

# LIBRARY & INFORMATION SCIENCE

## 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. Library Cooperation, library network. 8
6. Library professional ethics. 8
7. Qualities and qualification of librarian.

