



Class
XI

LIBRARY AND INFORMATION SCIENCE



CENTRAL BOARD OF SECONDARY EDUCATION

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Chapter-1

Library, Information and Society

Objectives of the Chapter

- ◆ *Development of the civilization*
- ◆ *Growth of Information and Knowledge*
- ◆ *Society and its informational needs*
- ◆ *Evolution of library*
- ◆ *Role of library in society*
- ◆ *Concept of trinity*

Content

- 1.1 Introduction
- 1.2 Definition of a Library
- 1.3 Purpose of a Library
- 1.4 Functions of a Library
- 1.5 Modern Society and Library
- 1.6 Information and Library
- 1.7 Role of Library in Society
 - 1.7.1 Role of Library in Education
 - 1.7.2 Role of Library in Research and Development
 - 1.7.3 Role of library in Information Dissemination
 - 1.7.4 Role of Library in Promotion and Development of Culture
 - 1.7.5 Role of Library in Recreation and Leisure
 - 1.7.6 Role of Library in Moral, Ideological and Spiritual Development
- 1.8 Concept of Trinity
- 1.9 Summary
- 1.10 Glossary
- 1.11 Exercise



Chapter-2

Types of Libraries and their Role

Objectives of the chapter

- ◆ *Development of different types of libraries*
- ◆ *Public library and its role*
- ◆ *Academic library and its role*
- ◆ *Special library and its role*
- ◆ *Digital library and its characteristics*
- ◆ *Virtual library and its characteristics*

Content

- 2.1 Introduction
- 2.2 Types of Libraries
 - 2.2.1 Public library
 - 2.2.2 Academic Library
 - 2.2.3 Special Library
 - 2.2.4 National Library
- 2.3 Digital Library
- 2.4 Virtual Library
- 2.5 Summary
- 2.6 Glossary
- 2.7 Exercise

2.1 Introduction

S. R. Ranganathan propounded the concept of trinity, in which it has been told that a library is the combination of three components. These three components are book, reader and staff. Books and readers are two different components which need to be brought in contact with the help of staff. Here, the book represents the information source in any form whether books, journals, periodicals, audio visual material, map, charts, and any other material which are valuable for library users.



Chapter-3

Five Laws of Library Science

After studying this section, students will be able to:

- ◆ Understand the Five Laws of Library Science;
- ◆ Gain knowledge about the implications of the law 'Books are for use';
- ◆ Understand various obligation for satisfying the second law of library science "Every reader his/her book";
- ◆ Understand the implications of the third law of library science "Every book its reader";
- ◆ Gain knowledge about the implications of the fourth law "Save the time of the reader";
- ◆ Understand the implications of the fifth law "Library is a growing organism".

Contents

- 3.1 Introduction
- 3.2 First Law: Books are for Use
 - 3.2.1 Implications
 - 3.2.1.1 Location
 - 3.2.1.2 Hours
 - 3.2.1.3 Furniture
 - 3.2.1.4 Staff
 - 3.2.1.5 Book selection
- 3.3 Second Law: Every Reader his/her Book
 - 3.3.1 Implications
 - 3.3.1.1 State
 - 3.3.1.2 Authority
 - 3.3.1.3 Staff
 - 3.3.1.4 Reader
- 3.4 Third Law: Every Book its Reader
 - 3.4.1 Implications
 - 3.4.1.1 Open access



3.4.1.2 Shelf arrangement

3.4.1.3 Catalogue

3.4.1.4 Reference work

3.4.1.5 Publicity

3.4.1.6 Book selection

3.4.1.7 Extension service

3.5 Fourth Law: Save the Time of the Reader

3.5.1 Implications

3.5.1.1 Open access system

3.5.1.2 Shelf arrangement

3.5.1.3 Stack room guide

3.5.1.4 Catalogue

3.5.1.5 Reference service

3.5.1.6 Issue/return methods

3.5.1.7 Other services

3.6 Fifth Law: Library is a Growing Organism

3.6.1 Implications

3.6.1.1 Growth in size

3.6.1.2 Reading material

3.6.1.2.1 Library building

3.6.1.3 Classification scheme

3.6.1.4 Circulation

3.6.1.5 Open access

3.6.1.6 Safe guards

3.6.1.7 Staff

3.6.1.8 Staff council

3.6.1.9 Spirit of the hive

3.7 Summary

3.8 Glossary

3.9 Exercise



Chapter-4

Theory of Classification

After studying this section, students will be able to:

