

# **Library and Information Science**

## **Grade XI**

### **I. Introduction**

Library and information Science is one of the important branches of knowledge that deals with the theoretical knowledge as well as practical skills needed for scientific organization and management of libraries, documentation centers, information centers, resource centers, etc. The developed countries have started its. Training courses and formal education programmers at various levels (from school level to higher levels like ph. D.), Nepal started its formal training programme since 2032 BS by the Tribhuvan University Central Library (TUCL). Since then some of professional organizations NNL, NLA, TILSA and academic institutions like TU are organizing short term training courses from to time for developing para-professional manpower needed for organization and management of small and medium size library and information centers and for assisting senior level staff and librarians of large libraries, School libraries and information centers. CTEVT also started certification since 1991, TU started one year Academic course of Bachelor of Library Science (B. Lib. Sc) to produce competent professional manpower needed for development and promotion of libraries & library profession since 1995. TU started two year Master Degree course on Library and Information Science (M.L. I Sc.) since 2002 to produce highly skilled professional manpower. This syllabus of library and Information Science for Grade XI & XII is needed for making students professionally competent for scientific organization and management of library and information centers in the country.

### **II. General Objectives**

The general objectives of this course are to :

- i. equip the students with the basic knowledge of library and information science;
- ii. create and develop love, attraction, interest and positive attitudes in students towards library & information profession and services;
- iii. develop and acquaint the students with necessary practical skills and techniques needed for proper organization and management of small/medium libraries and information centers and
- iv. encourage the students for choosing this profession as their future career by developing necessary foundation in them for higher and advanced studies.
- v. impart the skill required for the better utilization of libraries in their future education programme.

### III. Specific Objective

The specific objectives of this course are to enable the students to :

- i. express the origin, history and development of libraries and their important role in our society;
- ii. discuss the basic philosophy, ethics and laws of library science;
- iii. learn about various types of libraries like, national, public, academic, special, private libraries and their role, functions and services;
- iv. describe the best libraries of Nepal like Nepal National Library, TU central library, National Archive, Manan Puraskar Pustakalaya, Keshar Library;
- v. acquire basic knowledge on library administration and management with regard to physical infrastructure, library personnel and their types and size library finance and budget, library committee and its role and function, Library rules and regulation, Library statistics and annual reports;
- vi. explain various types of books and documents including journals, non book materials, audio visual Materials etc;
- vii. learn on principals and various steps for collection development such as maintaining necessary book selection tools like publishers, booksellers and institutions catalogues, bibliographies, indexes journals etc, selecting various types of relevant books and documents including journals, note book materials, audio visual materials, resource, ephemeral materials etc;
- viii. explain basic process of acquiring necessary reading/viewing materials through various ways as purchase, subscription, gift, exchange, membership;
- ix. acquaint with knowledge of proper accessioning of acquired books and documents in manual or computerized format following standard library practice and marking the accession no. & ownership stamp according to in-house rule;
- x. discuss the need and importance of Library classification for proper organization of acquired materials and learn the practical skill in classification by using abridged or unabridged addition of Dewey Decimal Classification (DDC);
- xi. learn about the need and importance of Library cataloguing and basic feature of cataloguing rules like AACR -2 for making main and added entries for helping users to locate required books by like author, title, subject;
- xii. explain the need and purposes of subject headings/indexing and basic principles of popular subject heading list like Scar's list of subject headings, Library of Congress subject headings, Thesauri, Local Subject Heading List;
- xiii. organize and manage journals systemically;
- xiv. organize and manage all non book materials and other types of materials properly;
- xv. complete and processing properly and file the catalogue cards systematically in public catalogue and self list catalogue in various sequences as needed;
- xvi. do shelf reading and checking properly;
- xvii. learn charging and discharging system by following modified Browne Charging System and other Works in circulation counter;

- xviii. explain the harmful factors for library stock and property and procedure for protecting and preserving and conserving all types of library materials and property for future use;
- xix. maintain records of all activities carried out in the library and prepare annual reports and
- xx) assist in preparation & implementation of the annual budget on the basis of library statistics, users feedback, comments and suggestion and self observation and experience.

