Library Systems and Resource Management (747) Class XII Syllabus

Time: 3 Hours; **Marks:** 60

Library Governance, Security, Finance & Budget.

Infrastructure of Library - Physical Infrastructure, Library space, Computing Infrastructure.

Acquisition - Policies, Type of materials – books, non - book, non-print, digital selection criteria, methods of acquisition (traditional, online), accessioning, records maintenance.

Serials Management - Policies, selection criteria, methods of subscription and procurement, e-journals, binding of periodicals, access to back volumes of e-journals, records maintenance.

Circulation-policies, issue/return systems, reservation.

Storage and Maintenance - Binding, Preservation – Electronic preservation, Inventory control, Stock Verification, and Weeding out.

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