

**CLASS XI****Subject: Organising And Maintaining Information In A Library & Information Centre(LISO)****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	Library Classification	15	6
UNIT 2	Library Cataloguing	15	7
UNIT 3	Indexing	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>Library Classification</b> <ul style="list-style-type: none"> <li>• Definition, Purpose and function of Library Classification</li> <li>• Important Classification schemes, viz. DDC, UDC, CC and LCC- short introduction</li> <li>• Extension, Intension, Natural and Artificial classifications</li> <li>• Knowledge &amp; Book Classification- concept</li> <li>• Classification procedure after accessioning of documents</li> <li>• Class number, Book no., Collection no. &amp; Subject Headings- their tools</li> <li>• ISBN &amp; ISSN- a brief account</li> <li>• Notations- definition. Qualities of a good notation</li> <li>• DDC-history and brief knowledge.</li> <li>• Staff Manual – Concept and Importance</li> </ul>	15
UNIT 2	<b>Library Cataloguing</b> <ul style="list-style-type: none"> <li>• Definition, Objective and Function of Library Catalogue</li> <li>• Difference among Catalogue, Shelf List, Accession Register and Bibliography</li> <li>• Difference among Catalogue, Shelf List, Accession Register and Bibliography</li> <li>• AACR, ISBD- concept. Different types of entries(Main, Added etc.) according to AACR-2</li> <li>• Catalogue Code and other cataloguing tools</li> <li>• Selective, Descriptive, Simplified and Limited Cataloguing- concept</li> <li>• Cataloguing of non book materials. Tracing- its utility</li> </ul>	15

	<ul style="list-style-type: none"> <li>Jobs involved in the cataloguing section (viz. labeling, pasting etc.)</li> <li>Indexing- Definition. Utility. Different Types of Indexing</li> <li>Key word indexing, Chain indexing - Process. PRECIS &amp; POPSI- very precise concept</li> </ul>	
UNIT 3	<ul style="list-style-type: none"> <li>Indexing- Definition. Utility.</li> <li>Different Types of Indexing</li> <li>Key word indexing, Chain indexing - Process.</li> <li>PRECIS &amp; POPSI- very precise concept</li> </ul>	15
<b>TOTAL</b>		<b>45</b>

**Outcomes for Organising And Maintaining Information In A Library & Information Centre (LISO)**

<b>Outcomes to be assessed</b>	<b>Assessment criteria for the outcome</b>
1.Explain different classification of library with examples	<ul style="list-style-type: none"> <li>❖ Classify library and explain its purpose and functions</li> <li>❖ Differentiate between extension, intension, natural, and artificial classification</li> <li>❖ Explain the concepts of knowledge and book classification</li> <li>❖ Provide a brief introduction and comparison of major classification schemes: DDC, UDC, CC, and LCC</li> <li>❖ Describe the classification procedure after the accessioning of documents</li> <li>❖ Identify and utilize class numbers, book numbers, collection numbers, and subject headings using appropriate tools</li> <li>❖ Explain the importance and use of the ISBN and ISSN systems</li> <li>❖ Apply notations correctly in the classification process</li> <li>❖ Explain the concept and importance of a staff manual for classification, particularly within the context of DDC</li> </ul>
2. Define library catalogue. Demonstrate function of cataloguing section in a library	<ul style="list-style-type: none"> <li>❖ Demonstrate understanding of the distinct purposes and uses of catalogues, shelf lists, accession registers, and bibliographies</li> <li>❖ Explain the concept of AACR (Anglo-American Cataloguing Rules) and ISBD (International Standard Bibliographic Description), and identify and describe the different types of entries (main, added, etc.) according to AACR-2</li> <li>❖ Identify and explain the purpose and application of various catalogue codes and other cataloguing tools used in libraries</li> <li>❖ Describe the concepts of selective, descriptive, simplified, and limited cataloguing, and explain their relevance and application in different library contexts</li> <li>❖ Catalogue non-book materials and explain the process and utility of tracing in the cataloguing process</li> <li>❖ List and describe the various tasks involved in the</li> </ul>

	cataloguing section, including labeling, pasting, and other physical preparation of materials
3. Demonstrate indexing in a library and information system	<ul style="list-style-type: none"> <li>❖ Define indexing, explain its utility in information retrieval, and differentiate between various types of indexing</li> <li>❖ Explain the processes of keyword indexing and chain indexing, and provide a basic understanding of the concepts of PRECIS (Preserved Context Index System) and POPSI (Postulate-Based Permuted Subject Indexing).</li> <li>❖ Identify and differentiate between various types of indexing, including keyword indexing, chain indexing, and other relevant methods.</li> <li>❖ Describe the process of keyword indexing, including the selection of appropriate keywords and the organization of indexed information.</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 4	Bibliography	20	1x2=2	1x3=3	1x5=5	10
UNIT 5	Compilation and Arranging of Bibliographies	23	1x2=2	1x3=3	1x5=5	10
UNIT 6	Advanced Topics in Bibliography and Indexing	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>Bibliography</b> <ul style="list-style-type: none"> <li>• Definition and purpose of Bibliography. Bibliography versus Catalogue</li> <li>• Types of Bibliography- Analytical, Historical &amp; Systematic</li> <li>• Different types of Systematic Bibliographies</li> <li>• National Bibliography, Trade Bibliographies</li> <li>• Selective, Personal &amp; Bibliography of Bibliographies</li> <li>• Union Catalogue. Indexing Service and Abstracting Service</li> </ul>	25
UNIT 5	<b>Compilation and Arranging of Bibliographies</b> <ul style="list-style-type: none"> <li>• Methods and Techniques of compiling Bibliographies</li> <li>• Arrangement of Bibliographies</li> <li>• Tools and Resources for Bibliography compilation</li> </ul>	20
UNIT 6	<b>Advanced Topics in Bibliography and Indexing</b> <ul style="list-style-type: none"> <li>• Modern Trends and Technologies in Bibliography and Indexing.</li> <li>• Digital Bibliographies and Indexes</li> <li>• Challenges and Solutions in Bibliography and Indexing in the Digital Age</li> </ul>	18
<b>TOTAL</b>		<b>63</b>

