create knowledge and required skills in the learner for searching information in print as well as digital media scattered all over the world.	16. Types of indexes 17. Web based search 18. Navigational Search	14

*Note: Learner has to choose one Module from VA or VB