

DSC 4a

School Library and Information System

60 Hours
(45hrs Lect. + 15hrs Tut.)

Course Title & Code	Credits	Credit Distribution of the Course			Eligibility Criteria	Pre-Requisite of the Course (if any)
		Lecture	Tutorial	Practical/ Practice		
DSE 4a: School Library and Information System	4	3	1	0	-	-

Course Objectives

To understand the organization and management of the school library and its collection, activities and services. Explore library associations at both national and international levels and understand the activities, services, standards and guidelines for school libraries set by these associations with regard to collection, services, reading habits and role and responsibilities of the librarian. Provide hands-on experiences in the integration of ICT to enhance the learning process in school libraries.

Learning Outcomes

After completing this course, students will be able to:

- ☞ To learn about school education; need, objectives of school library along-with guidelines and recommendations of library organizations
- ☞ To acquaint students with sources of information and library collection and services for fostering reading habits
- ☞ To understand the ICT application for library management and effective services
- ☞ To learn about sources of library budget along-with librarian role and responsibilities

UNIT I: Education System and School Libraries **11 Hours**

- ☞ School Education and NEP 2020
- ☞ Laws of Library Science
- ☞ Role of Library in School: Need, Purpose, Objectives and Functions
- ☞ Guidelines/Manifesto/Standards/Recommendations of Library Associations/ Organizations

UNIT II: Information Sources and Services **12 Hours**

- ☞ Sources of Information: Print and Digital
- ☞ Collection Development: Policy and Strategy
- ☞ Library and Information Services
- ☞ Inculcating Reading Habits
- ☞ Ethical Use of Information Sources

UNIT III: Application of ICT in Library **11 Hours**

- ☞ Application and Use of ICT in School Libraries
- ☞ Automation of School Libraries
- ☞ ICT-based Library Services

UNIT IV: Financial and Human Resource Management **11 Hours**

- ☞ Finance, Manpower and Space Management
- ☞ Library Building, Furniture and other Amenities
- ☞ Librarian Responsibilities and Duties, Competency Development

Essential Readings

- ☞ ARCH (X) and GILMAN (I). Academic Library Services for First-Generation Students. Bloomsbury Publishing, UK. 2020.
- ☞ BALLARD (SD) and JOHNS (SK). Elevating the School Library: Building Positive Perceptions through Brand Behaviour. American Library Association. 2019.
- ☞ FARMER (LSJ). Reference and Information Sources and Services for Children and Young Adults. Bloomsbury Publishing, UK. 2022.
- ☞ FELDGES (T). Ed. Philosophy and the Study of Education: New Perspectives on a Complex Relationship. Routledge, New York. 2019.

- ☞ HARVEY (CA) and CHURCH (AP). Eds. School Library Management. 8th ed. Libraries Unlimited. 2022.
- ☞ IFLA–UNESCO. School Library Manifesto. 2025. <https://repository.ifla.org/items/e1234cf257e5-4cae-a0d1-da730c536bb3>
- ☞ KERBY (M). An Introduction to Collection Development for School Librarians. Ed. 2. American Library Association. 2019.

Suggested Readings

- ☞ KIZEL (A). Ed. Philosophy with Children and Teacher Education: Global Perspectives on Critical, Creative and Caring Thinking. Routledge, New York. 2023.
- ☞ MARDIS (MA). The Collection Program in Schools: Concepts and Practices. Bloomsbury Publishing, USA. 2021.
- ☞ RIEDLING (AM) and HOUSTON (C). Reference Skills for the School Librarian: Tools and Tips. 4th ed. Bloomsbury Publishing. 2019.
- ☞ SCHULTZ-JONES (B) and OBERG (D). Eds. Global Action on School Library Education and Training. De Gruyter Saur, Berlin. 2019.