### Outcomes for Organising And Maintaining Information In A Library & Information Centre (LISO)

Outcomes to be assessed	Assessment criteria for the outcome
4 Explain Bibliography and its importance in library science	<ul style="list-style-type: none"> <li>❖ Differentiate between a bibliography and a catalogue</li> <li>❖ Identify and describe the different types of bibliographies: analytical, historical, and systematic</li> <li>❖ List and explain various types of systematic bibliographies</li> <li>❖ Define and discuss the role and significance of national bibliographies</li> <li>❖ Define and discuss the role and significance of trade bibliographies</li> <li>❖ Explain the concepts of selective bibliography, personal bibliography, and bibliography of bibliographies</li> <li>❖ Define "union catalogue" and explain its importance</li> </ul>
5. Demonstrate of Bibliography compilation methods and techniques	<ul style="list-style-type: none"> <li>❖ Explain the roles of indexing and abstracting services in bibliographic work</li> <li>❖ Able to compile and arrange a bibliography</li> <li>❖ Understand and apply the principles and methods used in the arrangement of bibliographic entries.</li> <li>❖ Able to effectively arrange Bibliographic entries according to different classification systems and formats</li> <li>❖ Able to identify various tools and resources for</li> </ul>

	compiling Bibliographies
6. Explain advanced bibliographic techniques and their application in library science	<ul style="list-style-type: none"> <li>❖ Explain current trends and technologies impacting bibliography and indexing</li> <li>❖ Compare and contrast traditional and digital bibliographies/indexes</li> <li>❖ Identify common challenges faced in bibliography and indexing in the digital age</li> <li>❖ Utilize various solutions and best practices for overcoming these challenges</li> </ul>

**Practical/Projects**

**Total no. of periods = 144**

Sl No.	Details of Practical/ Project	Periods
1.	Develop a comparative analysis of DDC, UDC, CC, and LCC, highlighting their features, benefits, and limitations. Present this in a or presentation.	15
2.	Create a classification plan for a sample library collection based on knowledge and book classification principles	15
3.	Create a database of books and serials with assigned ISBNs and ISSNs	15
4.	Students will use cataloguing rules like AACR and ISBD to create catalog records, including main entries, added entries, and subject headings.	15
5.	Develop a guide on the use of ISBN and ISSN in libraries. Include practical exercises on how to find, assign, and manage these identifiers, and explore their role in cataloguing and classification.	12
<b>Project</b>		
6.	Explore modern trends in digital bibliographies	12
7.	Classification of at least 30 various types of documents using DDC- 11th abridged edition. Giving Call no. of at least 10 documents.	16
8.	To prepare card catalogue for at least 20 books & non book documents. Arrangements in dictionary form of Subject, Title & Author entries. Chain indexing though DDC (11th ed.) of at least 20 titles of document.	16
9.	Preparation of a selective bibliography of at least 20 documents.	15
10.	Design a new classification scheme for a specific type of library (e.g., a children's library, a digital library, etc.). Justify your choices of categories and subcategories, and explain how they address the needs of the target audience.	13

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**Reference Books:**

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| ১. বর্গীকরণ                    | - ভুবনেশ্বর চক্রবর্তী          | - ওয়ার্ল্ড প্রেস, কোলকাতা             |
| ২. বর্গীকরণ                    | - রামকৃষ্ণ সাহা                | - বেঙ্গল লাইব্রেরী এসোসিয়েশন, কোলকাতা |
| ৩. সূচীকরণ                     | - রত্না বন্দ্যোপাধ্যায়        | - বেঙ্গল লাইব্রেরী এসোসিয়েশন, কোলকাতা |
| ৪. ক্যাটালগ তত্ত্ব             | - মহাপাত্র ও চক্রবর্তী         | - ওয়ার্ল্ড প্রেস কোলকাতা              |
| ৫. গ্রন্থবিদ্যা (bibliography) | - ঐতিহ্য ও উত্তরাধিকার         | - ওয়ার্ল্ড প্রেস কোলকাতা              |
| ৬. Cataloguing                 | - Girija Kumar & Krishen Kumar | - Vikash Publisher, Delhi              |