

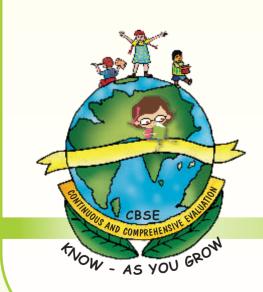
जया आगज

आज समय की माँग पर आगाज़ नया इक होगा निरंतर योग्यता के निर्णय से परिणाम आकलन होगा।

परिवर्तन नियम जीवन का नियम अब नया बनेगा अब परिणामों के भय से नहीं बालक कोई डरेगा

निरंतर योग्यता के निर्णय से परिणाम आकलन होगा। बदले शिक्षा का स्वरूप नई खिले आशा की धूप अब किसी कोमल-से मन पर कोई बोझ न होगा

निरंतर योग्यता के निर्णय से
परिणाम आकलन होगा।
नई राह पर चलकर मंज़िल को हमें पाना है
इस नए प्रयास को हमने सफल बनाना है
बेहतर शिक्षा से बदले देश, ऐसे इसे अपनाए
शिक्षक, शिक्षा और शिक्षित
बस आगे बढते जाएँ
बस आगे बढते जाएँ
बस आगे बढते जाएँ







LIBRARY AND INFORMATION SCIENCE Class XI



CENTRAL BOARD OF SECONDARY EDUCATION

Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-110 301 India



Library and Information Science

Class XI

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भारत का संविधान

उद्देशिका

हम, भारत के लोग, भारत को एक सम्पूर्ण [प्रभुत्व-संपन्न समाजवादी पंथनिरपेक्ष लोकतंत्रात्मक गणराज्य] बनाने के लिए, तथा उसके समस्त नागरिकों को:

> सामाजिक, आर्थिक और राजनैतिक न्याय, विचार, अभिव्यक्ति, विश्वास, धर्म

> > और उपासना की स्वतंत्रता, प्रतिष्ठा और अवसर की समता

प्राप्त कराने के लिए तथा उन सब में व्यक्ति की गरिमा

> और [राष्ट्र की एकता और अखंडता] सुनिश्चित करने वाली बंधुता बढ़ाने के लिए

दृढ़संकल्प होकर अपनी इस संविधान सभा में आज तारीख 26 नवम्बर, 1949 ई॰ को एतद् द्वारा इस संविधान को अंगीकृत, अधिनियमित और आत्मार्पित करते हैं।

- 1. संविधान (बयालीसवां संशोधन) अधिनियम, 1976 की धारा 2 द्वारा (3.1.1977) से "प्रभुत्व-संपन्न लोकतंत्रात्मक गणराज्य" के स्थान पर प्रतिस्थापित।
- 2. संविधान (बयालीसवां संशोधन) अधिनियम, 1976 की धारा 2 द्वारा (3.1.1977) से "राष्ट्र की एकता" के स्थान पर प्रतिस्थापित।

भाग 4 क

मूल कर्त्तव्य

51 क. मूल कर्त्तव्य - भारत के प्रत्येक नागरिक का यह कर्त्तव्य होगा कि वह -

- (क) संविधान का पालन करे और उसके आदर्शों, संस्थाओं, राष्ट्रध्वज और राष्ट्रगान का आदर करे;
- (ख) स्वतंत्रता के लिए हमारे राष्ट्रीय आंदोलन को प्रेरित करने वाले उच्च आदर्शों को हृदय में संजोए रखे और उनका पालन करे;
- (ग) भारत की प्रभुता, एकता और अखंडता की रक्षा करे और उसे अक्षुण्ण रखे;
- (घ) देश की रक्षा करे और आह्वान किए जाने पर राष्ट्र की सेवा करे;
- (ङ) भारत के सभी लोगों में समरसता और समान भ्रातृत्व की भावना का निर्माण करे जो धर्म, भाषा और प्रदेश या वर्ग पर आधारित सभी भेदभाव से परे हों, ऐसी प्रथाओं का त्याग करे जो स्त्रियों के सम्मान के विरुद्ध हैं;
- (च) हमारी सामासिक संस्कृति की गौरवशाली परंपरा का महत्त्व समझे और उसका परिरक्षण करे;
- (छ) प्राकृतिक पर्यावरण की जिसके अंतर्गत वन, झील, नदी, और वन्य जीव हैं, रक्षा करे और उसका संवर्धन करे तथा प्राणिमात्र के प्रति दयाभाव रखे;
- (ज) वैज्ञानिक दृष्टिकोण, मानववाद और ज्ञानार्जन तथा सुधार की भावना का विकास करे;
- (झ) सार्वजनिक संपत्ति को सुरक्षित रखे और हिंसा से दूर रहे;
- व्यक्तिगत और सामूहिक गितविधियों के सभी क्षेत्रों में उत्कर्ष की ओर बढ़ने का सतत प्रयास करे जिससे राष्ट्र निरंतर बढ़ते हुए प्रयत्न और उपलब्धि की नई उंचाइयों को छू ले;
- (ट) यदि माता-पिता या संरक्षक है, छह वर्ष से चौदह वर्ष तक की आयु वाले अपने, यथास्थिति, बालक या प्रतिपाल्य के लिये शिक्षा के अवसर प्रदान करे।
- 1. संविधान (छयासीवां संशोधन) अधिनियम, 2002 की धारा 4 द्वारा (12.12.2002) सें अंत: स्थापित।

