Occupational Orientation (85)

(i) Library and Information Science

Introduction

In the age of communication revolution, information has got prime importance. It has become an inevitable part of human life. At the same time generation of information today is at an enormous speed. To make the right information available to the user at the right time has become a challenge considering this background.

The library is the only place where information can be retrieved. To collect information to organize it, to disseminate it and to preserve it for posterity are the basic duties of library and information professionals. The students should be trained in this subject to acquire the skills to manage the vast knowledge and requirements of users. They have to master the techniques to balance the expanded knowledge and users.

So the syllabus has been framed in pursuit of the following objectives.

Objectives

To enable the students to

1. understand librarianship and library system with changing background.
2. cultivate the spirit of service with philosophy enunciated by laws of library science.
3. get familiar with the skills and techniques in librarianship.
4. become aware of library management skills.
5. develop abilities to render effective reference service.
6. seek the current developments in the field.
7. motivate the students for career development in this field.

Std.XI : Theory

1. **Library, Librarianship : Trends and Practices**

   1.1 What is library, its role in society and other branches of knowledge, Education and culture

   1.2 Functions : Collection, organisation, dissemination and preservation of information and knowledge

   1.3 Brief history and develoopment : History of library and librarianship in general.

   1.4 Types of libraries : National, Public, Academic and Special (only concept is expected)

      1.4.1   National

      1.4.2   School, College and University Library

      1.4.3   Special –

      1.4.3.1   **Userwise –** Blind, R&D, Hospital

      1.4.3.2   **Collectionwise –** Newspaper and Media, Manuscripts

      1.4.3.3   **Other :** Industrial

   1.5 Five laws of Library Science – Enunciation and general outline only (with emphasis on philosophy and ethics of the profession)

2. **Library Management**

   2.1 What is management (concept only)

2.2 What is library management ? (concept only)

2.3 Acquisition and Book Processing :

    2.3.1 Book Selection – Sources and Tools of Book Selection, Publisher's catalogue, Book Reviews, Suggestions from Readers, Web based sources

    2.3.2 Methods of Selections :
        (i) Approval
        (ii) Recommendation

    2.3.3 Ordering

    2.3.4 Receipts of books, Accessioning, Stamping, Labelling

    2.3.5 Technical Processing – Classification, Cataloguing

2.4 Types of Reading Material – Introduction of book and non-book material

2.5 Record maintenance – Accession register, Bill register, File system (Vendor's file, Currency rates file etc.)

2.6 Circulation – Stacking

2.7 Library Rules and Regulations

3. Technical Processing of Library Material

  3.1 Classification

    3.1.1 What is Classification? General concept, Nature and Purpose with elaborative examples in daily life

    3.1.2 What is book classification?

    3.1.2.1 Need

    3.1.2.2 Special features or requirements of books classification :

      (i) General class
      (ii) Form classes
      (iii) Form divisions
      (iv) Notation
      (v) Index

    3.1.3 Schemes of Classification

    3.1.3.1 Dewey Decimal Classification (21st Edn.)

    3.1.3.2 Colon Classification (General outline, Main classes only)

  3.2 Cataloging

    3.2.1 Concept, need, definition, nature and purpose, importance and functions

    3.2.2 What is library catalogue? Its necessity in the library

    3.2.3 Various functions of the catalogue

    3.2.4 Physical Forms (i) Book (ii) Card, their merits and demerits

    3.2.5 Computer Aided catalogue OPAC and others (concept only)

    3.2.6 Entries – Main and Added (Unit Entry principle)

    3.2.6.1 What is an entry ? Need for preparing more entries for a single book

4. Reference Service

4.1 Introduction

What is reference service ?

    4.1.1 Concept, definition, need and importance

    4.1.2 Types of reference services

4.2 Reference book – What is reference book ? Difference between ordinary

and reference book. Reference questions : Concept only. Type of reference books. Encyclopedia – (General), Dictionary – (General), Internet based sources

4.3 What is information? (concept only)

Practicals

1) **Library Classification :** (24 hours)
   200 books to be classified according to Dewey Decimal Classification & Colon Classification, Main classes only. Preparation of Book Number according to DDC

2) **Library Cataloguing :** (24 hours)
   40 books to be catalogued covering the following categories :
   (i) How to read a book technically.
   (ii) Simple book by one author, edition, title without subtitle.
   (iii) Simple book by two authors : title, editions without subtitle.
   (iv) Simple book by three or more than three aurhors: title, subtitle, editions

3) **Reference Service :** (6 hours)
   (i) 50 questions based on reference sources like encyclopedias and dictionaries.
   (ii) 10 questions/queries based on Internet, e.g.search : general search engines, online library catalogue etc.