- ◆ *Understand the concept of Classification;*
- ◆ *Understand the difference between Classification and other terms;*
- ◆ *Gain knowledge about the need and purpose of Classification;*
- ◆ *Gain knowledge about the DDC Scheme and CC Scheme of Classification.*

Content

- 4.1 Introduction
- 4.2 Basics of Classification
 - 4.2.1 Difference between classification and division
 - 4.2.2 Kinds of classification
 - 4.2.3 Difference between knowledge and book classification
- 4.3 Library Classification
 - 4.3.1 Need of library classification
 - 4.3.2 Purpose and importance of classification
- 4.4 Main Schemes of Library Classification
 - 4.4.1 Dewey Decimal Classification (DDC)
 - 4.4.1.1 Outline
 - 4.4.1.2 Salient Features
 - 4.4.2 Colon Classification (CC)
 - 4.4.2.1 Fundamental categories
 - 4.4.2.2 Outline
 - 4.4.2.3 Salient features
 - 4.4.3 Comparison between DDC and CC
- 4.5 Summary
- 4.6 Glossary
- 4.7 Exercise

Chapter-5

Theory of Cataloguing

After studying this section, students will be able to:

- ◆ Understand the meaning and definition of a library catalogue;
- ◆ Gain knowledge about the need, objective, purpose and functions of a library catalogue;
- ◆ Gain knowledge about the salient features of AACR-2 and CCC cataloguing codes;
- ◆ Understand the two forms of catalogue used by most of the libraries throughout the world;
- ◆ Gain knowledge about the difference between Catalogue and Bibliography.

Content

- 5.1 Introduction
- 5.2 Library Catalogue
 - 5.2.1 Definition
 - 5.2.2 Need
 - 5.2.3 Objective
 - 5.2.4 Purpose
- 5.3 Functions of Library Catalogue
- 5.4 Difference between a Library Catalogue and Bibliography
- 5.5 Cataloguing codes
 - 5.5.1 Anglo- American Cataloguing Rules- 2nd ed
 - 5.5.1.1 Features of AACR-II
 - 5.5.1.2 Organisation of AACR-II
 - 5.5.2 Classified Catalogue Code (CCC)
 - 5.5.2.1 Features of CCC
 - 5.5.2.2 Limitations
- 5.6 Different Forms of Catalogues
 - 5.6.1 Card catalogue
 - 5.6.1.1 Merits
 - 5.6.1.2 Limitations
 - 5.6.2 Online Public Access Catalogue (OPAC)



Chapter-6

Reference and Information Sources

After studying this session, students will be able to:

- ◆ *Understand the concept of an information source;*
- ◆ *Study the need of information sources;*
- ◆ *Learn about various types of information sources;*
- ◆ *Study the characteristics of Primary, Secondary and Tertiary sources of information with examples;*
- ◆ *Learn about the evaluation of an information source.*

Contents

- 6.0 Introduction
- 6.1 Need for Information Sources
- 6.2 Types of Information Sources
- 6.3 Information Sources as Reference Sources
- 6.4 Reference Sources: Definition
- 6.5 Types of Information Sources
 - 6.5.1 Primary
 - 6.5.2 Secondary
 - 6.5.3 Tertiary
- 6.6 Comparison across Disciplines
- 6.7 Evaluation of Reference and Information Sources
- 6.8 Summary
- 6.9 Glossary
- 6.10 Exercise

6.0 Introduction

The source of information on any subject is the literature produced on it. The term 'literature' was earlier defined as the published writings in a particular style on a particular subject. The growth rate of information is exponential. Studies show that



Chapter-7

Categories of Reference Sources: Description and Scope

After studying this section, students will be able:

- ◆ To understand the purpose of reference collection;
- ◆ To gain knowledge about the development of a reference collection;
- ◆ To understand about the categories of reference sources;
- ◆ To understand the scope and features of different reference sources;
- ◆ To know about Online Reference Sources.

