

**Senior Secondary Course**

**339 – Library and Information Science**

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**Course Coordinators**

**Naipal Singh  
Manju Chrungu**



**NATIONAL INSTITUTE OF OPEN SCHOOLING**

**(An autonomous organisation under MHRD, Govt. of India)**

**A-24-25, Institutional Area, Sector-62, NOIDA-201309 (U.P.)**

**Website: [www.nios.ac.in](http://www.nios.ac.in), Toll Free No: 18001809393**

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Assistant Librarian, NIOS, NOIDA (UP)

---

## LESSON WRITERS

---

**Ms. C.M. Anand,**

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Meerabai Polytechnic, New Delhi.

**Naipal Singh,**

Librarian, NIOS, NOIDA (UP)

**Ms. Manju Chrungu,**

Assistant Librarian, NIOS, NOIDA (UP)

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## GRAPHIC ILLUSTRATOR

---

**Sh. Mahesh Sharma**

Graphic Artist (Retd.), NIOS, NOIDA, ( UP )

**Ms. Madhvi Rawat**

Freelance Graphics Artist, Rohini Avantika, Delhi.

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## LASERTYPESETTING

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**M/s Shivam Graphics,**  
Rani Bagh, Delhi-110034

## *Chairman's Message*

*Dear learners,*

*As the needs of the society in general, and some groups in particular, keep on changing with time, the methods and techniques required for fulfilling those aspirations also have to be modified accordingly. Education is an instrument of change. The right type of education at right time can bring about positivity in the outlook of society, attitudinal changes to face the new/fresh challenges and the courage to face difficult situations.*

*This can be very effectively achieved by the curriculum renewal and by introducing new subjects at regular intervals of time. A static curriculum serves no other purpose than a mere manual of instruments for teaching in which, unless the water is changed at regular intervals of time, the water cannot be put to any use. Rather, it starts stinking giving a foul and obnoxious smell.*

*Textual material production is an integral and essential part of curriculum development. Through it, the goals of teaching a particular subject are achieved and it teaches the techniques, rather than employing old and traditional methods which may not suit the situation at all.*

*For this purpose only, educationists from all over the country come together at regular intervals to deliberate on the issues of changes needed and required. As an outcome of such deliberations, the National Curriculum Framework (NCF) came out; this spells out in detail the type of education desirable/needed at various levels of education – primary, elementary, secondary or senior secondary.*

*Keeping this framework and other national and societal concerns in mind, we have introduced few new subjects at the senior secondary level, making them current and need based. We have also taken special care to make the learning material user friendly, interesting and attractive for you.*

*I would like to thank all the eminent persons involved in making this material interesting and relevant to your needs. I hope you find it appealing and absorbing.*

*On behalf of National Institute of Open Schooling, I wish you all a bright and successful future.*

***Dr. S.S.Jena***

*Chairman*

*National Institute of Open Schooling  
NOIDA (Uttar Pradesh).*

## ***A Note from the Director***

*Dear Learner,*

*I welcome you in the National Institute of Open Schooling , the largest open schooling system in the world. The National Knowledge Commission stated in his report that “In order to reach the goal of creating a knowledge society, the majority of people in India must be helped to overcome information poverty. The knowledge deprived has to be given access to relevant and timely information and knowledge to address the roles they should play in the developmental process.” As part of this initiative, Academic department of the NIOS has introduced new subject “Library and Information Science” at senior secondary level for its learners. The NIOS is the only board in India which is going to offer library and information science as an academic subject at senior secondary level.*

*The task of preparing curriculum for this subject was very difficult, because certificate or diploma in library science has lot of contents and we had to cover these contents in a single subject. But with the help of eminent subject experts and educationist from all over the country and under their expert advice and guidance, we were able to prepare one of the best curriculum. I am happy to present you the self-learning material based on this curriculum.*