THE CONSTITUTION OF INDIA

PREAMBLE

WE, THE PEOPLE OF INDIA, having solemnly resolved to constitute India into a ¹[SOVEREIGN SOCIALIST SECULAR DEMOCRATIC REPUBLIC] and to secure to all its citizens:

JUSTICE, social, economic and political;

LIBERTY of thought, expression, belief, faith and worship;

EQUALITY of status and of opportunity; and to promote among them all

FRATERNITY assuring the dignity of the individual and the² [unity and integrity of the Nation];

IN OUR CONSTITUENT ASSEMBLY this twenty-sixth day of November, 1949, do HEREBY ADOPT, ENACT AND GIVE TO OURSELVES THIS CONSTITUTION.

- 1. Subs, by the Constitution (Forty-Second Amendment) Act. 1976, sec. 2, for "Sovereign Democratic Republic" (w.e.f. 3.1.1977)
- 2. Subs, by the Constitution (Forty-Second Amendment) Act. 1976, sec. 2, for "unity of the Nation" (w.e.f. 3.1.1977)

THE CONSTITUTION OF INDIA

Chapter IV A

FUNDAMENTAL DUTIES

ARTICLE 51A

Fundamental Duties - It shall be the duty of every citizen of India-

- (a) to abide by the Constitution and respect its ideals and institutions, the National Flag and the National Anthem:
- (b) to cherish and follow the noble ideals which inspired our national struggle for freedom;
- (c) to uphold and protect the sovereignty, unity and integrity of India;
- (d) to defend the country and render national service when called upon to do so;
- (e) to promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities; to renounce practices derogatory to the dignity of women;
- (f) to value and preserve the rich heritage of our composite culture;
- (g) to protect and improve the natural environment including forests, lakes, rivers, wild life and to have compassion for living creatures;
- (h) to develop the scientific temper, humanism and the spirit of inquiry and reform;
- (i) to safeguard public property and to abjure violence;
- (j) to strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher levels of endeavour and achievement;
- ¹(k) who is a parent or guardian to provide opportunities for education to his/her child or, as the case may be, ward between age of six and forteen years.
- 1. Ins. by the constitution (Eighty Sixth Amendment) Act, 2002 S.4 (w.e.f. 12.12.2002)



Preface

The library is the main element for the development of a modern society. As a service agency, it organizes and facilitates the use of information and knowledge for the development of an individual as well as the society. The objective of the library profession is to provide the right information, to the right user, at the right time, with a positive attitude.

In the changing environment, with the rapid development of I.T., the role of a library has changed from document management to knowledge management. Therefore, a modern society requires a modern library with highly skilled manpower to maximize the library services to reach out to their users and fulfill their informational needs.

To bridge the gap between the demand and supply of qualified library professional, CBSE has introduced L.I.Sc., a course at the senior secondary level. The curriculum is, therefore, designed in such a way that it fulfills the objective of introducing the course at this level.

My heartfelt gratitude is due to the CBSE Course Committee in Library & Information Science, for taking the lead in developing the textbook and guiding the team. My sincere thanks are due for Prof. P. B. Mangla, Shri Kumar Sanjay, Dr. A. P. Singh, Shri K. N. Jha and Shri S. L. Faisal for their compilation, as materials developers for the book.

The development of the materials for this book would never have been possible, but the sincere efforts put in by Dr. B. N. Singh, Deputy Director/AL as the co-ordinator under the guidance of Dr. Sadhana Parashar, Prof. & Director (Academic, Research Training and Innovation), CBSE.

Any further suggestions for improving the course contents are always welcome and will be incorporated in the future edition.

Vineet Joshi Chairman



Foreword

The CBSE has introduced **Library and Information Science** as a course at the senior secondary level to fulfil the requirement of developing necessary skills in learners to identify, locate, evaluate and use the required knowledge efficiently. In the current climate of psychological, social and economic changes, society is influenced by explosive knowledge creation and exponential technology growth. Thus, introducing the LISc course at +2 level is a necessary step in the upgradation of the existing scenario.