#### **IV Course Scheme :**

Units	Title	Teaching hours	% of weightag
1	Development of Libraries and their Role in Society'	10	6.6
2	libraries of Nepal	10	6.6
3.	Library Management	15	10
4.	Collection Development	15	10
5.	Library Classification	30	20
6.	Library cataloguing	20	13.4
7	Subject Headings	15	10
8	End Processing	15	10
9	Circulation System	10	6.7
10.	Preservation & Conservation of Library Materials	10	6.7
	Total Teaching	150	100

#### **Unit 1**

#### **Development of Libraries and their Role in Society**

- 1.1 History and development of libraries
- 1.2 History and development of libraries in Nepal
- 1.3 Role of library in modern society
- 1.4 Philosophy, library ethics and laws of library science
- 1.5 Types of Library, their functions and services

## **Unit 2**

### **Libraries of Nepal**

- 2.1 Nepal National Library
- 2.2 TU Central Library
- 2.3 Kathmandu Valley Public Library
- 2.4 National Archive
- 2.5 National Academy of SC & Technology
- 2.6 Madan puraskar pustakalaya
- 2.7 Keshar Library
- 2.8 Library Visit

## **Unit 3**

### **Library Management**

- Principles of Management : Library Management and Library Administration
- Organization Structure
- Physical Infrastructure : Building, Furniture and Equipments etc.
- Library Personnel : Categories of staff and their size
- Library Finance : Sources of finance and Budget
- Library Committee : Roles and functions
- Library rules, Library Statistics and Annual report

## **Unit 4**

### **Collection Development**

- 4.1 Types of Documents, Selection and Acquisition of Books, Monographs, Report proceedings, Periodical, Non-book materials etc.
- 4.2 Selections Tools :Publishers Catalogue, Bibliographies, Reviews, etc.
- 4.3 Book selection and Acquisition
- 4.4 Periodicals selection and Acquisition
- 4.5 Non Book selection and acquisition
- 4.6 E- resources selection and Acquisition
- 4.7 practical on accessioning

## **Unit 5**

### **Library Classification**

- 5.1 Classification
- 5.2 Need and purpose of Library classification
- 5.3 Classification systems DDE, CC and UDC
- 5.4 DDC abridged and un abridge editions
- 5.5 Call number and its composition
- 5.6 DDC practical
- General, Standard sub-division, language and literature, Area Code

## **Unit 6**

### **Library Cataloguing**

- 6.1 Need, purpose of library cataloguing
- 6.2 Types and forms of Catalogues
- 6.3 Cataloguing Rules- AACR-2 kinds of entries 1<sup>st</sup> and 2<sup>nd</sup> Author, Corporate entry.
- 6.4 Cataloguing Practice

## **Unit 7**

### **Subject Heading**

- 7.1 Need and purpose of subject Headings (S-H)
- 7.2 Types of subject headings, sear's list of S-H  
Library Congress S-H  
Thesaurus
- 7.3 Subject Headings Practical

## **Unit 8**

### **End processing**

- 8.1 Call number writing in the **writing** in the **last page of the book**.
- 8.2 preparation and of Book Card, Due date Slip and Book Spine Loeve
- 8.3 Card Filing  
Public Catalogue  
Shell list in different sequence like General, Reference, Text Books etc
- 8.4 Book shelving and maintenance
- 8.5 Practical on End Processing and Book Shelving

## **Unit 9**

### **Circulation System**

- 9.1 Membership, Issues and **Property** Counter
- 9.2 Charging and discharging system : Register system, Card and automation
- 9.3 Over dues, Fines and Reminders
- 9.4 Practical on modified Browne Charging **system**

## Unit 10 Preservation & Conservation of Library Materials

- 10.1 Preserve from insects, heat, light and damp etc,
- 10.2 Cleaning and binding of library materials
- 10.3 Protect from theft, loss and damage
- 10.4 Stock **Checking**
- 10.5 Practical on Preservation and Conservation

### IX. Instructional procedures

The method of instructions will mostly comprise of lecture, exploration, demonstration, discussion, library-work, self-study, self-work and question-answer method.

### VII. Assessment procedures-

Assessment of student achievement in this course will be made on the basis of performance through class test at least two times and home assignment.

### Questionwise marks distribution-

- 2 long answer- questions =2x10=20marks
- 6 short answer- questions =6x5=30 marks

### References

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