

**CLASS XI****SUBJECT: Library & Information Science - basics, Social Aspect & Resources (LISB)****SEMESTER I****THEORY****(MCQ Type Question)****FULL MARKS – 20****TOTAL PERIOD – 45 HOURS**

<b>UNIT</b>	<b>Topic</b>	<b>No of periods assigned</b>	<b>Marks</b>
UNIT 1	Basics of Library	15	6
UNIT 2	Library Legislations And Information Resources	15	7
UNIT 3	General Office Function	15	7
	<b>TOTAL</b>	<b>45</b>	<b>20</b>

**DETAIL SYLLABUS**

<b>UNIT</b>	<b>Topic / Sub Topic</b>	<b>No of periods assigned</b>
UNIT 1	<b>Basics of Library</b> <ul style="list-style-type: none"> <li>• Library- its objectives and different kind of services</li> <li>• Information centre - main difference with conventional library.</li> <li>• Social function of libraries- Services to the communities by providing information and educations</li> <li>• Ethics of Librarianship: duties to the readers, to the documents &amp; to the profession</li> <li>• Laws of Library Science with special emphasis on Ranganathan's Five Laws.</li> <li>• Brief explanation- how the 5 laws are applicable to a library.</li> <li>• Different types of library with example: Public Library, Academic Library, Special Library &amp; National Library</li> <li>• Resource sharing- definition, Reasons &amp; Process of resource sharing.</li> </ul>	15
UNIT 2	<b>Library Legislations And Information Resources</b> <ul style="list-style-type: none"> <li>• Library Legislation- concept &amp; objective</li> <li>• Library legislation in Bengal &amp; other Indian states- brief idea</li> <li>• Role and Activities of Library Associations with emphasis on BLA, IASLIC &amp; ILA</li> <li>• Institutions &amp; Organisations involved in development of Library &amp; Information Sc. in India viz. NASSDOC, DRTC, NISDOC, DESIDOC, NISCAIR, RRRLF, NISSAT,</li> </ul>	15

	DELNET, INFLIBNET etc. <ul style="list-style-type: none"> <li>• Information source: Documentary &amp; Non documentary</li> <li>• Human, Institutional &amp; Media resources</li> </ul>	
UNIT 3	<b>General Office Function</b> <ul style="list-style-type: none"> <li>• Records of books &amp; other non- book materials</li> <li>• Cost Record, Service Record, Administrative Records.</li> <li>• Correspondences. Filing works. Store, Stationary &amp; Printing</li> <li>• Annual Report, Library Statistics.</li> </ul>	15
	<b>TOTAL</b>	<b>45</b>

### Outcomes for Library & Information Science - basics, Social Aspect & Resources

<b>Outcomes to be assessed</b>	<b>Assessment criteria for the outcome</b>
1. Explain basics of library and its importance	<ul style="list-style-type: none"> <li>❖ Explain the primary objectives of library</li> <li>❖ List of different kinds of library services offered</li> <li>❖ Differentiate between conventional libraries and information centres</li> <li>❖ Explain how libraries serve communities by providing information and educational resources</li> <li>❖ Explain the ethical responsibilities of librarians towards readers, documents and the profession</li> <li>❖ Explain Ranganathan's Five Laws of Library Science</li> <li>❖ Explain of how these laws apply to the functioning and management of a library</li> <li>❖ State different types of libraries: Public, Academic, Special, and National</li> <li>❖ Solve case Studies or scenarios to apply the laws to solve library management problems.</li> </ul>
2. Explain roles library legislations, library association and institute involved in Library & Information Science.	<ul style="list-style-type: none"> <li>❖ Identify the primary objectives of enacting library legislation</li> <li>❖ Illustrate with examples the impact of library legislation on public access to information</li> <li>❖ Compare and contrast library legislation in Bengal with other Indian states</li> <li>❖ Assess the effectiveness of library legislation in different states</li> <li>❖ Outline the roles and activities of major library associations such as BLA, IASLIC, and ILA</li> <li>❖ Analyze the impact of library associations on library services and professional development</li> <li>❖ List and describe the roles of major institutions involved in the development of library and information science in India (e.g., NASSDOC, DRTC, NISDOC, DESIDOC, NISCAIR, RRRLF, NISSAT, DELNET, INFLIBNET)</li> <li>❖ Differentiate between documentary and non-documentary</li> </ul>

	<ul style="list-style-type: none"> <li>❖ information sources</li> <li>❖ Assess the importance of various information sources in academic and public libraries</li> <li>❖ Analyze the role of human resources (e.g., librarians, support staff) in library operations</li> </ul>
3. Demonstrate general office functions	<ul style="list-style-type: none"> <li>❖ Demonstrate understanding of the importance and methods of maintaining records for books and other non-book materials</li> <li>❖ Explain the methods of maintaining cost records</li> <li>❖ Demonstrate the ability to maintain and update service records accurately</li> <li>❖ Exhibit proficiency in managing various administrative records</li> <li>❖ Demonstrate effective business writing skills for correspondences</li> <li>❖ Manage store, stationary, and printing supplies efficiently</li> <li>❖ Exhibit skills in compiling and presenting an annual report</li> <li>❖ Analyze and interpret library statistics accurately</li> </ul>

## SEMESTER II

### THEORY

(SAQ AND LAQ Type Question)