As India moves towards a knowledge-based society, with a proliferation of learning and research institutions, the demand for and importance of Library Science is growing rapidly. With the advent of information technology, the traditional concept is being revised to include new-age tools of information like CDs, Internet, e-libraries etc. There is a demand for library professionals at all levels: in schools, colleges, universities, research and development institutions, government departments and corporate sectors. With an increasing number of educational institutions and growth of industry, job opportunities for librarians have increased manifold. Therefore, library professionals need to have good IT skills, a strong academic aptitude and be service minded.

The main objective of the course is to provide the basic concepts of **Library and Information Science**, and equip the students with library rules, professional skills and competencies so that they can choose and start their career as a Librarian. The increasing use of the internet also impacts our objectives to give our learners a greater autonomy in their learning. At +2 level, students begin to contemplate and introspect on their choice of subject for higher studies. For some students, this stage may be the end of their formal education, leading to the world of work and employment; for others, it may be the foundation for higher education. They may choose either a specialized academic course or a job-oriented course. Thus, L.I.Sc. course would equip them with the necessary skills, and make a meaningful contribution towards their personal and professional growth in the future.

One of the important aspects of this elective subject is to improve the education system for Library and Information Science at the school level subject, which may be equivalent to Diploma in Library and Information Science. The elective will impart some of the basic contents and concepts of L.I.Sc. to those who aspire to pursue higher studies in Library and Information Science.

The course is defined with the following objectives:

- To develop the basic understanding of theoretical and practical aspects of Library and Information Science.
- To equip the students to pursue the subject for higher education in future.
- To develop basic skills among students who opt to work as semi professionals in the libraries, after +2 Level.

Library and Information Science, an academic elective (Code No 079), would nurture the interest of students and expose them to the nuances of skills and approaches required in this field. The elective can be opted by students as one of the four elective subjects and also as an additional elective subject at the senior secondary stage, in combination with any of the subjects that are already available in the Scheme of Studies of the Board.

This course enhances students' professional skills, provides some background information and explains the basic concepts to help them attain a better understanding of the subject.

Teachers handling the course need to equip themselves regarding the effective use of course content, teaching methodology, management of group work and individual work, appropriate use of assessment tools, and grading system and record keeping, in order to benefit their students.

Course Development Committee Team



Scknowledgement

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CO-ORDINATOR

Dr. B. N. Singh, Deputy Director/AL, CBSE, New Delhi

Module Objectives

S.No.	Units	Duration	Key Learning Objectives
1.	Library, Information and Society: Concepts		 To understand the development of civilization To gain knowledge about the growth of Information and Knowledge To know about the Society and its informational needs To understand the evolution of library To understand the role of a library in our society To know the concept of trinity
2.	Types of Libraries and their Role		 To develop different types of libraries To know the role of Public Library To know about the Academic Library and its role To understand Special Library and its role To understand the Digital Library and its characteristics To gain knowledge about the Virtual Library and its characteristics
3.	Five Laws of Library Science and their Implications		 To understand the Five Laws of Library Science To gain knowledge about the implications of the first law 'Books are for use" To understand various obligations for satisfying the second law of Library Science "Every reader his/her book" To understand the implications of the third law of Library Science "Every book its reader" To gain knowledge about the implications of the fourth law "Save the time of the reader"



		◆ To understand the implications of the fifth law "Library is a growing organism"
4.	Library Classification	 To understand the concept of Classification. To understand the difference between Classification and other terms. To gain knowledge about the need and purpose of Classification. To gain knowledge about the DDC Scheme and CCScheme of Classification
5.	Library Cataloguing	 To understand the meaning and definition of a Library Catalogue To gain knowledge about the need, objective, purpose and functions of a Library Catalogue To gain knowledge about the salient features of AACR2 and CCC cataloguing codes To understand the two forms of catalogue used by most of the libraries throughout the world To gain knowledge about the difference between Catalogue and Bibliography
6.	Reference and Information Sources: Definition; Need	 To understand the concept of reference and information sources To know about the need of reference and information sources To gain knowledge about the various types of information sources To gain knowledge about the characteristics of primary, secondary and tertiary sources of information with examples To know about the evaluation of information sources

7.	Categories of Reference Sources: Description and Scope	 To understand the purpose of reference collection To gain knowledge about the development of reference collection To understand the categories of reference sources To understand the scope and features of different reference sources To know about the Online Reference Sources
8.	Computer Hardware Used in Library: Concepts	 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 understand about scanner and its various types To understand various networking components To gain knowledge about the wireless technology and its tools
9.	Library Automation Software: Main Features	 To understand the Library Automation To gain knowledge about the need of Library Automation To understand the prime areas of Library Automation To understand the barriers in automating libraries To understand the criteria for choosing Library Automation Software To know about some prominent Library Automation Software



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