

**MAHARASHTRA STATE BOARD OF VOCATIONAL EDUCATION EXAMINATION, MUMBAI**

1	Name of Syllabus	<b>C. C. in Librarian Assistant (411163)</b>																																															
2	Max.Nos of Student	25 Students																																															
3	Duration	6 Month																																															
4	Type	Part Time																																															
5	Nos Of Days / Week	6 Days																																															
6	Nos Of Hours /Days	4 Hrs																																															
7	Space Required	Workshop = 300 Sq feet Class Room = 200 Sq feet TOTAL = 500 Sq feet																																															
8	Entry Qualification	S.S.C. Pass																																															
9	Objective Of Syllabus/ introduction	To know the definition of the library, to know the function library. To understand the role of libraries in education and society																																															
10	Employment Opportunity	To assist the chief Librarian  To run one’s own library. To manage school/private library/college library																																															
11	Teacher’s Qualification	Diploma/Certificate in concern subject																																															
12	Training System	<table><tr><th colspan="3">Training System Per Week</th></tr><tr><td>Theory</td><td>Practical</td><td>Total</td></tr><tr><td>6 Hours</td><td>18 Hours</td><td>24 Hours</td></tr></table>						Training System Per Week			Theory	Practical	Total	6 Hours	18 Hours	24 Hours																																	
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13	Exam. System	<table><tr><th>Sr. No.</th><th>Paper Code</th><th>Name of Subject</th><th>TH/PR</th><th>Hours</th><th>Max. Marks</th><th>Min. Marks</th></tr><tr><td>1</td><td>41116311</td><td>Library Organization</td><td>TH-I</td><td>3 hrs</td><td>100</td><td>35</td></tr><tr><td>2</td><td>41116312</td><td>Library Services</td><td>TH-II</td><td>3 hrs</td><td>100</td><td>35</td></tr><tr><td>3</td><td>41116321</td><td>Library Organization</td><td>PR-I</td><td>3 hrs</td><td>100</td><td>50</td></tr><tr><td>4</td><td>41116322</td><td>Library Services</td><td>PR-II</td><td>3 hrs</td><td>100</td><td>50</td></tr><tr><td></td><td></td><td>Total</td><td></td><td></td><td>400</td><td>170</td></tr></table>						Sr. No.	Paper Code	Name of Subject	TH/PR	Hours	Max. Marks	Min. Marks	1	41116311	Library Organization	TH-I	3 hrs	100	35	2	41116312	Library Services	TH-II	3 hrs	100	35	3	41116321	Library Organization	PR-I	3 hrs	100	50	4	41116322	Library Services	PR-II	3 hrs	100	50			Total			400	170
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# **Theory I Library Organization**

## **Introduction**

**Definition of library**

**Functions of library**

**Role of library, library as a information centre**

**Types of libraries**

**University library, college library, school library**

**Public library, state library, district library, village library**

**Special library etc**

**Five laws of library science**

**Library materials**

**Books, periodicals, newspapers, audio-visual aids**

**Other materials**

**Maintenance of catalogues**

**Display, arrangement, binding**

**Library equipment**

**Filing and record cabinets**

**Photoduplicating equipment**

**Computer system**

**Other required equipments**

**Stock verification**

**Library document**

**Weeding**

## **Practical I Library Organization**

### **Library materials**

**Books, periodicals, newspapers, audio-visual aids**

**Other materials**

**Maintenance of catalogues**

**Display, arrangement, binding**

**Library equipment**

**Filing and record cabinets**

**Photoduplicating equipment**

**Computer system**

**Other required equipments**

**Stock verification**

**Library document**

**Weeding**

# **Theory II Library Services**

## **Introduction**

### **Types of services**

**Essential services, desirable services**

### **Library classification- objective, purpose**

#### **Types of library classification**

### **Library catalogues purpose**

#### **Forms of Library catalogues**

### **Library records- purpose**

#### **Types of Library records**

**Accession record, forms of accession record, procedure**

**Registration of books periodicals, magazines, newspapers etc**

**Methods of registration, ledger system etc**

**Registration of members, circulation books**

**Charging, fees, computerized charging system**

**Reservation of books, reference books**

**Renewal of books**

**Funding of library fro Govt. and other organization etc**

**Fundamentals of computer, its application in library work**

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