

LIBRARY SCIENCE

AIMS AND OBJECTIVES OF EDUCATION IN LIBRARY SCIENCE

1. To develop interest in reading materials and their use in libraries and to promote reading habit among the students.
2. To create among students a better understanding of the usefulness of libraries in their studies and their dynamic role in a fast changing society.
3. To develop among the students the skill to make effective use of library resources and services including library equipments so that irrespective of the career that they may later-on choose for themselves, they can derive maximum benefits out of the library.
4. To acquaint students with the literature of Islam and Pakistan.
5. To promote interest among students for life-long education and help them to develop into good citizens.

Syllabus Library Science

Marks 85	Class XI (Part – I)	Time : 3.00 hours
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Paper-1— Introduction of Books and Libraries

This paper will consist of the following five sections:

Nature and types of libraries and their use, Nature and types of library materials, History of books and libraries, Use of library materials, Meaning and concept of information.

Scope:

Definition, concept and brief description of objectives and services of library. Role of the library in society (pages 20). Definition and concept of books and other library materials, Types of library materials, care of library materials (Pages 20). Brief history of writing and writing materials (The Alphabet, papers making and printing). Brief history of libraries in general with special reference to Pakistan. Brief introduction to libraries and the library materials possessed by the city libraries and libraries in the vicinity. (Pages 20). Purpose of books and other library materials. Library materials for use. Methods and ways of making them useable. (Pages 20). The meaning, concept and role of information in generation of knowledge and its usefulness (Pages 20).

Practicals

The practicals for each section will include term papers concerning to the specific topics of each section. This may also include reports of library tours.

Syllabus

EXPECTED OUT-COME

PAPER I—Introduction of Books and Libraries.

SECTION I.—Nature and type of Libraries and their use:

1. An understanding of the meaning and concept of a Library.
2. An awareness about library objectives and services.
3. An understanding of a library's contribution in the life of an individual and in the society at large.
4. An awareness of the usefulness of a library in education and in developing reading habit.
5. An understanding of the impact of machines in the improvement of services offered by a library.

SECTION 2.—Nature and types of Library materials:

An understanding of the various types of library materials and their physical forms and characteristics.

An understanding of the ways by which these materials can be protected from damage and loss. Also an understanding among students of the care with, which they are required to use the materials to save them from damage disfigurement.

SECTION 3.—History of books and Libraries :

1. An understanding of the development of writing and writing materials with special reference to the Muslim World.
2. An understanding of history of libraries in general with special reference to Pakistan.
3. An awareness of the libraries and the library materials possessed by the city and the libraries in their vicinity.

SECTION 4.—Use of Library Materials:

1. An understanding of the purpose of the library materials in communication of knowledge.
2. An appreciation of the benefit of reading and the role, books have played in influencing the society.
3. An understanding of the ways by which a student can require his desired information from library materials.

SECTION 5.—Meaning and concept of information. It will acquaint the students with:

Concept of information, Meaning of information, Usefulness of information.

EVALUATION**Paper 1.—Introduction of books and Libraries.****SECTION 1.—Nature and type of Libraries and their use.**

Assessment of student's knowledge about the meaning concept objectives and services of library and its role in the society, Objective tests.

SECTION 2.—Nature and types of Library materials:

1. Assessment of the nature and types of library materials their physical forms and characteristic and student's understanding of effective use of these materials.
2. Assessment of student's understanding of the ways and means for protection of these materials from damage and loss.
3. Objective tests.

SECTION 3.— History of books and Libraries:

1. Assessment of student's knowledge of the history of writing and writing materials.
2. Assessment of student's knowledge of the history of libraries in general with special reference to Pakistan.
3. Assessment of student's knowledge about the nature and usefulness of local libraries and those located in the vicinity, where visits to libraries are arranged. They may be asked to write assignments on the topic.

SECTION 4.—Use of Library Materials:

Assessment of student's knowledge of the purpose form and use of books and other library materials.

Assessment of student's knowledge of the methods by which library materials are made useable.

Objective tests.

SECTION 5.—Meaning and concept of information :

Assessment of student's about understanding and comprehension of concept, meaning and usefulness of information, Objectives Tests.

Recommended Books:

عنوان کتاب :- اساس لائبریری سائنس (انٹر پارٹ-1) مصنف :- ملک محمد ابراہیم ناشر / پبلشر :- مجید بک ڈپو (22- اردو بازار، لاہور)

Marks 85	Class XII (Part – II)	Time : 3.00 hours
Practical: 30		

Paper II.—Organization of Library Materials for use

This paper will consist of the following four section:

Classification and assignment of Subject Headings, Cataloguing of books, Use of reference books, Circulation of Library materials.

