CBSE | DEPARTMENT OF SKILL EDUCATION
CURRICULUM FOR SESSION 2020-2021

LIBRARY& INFORMATION SCIENCE (SUBJECT CODE 836)
JOB ROLE: LIBRARY ASSISTANT

RATIONALIZED CURRICULUM FOR CLASS–XII FOR SESSION 2020-21
Total Marks: 100 (Theory - 70 + Practical - 30)

	UNITS	NO. OF HOURS for Theory and Practical		MAX. MARKS for Theory and Practical
Part A	**Employability Skills**			
	Unit 1: Communication Skills- IV	10		
	Unit 2: Self-Management Skills- IV	10		
	Unit 3: ICT Skills- IV	10		**10**
	Unit 4: Entrepreneurial Skills- IV	15		
	Unit 5: Green Skills- IV	05		
	TOTAL	**50**		**10**
Part B	**Subject Specific Skills**	**Theory**	**Pract-ical**	
	Chapter -1: Library Management Unit -1A: Collection Development and its Management Unit -1:B: Human Resource Management HRM) Unit -1:C: Financial Management Unit -2: Functions of different Sections of a Library.	40	10	15
	Chapter -2: Organization of Library Resources: Advanced Unit -1: Library Classification (Theory) Unit -2: Library Cataloguing(Theory)	40	10	15
	Chapter -3: Library and Information Services Unit -1: Library and Information Services: An Overview Unit -2: Library and Information Services: ICT Applications	30	10	15
	Chapter -4: Computer Applications in Libraries: Advanced Unit -1: Use of Computer in Libraries Unit -2: Use of Social Networking Tools	35	10	10
	Chapter 5: Communication Skills 1. Need & Importance of Communication Skills.	15	10	05
	TOTAL	**160**	**50**	**60**
Part C	**Practical Work**			
	Practical Examination			15
	Viva Voce			05
	TOTAL			**20**
Part D	**Project Work/ Field Visit**			
	Practical File/ Student Portfolio			10
	TOTAL			**10**
	GRAND TOTAL	**260**		**100**

DETAILED CURRICULUM/TOPICS FOR CLASS XII

PART-A: EMPLOYABILITY SKILLS

S. No.	Units	Duration (in Hours)
1.	Unit 1: Communication Skills- IV	10
2.	Unit 2: Self-management Skills- IV	10
3.	Unit 3: Information and Communication Technology Skills- IV	10
4.	Unit 4: Entrepreneurial Skills- IV	15
5.	Unit 5: Green Skills- IV	05
	TOTAL DURATION	**50**

NOTE: **For Detailed Curriculum/ Topics to be covered under Part A: Employability Skills can be downloaded from CBSE website**.

PART B – SUBJECT SPECIFIC SKILLS

Units	Skills	Theory	Practical	
1.	**Chapter -1: Library Management** Unit -1A: Collection Development and its Management Unit -1:B: Human Resource Management (HRM) Unit -1:C: Financial Management Unit -2: Functions of different Sections of a Library.	40	10	15
2.	**Chapter -2: Organization of Library Resources: Advanced** Unit -1: Library Classification (Theory) Unit -2: Library Cataloguing(Theory)	40	10	15
3.	**Chapter -3: Library and Information Services** Unit -1: Library and Information Services: An Overview Unit -2: Library and Information Services: ICT Applications	30	10	15
4.	**Chapter -4: Computer Applications in Libraries: Advanced** Unit -1: Use of Computer in Libraries Unit -2: Use of Social Networking Tools	35	10	10
5.	**Chapter 5: Communication Skills** Unit 1. Need & Importance of Communication Skills.	15	10	05
	TOTAL	**160**	**50**	**60**
	Grand Total	**260**		

CHAPTER	UNIT	SESSION/ ACTIVITY/ PRACTICAL
1. **Library Management**	**1:(A):.**Collection Development and its Management	**Session**: 1. Collection Development Policy 2. Print Resources 3. Selection Criteria for Documents 4. (These activities can be seen only in videos available. Once the schools are open students can do these activities in the school libraries) 5. Stack Maintenance 6. Stock Verification. 7. Shelf list.
		Activity -To learn management of a library and its activities.
	1:(B): Human Resource Management (HRM)	**Session**: 1. Definition, Need and Purpose. 2. Job analysis. 3. Staffing pattern in different types of Libraries.
		Activity : Different type of Job in Library and job description in public library and college library -Job designations and descriptions can be seen on library websites.
	1:(C) : Financial Management	**Session:** 1. Financial Resources 2. Budgeting
	2 : Functions of different Sections of a Library	**Session:** 1. Acquisition, 2. Technical Processing: Classification and Cataloguing. 3. Circulation. 4. Periodicals. 5. Binding and Preservation. 6. Information Technology support (I.T.)
		Activity: Job designations and descriptions can be seen on library websites.

*Note: To be assessed in practical only. No question shall be asked from this portion in Theory Exams.

CHAPTER	UNIT	SESSION/ ACTIVITY/ PRACTICAL

2. Organization of Library Resources: Advanced	**1.Library Classification (Theory)**	**Session:**
		1. Concepts of Personality, Matter, Energy, Space and Time (PMEST).
		2. Steps for Classification by Dewey Decimal Classification (DDC) and Colon Classification (CC).
		3. Call number :
		   1. Class number.
		   2. Book number.
		   3. Collection number.

		Activity: To provide an understanding of Classification and Cataloguing systems. **Activity:** can be done by asking students to broadly classify books for - Steps for Classification by Dewey Decimal Classification (DDC) and Colon Classification
	2: Library Cataloguing (Theory)	**Session :** 1. Type of authors: (i) Personal (ii) Corporate 2. Subject heading: Sears list of Subject Heading and Keywords. 3. Machine Readable Catalogue 21 (MARC 21- Latest Edition).
		Activity: collection of Books , class and catalogue for 50 books . Visit 5 lib and look in to their web OPACs. Activity can be done by asking students to broadly catalogue books Subject heading: Sears list of Subject Heading and Keywords
3. Library and Information Science	**1.** Library and Information Services: An Overview	**Session :** 1. Types of Reference Services (1) On demand and in anticipation. 2. Ready Reference Services 3. Long Range Reference Services.
		Activity: to provide an understanding about the importance and need of Library and Information Services. Can be done when the school opens and students can be grouped as librarian and user. User puts the query to the librarian and she answers from the books in the library.
	2. Library and Information Services: ICT Applications	**Session :** 1. Modern Library & Information Service (1) Electronic Reference Service 2. Emerging Trends

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CHAPTER	UNIT	SESSION/ ACTIVITY/ PRACTICAL
4. Computer Applications in Libraries: Advanced	**1.** Use of Computer in Libraries	**Session :** 1. Study of different Library Softwares: 2. E-Granthalaya. 3. Use of Open source Software 4. KOHA
		Activity: To understanding of computer applications for housekeeping jobs in a Library**.** **Activity of KOHA -** Students can't do that, can only view OPACs of libraries and visit some libraries that have been automated to see how are their automated services.
	2. Use of Social Networking Tools	**Session :** Face book, Twitter, RSS, Blog, LinkedIn.
		Activity:
5.Communication Skills	**1.** Need & Importance of Communication Skills	**Session :** 1. Types of Communication Skills. 2. Interpersonal Communication Skills.
		Activity: record the communication and practice with friends Activity -Students can be divided into groups and assigned activities and their communication can be observed. For written communication they can be given small assignments

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