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केन्द्रीय माध्यमिक शिक्षा बोर्ड



(मानव संसाधन विकास मंत्रालय, भारत सरकार, के अधीन एक स्वायत्त संगठन)

शिक्षा सदन, 17, इन्सटिट्यूशनल क्षेत्र, राउज एवेन्यु, दिल्ली-110002.

CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organization under the Union Ministry of Human Resource Development, Govt. of India)
"Shiksha Sadan", 17, Institutional Area, Rouse Avenue, Delhi-110002

No.: CBSE/Director (Arti) /

Date: 12.02.2014

CIRCULAR NO.: Acad-07/2014

All the Heads of Institutions
Affiliated to CBSE

Subject: Introduction of 'Library and Information Science' (079) as a new elective for classes XI-XII from session 2014-15.

Dear Principal,

In view of the Libraries playing a very distinct role in serving the needs of—students, teachers, various professionals and researchers, the Central Board of Secondary Education (CBSE) has decided to introduce 'Library and Information Science'(Code No. 079) an academic elective at senior secondary level from academic year 2014-15 on pilot basis in some selected schools.

One of the important aspects of this elective 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. The elective will impart some of the basic of L.I.Sc.to those who aspire to pursue higher studies in Library and Information Science.

The Course is defined with the following objectives:-

- To develop the basic understanding of theory and practical part of Library & Information Science among student;
- To develop knowledge and skill to pursue the subject for higher education in future; and
- To develop basic skill to work as Library Semi Professional in the Library, if drop out after +2 Level.

The Library and Information Science, an academic elective (Code No 079) would nurture the interest of students and expose them to the nuances of skills and approaches required in this field. The elective can be offered by students as one of the four elective subjects and also as an additional elective subject at senior secondary stage in combination with any of the subjects that are already available in the Scheme of Studies of the Board.

The details regarding infrastructure requirements in schools, qualification of faculty required are given the **Annexure 'B'** enclosed with this circular.

The Senior Secondary Schools desirous to introduce this new elective from the academic session 2014-15 in classes XI-XII (Subject Code 079) from April 2014 may apply immediately in the proforma along with a bank draft* of the requisite amount in favour of **Secretary, Central Board of**

Secondary Education, Delhi, payable at Delhi. The application completed in all respects along with the draft may be sent to the **Director (Academic, Research, Training and Innovation) CBSE, Shiksha Sadan, 17- Rouse Avenue, New Delhi-110002** on or before **February 25, 2014**

Sl. No.	Type of the school	Fee
1.	Independent schools within the country	Rs. 3,000/-
2.	Overseas Independent schools	Rs. 10,000/-

For further enquiries you may revert to the undersigned at sadhanap.cbse@nic.in alternatively Dr. B.N. Singh, Deputy Director & Assistant Librarian, CBSE may be approached either at - 011-23220153 or through email at byanktesh@gmail.com.

Sd/-

(DR. SADHANA PARASHAR)

Director (Academic, Research, Training and Innovation)

Copy to the respective Heads of Directorates, Organizations and Institutions as indicated below with a request to disseminate the information to all the schools under their jurisdiction:

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18-Institutional Area, Shaheed Jeet Singh Marg, New Delhi-16.
2. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Sector 62, Institutional Area, Noida-201309.
3. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi- 54.
4. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector-9, Chandigarh- 160017.
5. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim- 737101.
6. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar-791111.
7. The Director of Education, Govt. of A&N Islands, Port Blair- 744101.
8. The Director of Education, S.I.E., CBSE Cell, VIP Road, Junglee Ghat, P.O. 744103, A&N Islands.
9. The Secretary, Central Tibetan School Administration, ESS Plaza, Community Centre, Sector 3, Rohini, Delhi- 85.
10. All the Regional Officers of CBSE with the request to send this circular to all the Heads of the affiliated schools of the Board in their respective regions.
11. All Associate Professor & Additional Director.
12. The Associate Professor & Programme Officer (Vocational).
13. The Research Officer (Tech.) with the request to put this circular on the CBSE Academic website and ensure that all copies are received from Sl. No. 1-25.
14. The Assistant Professor & Joint Director (Academics & Vocational).
15. The Assistant Professor & Joint Director (Sports).
16. All Assistant Professor & Deputy Director.
17. Assistant Professor & Assistant Programme Officer (Vocational) .
18. Deputy Director (Examination & Reforms).
19. Deputy Director / Assistant Librarian, CBSE.
20. Public Relations Officer, CBSE
21. PS to Chairman, CBSE
22. PS to Secretary, CBSE
23. SO to CE, CBSE
24. PS to Director (Special Exams)
25. PA to Professor & Director (Academics, Research, Training & Innovation)

Sd/-

Director

(Academic, Research, Training and Innovation)

LIBRARY & INFORMATION SCIENCE (079)
(PROFORMA)

• **School/Institution Details:**

<i>Name of the School</i>	
<i>CBSE Affiliation No.</i>	<i>Senior Secondary since:</i>
<i>Name of Trust/ Society / Managing Committee</i>	
<i>Name of the Principal/Head</i>	
<i>Contact Address of the Principal/Head</i>	
<i>Postal Address of the School</i>	
<i>City</i>	<i>State</i>
<i>Pin Code</i>	<i>Telephone with STD</i>
<i>Mobile</i>	<i>Fax</i>
<i>Email</i>	<i>Website</i>

• **SENIOR SECONDARY ENROLLMENT DETAILS**

(Academic Session 2014-2015)

TEACHING STAFF SPECIFICATIONS (Refer Annexure 'C')

(For the LIBRARY AND INFORMATION SCIENCE)

Name of Teacher	Educational Qualification	Teaching experience (no. of years)

Declaration

I, (Name) _____, (Principal/Head of Institution) of (Name of School)_____ hereby declare that all the information furnished in this proforma are true and correct to my knowledge. I also undertake that if our school is selected for the aforesaid Pilot course in `Library and Information Science,' it will abide by the rules, regulation, confidentiality, co-operation and guidelines conveyed by CBSE from time to time.

