MAHARASHTRA STATE BOARD OF VOCATIONAL EDUCATION EXAMINATION, MUMBAI

1	Name of Syllabus	**C. C. in Librarian Assistant** **(411163)**					
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	**Training System Per Week**					

		Theory	Practical	Total
		6 Hours	**18 Hours**	**24 Hours**

13	Exam. System

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**

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

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Library equipment

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Photoduplicating equipment

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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

Practical II Library Services

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