4) **Library Management** : (2 hours)
   (i) Selection of books of one subject – 15 books
   (ii) Label writing – 15 books

Evaluation Pattern : (Internal)

Library Cataloguing	-	40
Reference Service	-	15
Total		**100**

Library Classification	-	40
Library Management	-	5
Average		**10**

Std.XII : Theory

1. **Library, Librarianship : Trends and Practices**
   1.1 Library Associations : Concept only
   1.2 Public Library Legislation
       (i) Its need
       (ii) Maharashtra State Public Library Act
   1.3 Current World Scenario
   1.4 Use of IT in Library
   1.5 Community Information Networks

2. **Library Management**
   2.1 Important records in the library : Donation Register, Withdrawal Register, Binding Register
   2.2 Study of Circulation Section
       (i) Registrartion of borrowers
       (ii) Charging/Discharging Systems : One Card, Two Cards, Browne, Newark, Automated
   2.3 Library Finance
       (i) Library Committee
       (ii) Library budget : provision in budget
       (a) Reading material
       (b) Furniture, equipment, staff
   2.4 Stock verification – concept
   2.5 Annual report – need and content

3. **Technical processing of library material**
   3.1 Study of Classificaion Scheme
       3.1.1 Dewey Decimal Classification
       OR
       Colon Classification

In case of DDC

a. Theoretical background of the scheme.

b. Mnemonics – concept only

c. Space, Time and Language division (detail study is not expected)

d. Standard subdivisions

e. Specialities of Literature, linguistics and generalia main class

f. Book No. (Three letters of the Author's surname)

In case of Colon Classification

a. Facet and their sequence, use of ACI

b. Mnemonics – concept only

c. Space, Time and Language dividsion (detailed study is not expected)

d. Chronological, Geographical and Subject device

e. Book No. (LYV only)

3.2 Relation between classification and cataloguing
(Symbiotic relation)

3.3 Study of Library Cataloguing

    3.3.1 Entries and their arrangement

    3.3.2 Kinds : Class Index Entries, Book Index Entries, Cross Reference Index entries, Analytical entries (concept only)

    3.3.3 Types of catalogue : Classified and Dictionary

4. **Reference Service**

    4.1 Maintenance of various files in Reference Section

      (i) Clippings

      (ii) Pamphlets

    4.2 Acquaintance of Reference books

      (i) Year books/Annuals

      (ii) Directories

      (iii) Dictionaries in Two languages

      (iv) Biographical Dictionaries

4.3 Qualities and Role of Reference Librarian

4.4 User Study – Behavioural approach

4.5 Documentation – Introduction (Concept only)

5. **Library Automation** – Theoretical introduction of Library Automation covering the activities of library which can be automated.

Practicals

1. **Library Classification :** (24 hours)
50 books to be classified covering the following :

In case of DDC

(i) Subject covered under the three summaries and in additions subjects from the schedule.

(ii) Subjects covered under -
Requiring the application at the principal Form Divisions (01 to 09) and in addition, the following Form divisions, 016 Bibliography, 058 Annuals, 092 Biography.

(iii) Book number

In case of CC

(i) Subjects covering the main classes and in addition subjects involving the application of Five Facets i.e.PMEST :

    (a) Bibliography

    (k) Encyclopedia

    (m) Periodical

    (w) Biography

    (n) Serial or annual

    (v) History

2. **Library Cataloguing :** (24 hours)
20 Books to be catalogued covering the following categories :

(a) Simple book by one, two and three or more collaborators.

(b) Types of books, covered in Std.XI and published in series.

(c) Corporate author : Two categories
   (i) Institution
   (ii) Government with department or ministry only.

3. Reference Service : (6 hours)
- 25 questions based on year book, directories, dictionaries (multilingual), biographical dictionaries.
- Maintenance of clippings, file on one subject 50 entries with simple index.

4. Management : (2 hours)
Preparation of Accession Register – 20 books

Std.XII

Evaluation Pattern

Library Classification	– 40
Library Cataloguing	– 40
Reference Service	– 15
Management	– 05
Total	100

Average – Out of 10

Reference Books for Std.XI
1. Oxford Junior Encyclopedia
2. Marathi Vishwakosh : 16 Vols.
3. Oxford English Dictionary (Students Version)
4. Abhinav Marathi Shabdakosh : Agnihotri
5. Bharatiya Sanskriti Kosh.

Reference Books for Std. XII
1. Students Modern Dictionary : K.B.Dhawale
2. Hindi Marathi Shabdakosh
3. Marathi Se Hindi Shabdasangrah
4. India a Reference Annual
5. Maharashtra Varshik : Santosh Dastane
6. Bharat Varshiya Charitrakosh : Siddheshwarashastri Chitrao
7. Railway Time-Table
8. Telephone Directory
9. Marathi Saraswat ed.by Anant Joshi
10. Marathi Grantha Suchi : S.G.Date
11. Bharateeya Samajvidnyan Kosh : Ed.S.M.Garge, 6 Vols.
12. India who's who
13. Who's who of Indian writers : Sahitya Academy.

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