**FULL MARKS – 30    TOTAL PERIOD– 63**

UNIT	Topic	No of periods assigned	SHORT ANSWER TYPE QUESTIONS (2 MARKS)	SHORT ANSWER TYPE QUESTIONS (3 MARKS)	LONG ANSWER TYPE QUESTIONS (Descriptive Type Questions) (5 marks)	Total
UNIT	Topic					
UNIT 4	Communication Skills	20	1x2=2	1x3=3	1x5=5	10
UNIT 5	Circulation of Documents	23	1x2=2	1x3=3	1x5=5	10
UNIT 6	Stacking and Verification of Documents	20	1x2=2	1x3=3	1x5=5	10
<b>TOTAL</b>		<b>63</b>				<b>30</b>

## DETAIL SYLLABUS

UNIT	Topic / Sub Topic	No of periods assigned
UNIT 4	<b>Communication Skills</b> <ul style="list-style-type: none"> <li>• Communication Skill – Definition, concept and Importance</li> <li>• Preparing for interview- Profile, Portfolio, job Interview</li> <li>• Work Place Skill- Presentation, Telephone, Group Discussion.</li> </ul>	20
UNIT 5	<b>Circulation of Documents</b> <ul style="list-style-type: none"> <li>• Main Components of circulation job</li> <li>• Charging and discharging system- different methods.</li> <li>• Modern automated circulation system.</li> <li>• Inter- Library Loan- Concept and Importance</li> </ul>	23
UNIT 6	<b>Stacking and Verification of Documents</b> <ul style="list-style-type: none"> <li>• Shelving methods- different arrangement.</li> <li>• Different tools required for shelving. Weeding out.</li> <li>• Open versus Closed access.</li> <li>• Self Rectification and its necessity.</li> <li>• Stock Verification- different methods</li> </ul>	20
<b>TOTAL</b>		<b>63</b>

### Outcomes for Library & Information Science - basics, Social Aspect & Resources

Outcomes to be assessed	Assessment criteria for the outcome
4. Demonstrate communication skills required for library activities	<ul style="list-style-type: none"> <li>❖ Demonstrate effective communication skills in various scenarios</li> <li>❖ Develop a professional profile that accurately represents qualifications and experiences</li> <li>❖ Prepare and deliver effective presentations</li> </ul>
5. Explain circulation systems of documents in libraries	<ul style="list-style-type: none"> <li>❖ Identify and describe the main components of circulation jobs in a library</li> <li>❖ Explain the process involved in charging and discharging systems using different methods</li> <li>❖ Explain the concept and importance of inter-library loans</li> </ul>
6. Elaborate the principles and importance of stacking documents in a library and importance of documents verification in library management	<ul style="list-style-type: none"> <li>❖ Demonstrate knowledge of various shelving methods (e.g., alphabetical, numerical, subject-wise)</li> <li>❖ Identify and describe the different tools required for shelving (e.g., bookends, shelf markers, book trucks)</li> <li>❖ Explain the importance and methods of weeding out materials from the collection</li> <li>❖ Differentiate between open and closed access system</li> </ul>

**Practical/Projects****Total no. of periods = 144**

Sl No.	Details of Practical/ Project	Periods
1	Visit a few Public libraries to have a knowledge how different section of communities including children are helped in various ways and how the library extension service works.	20
2	Going through West Bengal Library Legislation. Visit BLA & IASLIC	20
3	Visit any office to see the various filing system and registers	20
4	To prepare curriculum Vitae of self and write at least 5 letters to Publisher , Book supplier, Member On the relevant matte	15
<b>Project</b>		
5.	To visit an academic library to observe circulation & shelving system	10
6.	Classification of at least 30 various types of documents using DDC- 11th abridged edition. Giving Call no. of at least 10 documents.	16
7.	Compare different methods of stock verification in libraries (e.g., manual counting, barcode scanning, RFID).	16
8.	Evaluate the pros and cons of open versus closed access in libraries. Conduct surveys and interviews with library users and staff.	12
9	Identify and evaluate different tools required for shelving and propose a weeding out strategy for outdated or damaged materials.	15

**Reference Books:**

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|---|--|----------------------------|
| ১. গ্রন্থাগার বিজ্ঞান পরিচয়                | - পীযুষ মহাপাত্র ও ভুবনেশ্বর চক্রবর্তী | - ওয়ার্ল্ড প্রেস, কোলকাতা |
| ২. গ্রন্থাগার ও গ্রন্থাগাবিক                | - পীযুষ মহাপাত্র ও ভুবনেশ্বর চক্রবর্তী | - ওয়ার্ল্ড প্রেস, কোলকাতা |
| ৩. গ্রন্থাগার ও সমাজ                        | - ভুবনেশ্বর চক্রবর্তী                  | - ওয়ার্ল্ড প্রেস, কোলকাতা |
| ৪. সাধারণ গ্রন্থাগার আইন                    | - একটি তুলনামূলক আলোচনা                | - অনিতা ভট্টাচার্যা        |
| ৫. তথ্য ও উৎস ও পরিষেবা                     | - দীপক কুন্ডু ও বিপ্রব চক্রবর্তী       | - প্রগতিশীল প্রকাশক        |
| ৬. Library and Society<br>- an introduction | - Dr. Nivedita Bhattacharya Sahu       | -Mitram, Kol               |