*We have tried our best to make this learning material simple and helpful in your day-to-day studies and use of library. I am thankful to all eminent experts involved in making curriculum and learning material interesting and relevant to your needs.*

*I hope you will find this material interesting and exciting with lots of activities to do. This material will not only help you in use of library but also in choosing a career in the field of library and information science in future.*

*Although we have made our best efforts to prepare this material, but there is always place for further improvement. So any suggestion for further improvement in this course is welcome.*

*I wish you all a very happy and successful future life and career.*

***Dr. Kuldeep Agarwal***

*Director(Academic)*

*National Institute of Open Schooling*

*NOIDA (Uttar Pradesh).*

## *A word with you*

*Dear Learner*

*National Institute of Open Schooling welcomes you to new course of Library and Information Science (LIS) at Sr. Secondary level. The NCF 2005, while stressing on the importance of libraries states “It is important that future planning treats the library as an essential component of the school at all levels. Both teachers and children need to be motivated and trained to use the library as a resource for learning, pleasure, and concentration “. LIS is developing as an exciting and rewarding career option now a days. We have developed this course according to present needs of the society and learners. Dr. S.R. Ranganathan, the father of library science, formulated the Five Laws of Library Science in 1928 and published these in his famous book entitled, “Five Laws of Library Sciences” in 1931 we have also included these laws in lesson 4 of module 1.*

*This course has been designed in a modular form in the sense that content is divided into four core modules, from module one to four and optional modules , five and six. The core modules are compulsory for all learners, but you can choose any one of the two optional modules. These modules are made up of a number of lessons. The modules are self contained and you can pick up any of the modules first that interests you. However, we would like you to proceed as modules have been arranged, because there are reference and cross references to other lessons.*

*The study of library and information science in this material includes, library information and society, information sources, organization of information sources, library and information services, management of libraries and information retrieval systems. The syllabus of LIS not only provides an opportunity to learners understanding and working knowledge of traditional libraries but also modern libraries like automated, digital and virtual.*

*We hope that this course will be very useful to the learners and also helpful for understanding use and functioning of different types of libraries like academic, national, public, special, modern and also information centres and you will be able to use library more effectively.*

*For any kind of difficulty about this , kindly do not hesitate in writing to us .*

*(Naipal Singh)  
Librarian, NIOS*

*(Manju Chrungu)  
Assistant Librarian, NIOS*

## How to use the Study Material Module

Congratulation! You have accepted the challenge to be a self-learner. NIOS is with you at every step and has developed the material in Library and Information Science with the help of a team of experts, keeping you in mind. A format supporting independent learning has been followed. If you follow the instructions given, then you will be able to get the best out of this material. The relevant icons used in the material will guide you. These icons have been explained below for your convenience.

**Title:** will give a clear indication of the contents within. Do read it.

**Introduction:** This will introduce you to the lesson linking it to the previous one.



**Objectives:** These are statements that explain what you are expected to learn from the lesson. The objectives will also help you to check what you have learnt after you have gone through the lesson. Do read them.

**Notes:** Each page carries empty space in the side margins, for you to write important points or make notes.



**Intext Questions:** Very short answer self check questions are asked after every section, the answers to which are given at the end of the lesson. These will help you to check your progress. Do solve them. Successful completion will allow you to decide whether to proceed further or go back and learn again.



**What You Have Learnt:** This is the summary of the main points of the lesson. It will help in recapitulation and revision. You are welcome to add your own points to it also.



**Terminal Exercises:** These are long and short questions that provide an opportunity to practice for a clear understanding of the whole topic.



**Answers to Intext Questions :** These will help you to know how correctly you have answered the questions.

**Glossary:** An alphabetical list of difficult words related to subject used in lessons has been provided and explained for better understanding.

**Suggested Activities:** Certain activities have been suggested for better understanding of the concept.

**www Web site:** These websites provide extended learning. Necessary information has been included in the content and you may refer to these for more information.



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