I am submitting bank draft number _____ of amount _____ dated _____ drawn on bank _____ in favour of Secretary, Central Board of Secondary Education, Delhi, payable at Delhi.

Signature:

Name:

Day/ Month/ Year

LIBRARY AND INFORMATION SCIENCE (079)

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”.

CBSE has decided to introduce 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 following objectives of the Course at senior secondary level:

To develop among the students:

- 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 skill to work as Semi Professional in a Library, which may be considered at par with the diploma course in LIS subject.

Curriculum

Course Description of Class XI

Module 1: Library, Information and Society: Role and its implication

(Marks 20/ Periods 40)

Objective: The objective is to familiarise the students with the libraries, their types and their role in the society. This module is further subdivided in following units:

Unit 1: Library, Information and society: Concepts

- Definition, Purpose and role.
- Concept of Trinity:
-Documents, Staff and Users and their inter-relations

Unit 2: A. Types of Libraries and their role:

- Academic Library
- Special Library
- Public Library
- National Library.

B. Changing formats of libraries: Digital and Virtual

Unit 3: Five Laws of Library Science and their implications

Module 2: Organisation of Library Resources: Basic

(Marks 25/ periods 50)

Objective: The objective is to provide the basic concept of theory of Classification and theory of Cataloguing. This module is further subdivided in following units:

Unit 1: Library Classification:

- Need, Purpose and Importance.
- Salient features of main schemes of Library Classification:
 - Dewey Decimal Classification
 - Colon Classification

Unit 2: Library Cataloguing:

- Need, Purpose and Importance.
- Salient features of main Cataloguing Codes:
 - Anglo American Cataloguing Rules (2nd Ed.)
 - Classified Catalogue Code (5th Ed.)
- Forms of Library Catalogue
 - Card Catalogue
 - Online Public Access Catalogue

Module 3: Reference and Information Sources:

(Marks 20/ Periods 40)

Objective: The objective is to provide the knowledge of various information sources and the process to find out the information from the sources. This module is further divided in following units:

Unit 1: Reference and Information Sources: Definition; Need

- Types:
 - Primary, Secondary and Tertiary

Unit 2: Categories of Reference sources: Description and Scope

- Encyclopedias
- Dictionaries
- Atlases
- Tourist Guides
- Directories

Module 4: Computer Application in Libraries: Basic

(Marks 15/ Periods 30)

Objective: The objective is to provide the concept / knowledge of computer and their application in the field of Library and Information Centre. The module is further divided into following units:

Unit 1: Computer hardware used in Library: Concepts

- Server, Desktop Computers and their specification
- Printers and their types
- Scanners
- Barcode technology

- RFID technology
- Modem, Wi-Fi Modem
- Switches
- Router

Unit 2: Library Automation Software and their main features:

- e-Granthalaya
- Software for University Libraries (SOUL)

Practical work for class XI:

(Marks 20/ Periods 40)

Practical work is an essential work of any subject. Practical work for class XI include the following areas:

- Library Classification Practice
- Library Cataloguing Practice
- Computer Application in Libraries
- Reference Services: Practical Approach
- Educational Tour

Course Description of Class XII

Module 1: Library Management

(Marks 20/ Periods 40)

Objective: The objective is to provide knowledge for managing the library and their activities. The module is further divided into following units:

Unit 1: Resource and Human Resource Management

(Collection development, Staff Structure, Stack Maintenance, Stock verification and User education.)

Unit 2: Functions of different section of library.

(Acquisition, Cataloguing, Circulation, Periodical, Binding and Preservation)

Module 2: Organization of Library Resources: Advance

(Marks 25/ Periods 50)

Objective: The objective is to provide the Classification and Cataloguing knowledge in details. The module is further divided into following units:

Unit 1: Library Classification

(Concept of Main Class, Concept of PMEST, Steps to follow for Classification, APUPA Pattern, Classification by DDC and CC)

Unit 2: Library Cataloguing

(Cataloguing Methods and format of AACRII and MARC 21)

Unit 3: Technical Processing of documents.

(Physical processing, Records maintenance, Call number and its components - class number, book number, collection number)

Module 3: Library and Information Services:

(Marks 20/ Periods 40)

Objective: The objective is to provide the knowledge about the importance of library and Information services. The module is further subdivided into following units:

Unit 1: Traditional Library and Information service.
(Categories of Traditional Library Services, viz. Responsive and Anticipatory: Need functions and their role)

Unit 2: Modern Library and Information Service
(Use of IT in Library and Information Service, Role of Library Professional for providing modern library & Information Services)

Module 4: Computer Application in Libraries: Advance (Marks 15/ Periods 30)

Objective: The objective is to provide the knowledge for processing of housekeeping jobs within library. The module is further divided into following units:

Unit 1: Application of Computer in Libraries
(Study of different Library software. Use of Library Software in housekeeping jobs, Open software required for Library Use)

Unit 2: Web Based Search
(Concept of Internet, Intranet, Search engine, Boolean Logic, E-mail, e-book, Database)

Practical work for class XII: (Marks 20/ Periods 40)

Practical work is an essential work of any subject. Practical work for class XII includes the following areas:

- Library Classification Practice
- Library Cataloguing Practice
- Computer Application in Library
- Educational Tour

Evaluation Scheme

Examination	Paper	Marks	Duration
Theory	1	80	3hr
Practical	1	20	1 hr

LIBRARY & INFORMATION SCIENCE (079)
Minimum Qualification for Teachers

Library & Information Science:

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