Contents

- 7.0 Introduction
- 7.1 Purpose of the Reference Collection
- 7.2 Development of a Reference Collection
- 7.3 Evaluation of Reference Sources
- 7.4 Types of Reference Sources
- 7.5 Important General Reference Sources
 - 7.5.1 Almanacs, Yearbooks, Handbooks
 - 7.5.2 Bibliographies
 - 7.5.3 Biographical sources
 - 7.5.4 Directories
 - 7.5.5 Dictionaries
 - 7.5.6 Encyclopaedias
 - 7.5.7 Geographical sources
 - 7.5.8 Indexes and abstracts
- 7.6 Online Reference Sources
- 7.7 Summary
- 7.8 Glossary
- 7.9 Exercise



Chapter-8

Computer Hardware used in Library: Concepts

After studying this section, students will be able:

- ◆ To understand the need of ICT in libraries;
- ◆ To gain knowledge about the Desktop system and its components;
- ◆ To gain knowledge about the printers and their functionality;
- ◆ To gain knowledge about scanner and its various types;
- ◆ To understand various networking components;
- ◆ To gain knowledge about the wireless technology and its tools.

Content

8.1 Introduction

8.2 Desktop Computer

8.2.1 Characteristics

8.2.2 Computer Hardware

8.2.2.1 CPU

8.2.2.2 Motherboard

8.2.2.3 Hard disc

8.2.2.4 RAM

8.2.2.5 Monitor

8.2.2.6 Keyboard

8.2.2.7 Mouse

8.2.3 Advantages

8.2.4 Disadvantages

8.3 Computer Printers

8.3.1 Types

8.3.1.1 Impact printer

8.3.1.1.1 Dot-matrix printer

8.3.1.1.2 Drum printer

8.3.1.2 Non-impact printer



8.3.1.2.1 Inkjet printer

8.3.1.2.2 Laser printer

8.4 Scanners

8.4.1 Types

8.4.1.1 High end A3 Flatbed Scanners

8.4.1.2 Drum Scanners

8.4.1.3 Hand Scanners

8.4.1.4 mm Scanners

8.4.1.5 Digital Camera

8.5 Modem (Modulator and Demodulator)

8.5.1 Types

8.5.1.1 Internal Modem

8.5.1.2 External Modem

8.5.2 Usage of Modem

8.6 Wi-Fi

8.6.1 Wireless Technology

8.6.1.1 2G and 3G technology

8.6.1.2 Wireless LAN

8.6.1.3 WIMAX

8.6.1.4 Radio Router technology

8.7 Bar code technology

8.7.1 Bar code Reader

8.7.2 Bar code Writer

8.7.3 Basic Requirements of Bar code Application

8.8 RFID

8.8.1 Components of RFID

8.8.2 Advantages of RFID in Libraries

8.9 Switches

8.9.1 Types of switches

8.9.1.1 Managed switched

8.9.1.2 Unmanaged switches

8.9.1.3 Smart Switches



Chapter-9

Library Automation Software: Main Features

After studying this section, students will be able:

- ◆ *To define Library Automation*
- ◆ *To gain knowledge about the need for Library Automation*
- ◆ *To understand about the prime areas of Library Automation*
- ◆ *To understand the barrier in automating libraries*
- ◆ *To understand the criteria for choosing Library Automation Software*
- ◆ *To gain knowledge of some prominent Library Automation Software*

Content

- 9.1. Introduction
- 9.2. Need for Library Automation
- 9.3. Areas of Automation in Libraries
- 9.4. Problems in Implementing Automation
- 9.5. Criteria for Choosing Library Automation Software
- 9.6. Library Automation Software
 - 9.6.1. E-Granthalaya
 - 9.6.1.1. System Requirements
 - 9.6.1.2. Features
 - 9.6.1.3. Modules of e-Granthalaya
 - 9.6.2. Software for University Libraries (SOUL)
 - 9.6.2.1. Features of SOUL
 - 9.6.2.2. Modules of SOUL 2.0 version
 - 9.6.2.2.1. Acquisition
 - 9.6.2.2.2. Catalogue
 - 9.6.2.2.3. Circulation
 - 9.6.2.2.4. On-line Public Access Catalogue (OPAC)
 - 9.6.2.2.5. Serial Control
 - 9.6.2.2.6. Administration