Scope

SECTION I.—Definition of classification, its importance and use in the Library.

Use of DDC (latest abridged edition restricted to Broad Numbers) and the description of Sear's Subject Heading and its use (Pages 25).

SECTION 2.—Cataloguing—its meaning, concepts, principles and its use in the library, — Brief account of the development of present code of AACR. Preparation of simple catalogue cards (main entry) according to AACR and cataloguing of Pakistani names (by Dr. Anis Khurshid). Emphasis may be given on books of subject interest of the class, (Pages 25).

SECTION 3.—Types of reference books and their definitions—practical demonstration of the reference books Bibliography, Encyclopedia, Dictionaries, Biographical sources and Almanics). Emphasis may be given to Pakistani reference books. (Pages 25).

SECTION 4.—Lending of Library materials and various records necessary for circulation—charging system used for lending of materials maintenance of other records including Accession Register in the Library (Pages 25).

PRACTICALS (PAPER II)

SECTION 1.—Classification and Assignment of Subject Headings

Study and practice of 1st, 2nd 3rd summary of DDC. Assignment of DDC numbers (Broad Numbers) of books on various subjects. Arrangement of books by classification numbers. Interpretation of classification numbers by the help of DDC. Allocation of Subject Headings to books with the help of Sear's list. Arrangement of Subject Headings.

SECTION 2.—Cataloguing.

Preparation of simple catalogue cards according to AACR 2.

SECTION 3.—Reference Sources.

Study of main features of various types of reference material. Bibliography, Encyclopedia, Dictionaries, Biographical sources and Almanics). Practice in the location of specific information with the help of relevant reference book.

Note: Passing in theory as well as practicals in both papers is compulsory.

EVALUATION

PAPER II. — Organisation of Library materials for use.

SECTION 1. – Classification and Assignments of Subject Headings

Understanding of the concept of arrangement of Books on Shelves by subject. Understanding of the signs and symbols used for the guidance of user for locating their required material. Knowledge of the DDC—its main classes sub-division from divisions. Concept of the Subject Headings and their use. Objective tests.

SECTION 2.—Cataloguing of Books.

Understanding of the purpose and functions of a catalogue. Understanding of different types and forms of catalogue. Understanding of the components of main entry card. Understanding of alphabetization. Understanding of the different forms of names with especial reference to Pakistan. Objective tests.

SECTION 3.—Use of Reference Books.

Understanding of the nature of different types of reference books and their important features. Understanding the purpose of different reference books. Understanding of using various reference books for finding required information. Practical exercises and objective tests.

SECTION 4.—Circulation of Library Materials.

Assessment of Library materials and various records necessary for circulation. Assessment and familiarization of charging system used for lending materials and maintenance of other records including Accession Register

Practicals

Assessment of the understanding of the students in using DDC abridged edition for classification of books and the use of Sear's Subject Headings for assignment of Subject Headings. Understanding of the AACR 2 entry cards preferably for Pakistani books. Understanding of the various reference books finding required information for the class interest of the students. These assessments will be based on the practicals which a student will be required to perform during his studies.

EXPECTED OUT-COME

Paper II.—Organization of Library materials for use.

SECTION 1.—Classification and assignment of Subject Headings.

Understanding of DDC classification schemes (abridged edition) by which books are classified and Sear's Subject Headings and the ways by which books are classified and arranged on shelves. Students will be able to understand classification symbols and author mark to locate their desired materials on the shelves. Students will thus be able to use the library effectively.

SECTION 2.—Cataloguing of books.

Understanding of the concept and functions of a catalogue. Understanding of the need of the bibliographic details of book on a catalogue and their use in locating books. Will develop ability among students to search their needed material through catalogue. Will create appreciation among students for the standardization of names in a catalogue. Will help a student in preparing a list of books on his subject of nearest.

SECTION 3.—Use of Reference Books

Student will be familiar of various reference sources, find his desired information from them and will be able to use them.

SECTION 4.—Circulation Library Materials.

Understanding of library materials and various records necessary for circulation. Understanding and familiarization of charging system used for Lending materials and maintenance of other records including Accession Register.

Practicals

Students will be able to classify books broadly and prepare simple catalogue cards with assignment of Subject Headings.

Recommended Books:

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| عنوان کتب:- | 1- اساس لائبریری سائنس (انٹر پارٹ-II) |
| | 2- پریکٹیکل نوٹ: اساس لائبریری سائنس |
| مصنف:- | ملک محمد ابراہیم |
| ناشر/پبلشر:- | مجید بک ڈپو (22- اردو بازار، لاہور) |

