

# Library and Information Resource Management (LIRM)

<b>SCHEME OF STUDIES</b>									
<b>CLASS XI</b>									
Sl. No.	Subject	Periods/Hours			Examination				Total Marks
		Thr	Prac	Total	Thr		Prac		
					Marks	Hrs	Marks	Hrs	
1.	Library, Information & Society	120	80	200	60	3	40	3	100
2.	Information Storage and Retrieval	120	80	200	60	3	40	3	100

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<b>CLASS XII</b>									
Sl. No.	Subject	Periods/Hours			Examination				Total Marks
		Thr	Prac	Total	Thr		Prac		
					Marks	Hrs	Marks	Hrs	
1.	Library Systems and Resource Management	120	80	200	60	3	40	3	100
2.	Library Classification & Cataloguing.	120	80	200	60	3	40	3	100

## **1. Library, Information & Society**

Theory 60-120

1. Concept of library in society-Its objectives, functions and the role of library in the development of modern society 8-16
2. Types of libraries- public, academic, special and national library-their objectives, role and functions, Categories of libraries- Traditional, digital, virtual and hydride library 12-24
3. Laws of library science and their implications 5-10
4. Concept of information-data, information & knowledge, characteristics, nature ant value of information, Communication-channels and barriers 10-20
5. Traditional sources of information-documentary and non-documentary Sources of information 10-20
6. Trends and future of library and information services 5-10
7. Career and growth in the field of library science/Scope of Library and information science and avenues of higher studies, Professional associations and organizations. 10-20

Practical / Project 40-80

- (i) Study Tour to the various types of libraries and documentation centers and prepares their reports 10-20
- (ii) Make practical file of structural charts, logos, slogans and quotations, etc. 8-20
- (iii) Essay / debates on library activities 6-12
- (iv) Visit to book fairs, exhibitions and publishing industries. 10-20
- (v) Preparing practical diary on emerging trends in library services 6-12

## **2. Information Storage and Retrieval**

Theory 60-120

1. Library Automation Need, Planning and Implementation, In-house Operations: Acquisition, Cataloguing, Circulation, Serial Control, OPAC/WebOPAC. 10-20
2. Library Software Packages: Overview-open source software, proprietary software, KOHA 10-20
3. Networking – Intranet, Internet, LAN, WAN, Library Networks. 10-20
4. E – Resources: Full text databases, Bibliographic databases, E-books, E-journals, subject gateways. 10-20
5. Retrieval Point: Field based Search (Author, title and keyword), Full text Search, General Search, Different type of search techniques Advance Search , Logic based search (Boolean Search) 10-20
6. 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 . 10-20

Practical /Tutorial 40-80

- (i) Prepare a project of library automation specially planning and implementation using KOHA 12-24
- (ii) Hands on practice on blogging, social networking, etc 8-20
- (iii) Preparing specifications for Ipad, Ipod, Book Kindle, using Inetrnet and other resources 6-12
- (iv) Collection of information on specific topic using various search engines 8-16
- (v) Preparing practical diary on E-resources 6-12

### **3. Library systems and Resource Management**

Theory 60-120

1. Library Governance, Security, Finance & Budget. 10-20
2. Infrastructure of Library - Physical Infrastructure, Library Space, Computing Infrastructure 10-20
3. Acquisition- Policies, type of materials – books, non-book, non-print, digital selection criteria, methods of acquisition (traditional, online), accessioning, records maintenance. 10-20
4. Serials Management- Policies, selection criteria, methods of subscription and procurement, e-journals, binding of periodicals, access to back volumes of e-journals, records maintenance. 10-20
5. Circulation-policies, issue/return systems, reservation. 10-20
6. Storage and Maintenance- Binding, Preservation –Electronic preservation, Inventory control, Stock Verification, and Weeding out 10-20

Practical / Project 40-80

1. Online Procurement of books and periodicals 10-20
2. Book accessioning 10-20
3. Registering the periodical issues and sending reminders for missing issues 10-20
4. Do's and Don'ts for Preservation of Library Materials 10-20
5. Preparing practical diary 10-20

## **4. Library Classification and Cataloguing**

### Theory 60-120

1. Library Cataloguing-Introduction, need and purpose 10-20
2. Cataloguing Methods and Formats (AACR-II), MARC 21 10-20
3. Indexing & Subject Heading. Types of subject Headings – Library of Congress Subject Headings, Sears List 10-20
4. Library Classification –Introduction, and purpose 10-20
5. Introduction to various schemes of Library Classification, DDC, concept of main classes, PMEST, 10-20
6. Technical Processing-physical processing, records maintenance, Call number and its components - class number, book number, collection number, 10-20

### Practical / Project 40-80

- (i) 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 10-20
- (ii) Creating data sheet using MARC21-8-16
- (iii) Determination of specific subject headings and creation of Index 6-12
- (iv) Classification of documents using DDC 10-20
- (v) Preparing diary for catalogues and classification 6-12