LIBRARY SCIENCE

Name of Course: LIBRARY SCIENCE

Duration: 30 Hrs.

Offered by: Ramakrishna Sarada Mission Vivekananda Vidyabhavan

Eligibility: 10 + 2 Passed and RKSMVV Students

Course Fee: Rs. 200/-

Intake Capacity: 35

Course Overview:

Library and Information Science is an interdisciplinary field that emphasises the documentation, collection, organisation, access, protection and regulation of information in physical/ digital forms.

Course Objectives:

- To cater to the staffing needs of libraries as well as for imparting basic skills and training in library management.
- To give insights into Information sources and services, Management of library and information and library cataloguing and classification.
- To train students in handling the day-to-day work methodologies applied in public libraries, schools, and universities.

- To discuss the role of Libraries in the society.
- To describe the 'House-keeping Operations' which impacts the performance of a library.
- To provide with both practical and theoretical insights into the resource management of the library with more emphasis being laid on the practical aspect.
- To sensitise about library and information science at grass root level.

Syllabus in Modules:

Library Science			
Morning Topic	Duration	Afternoon Topic	Duration
Introductory Class	1 Hour	Libraries: Basics And Contexts Modern Society Role Of Libraries in Society Need, Purpose & Importance	1 Hour
Types Of Libraries & Their Functions	1 Hour	Five Laws of Library Science	1 Hour
Staffing Pattern of Libraries	1 Hour	Functional Unit of a Library: Housekeeping Operations	1 Hour
Housekeeping Operations: Acquisitions Practical	1 Hour	Housekeeping Operations: Acquisitions Practical	1 Hour
Housekeeping Operations: Technical Processing Practical	1 Hour	Assignment	1 Hour
Stock Maintenance	1 Hour	Assignment	1 Hour

Practical			
Classification Theory	1 Hour	Classification Theory	1 Hour
Classification Practical	1 Hour	Assignment	1 Hour
Cataloguing Theory	1 Hour	Cataloguing Practical	1 Hour
Quiz Session	1 Hour	Different Section of Library	1 Hour
File & Shelving of Books	1 Hour	File & Shelving of Books Practical	1 Hour
File & Shelving of Books Periodical Practical	1 Hour	Question Answer Session	1 Hour
Different Types of Information Sources	1 Hour	Group Discussion	1 Hour
Library Automation	1 Hour	Library Automation: Application Of Koha	1 Hour
Internet Basics	1 Hour	Assignment	1 Hour
Total Duration of Time			30 Hours

Resource Persons:

Sm. Parama Sarkhel Dutta, Librarian, RKSMVV

Pravrajika Mokshakamaprana, Library In-charge, RKSMVV.

Learning Outcomes:

After the completion of this course students will be able:

- To have gained knowledge about various operational subsystems of a library.

- To learn a variety of subjects including library organization and management, library catalogue, information sources and services, information technology and more.

- To understand the tools of management applied, arranging library data by application of information technology and making them easily applicable to the public.

- To understand and classify simple, compound and complex documents using standard classification schemes; capability to catalogue all types of documents using standard catalogue codes and metadata standards; ability to carry out library housekeeping operations and to provide library and information services by standard procedures.

- To critically analyze subjects of documents to classify them properly and to derive subject headings for subject cataloguing, indexing purposes and ability to think critically for solving various problems pertaining to the management of Libraries and Information centres.

- To have understanding of concepts of information technology and its application to libraries and capable of using digital technology for communication purpose, for library housekeeping operations, and for searching information from OPAC, Internet and online databases.

- To gain knowledge and skill base that would enable them to undertake further studies in Library and Information Science and in related areas or in multidisciplinary areas that involve Library and Information Science.

- To work as Librarian, Information Assistant, Library Attendant, Archivist, etc.

Assessment Procedure:

Three Formative Assessments' scores are provided as percentages. The Total Grade is determined based on the overall performance across all assessments. The Continuous Assessment column provides a general evaluation of the students' participation, engagement and adherence to deadlines throughout the course.

Grading criteria along with the corresponding percentage ranges:

A: 90%-100%

B: 80%-89%

C: 70%-79%

D: 60% - 69%

F : Below 60%