SESSION PLAN (2025-26)

Class-11th   **Subject-LIBRARY**

MONTH	UNITS	THEORY	PRACTICAL
		TOPICS COVERED	
Jul-25	UNIT 1- Library, Information and Society – Role and its implications Part A	• Introduction • Definition of a Library • Purpose of a Library • Functions of a Library • Information and Library • Role of Library in the development of Modern Society • Concept of Trinity: Documents, Staff and users and their inter relationships • Types of Libraries and their roles • National library • Academic libraries • Special libraries • Public libraries	• Understanding the need, purpose and Functions of a Library • Understanding the role of Library in Modern Society • Understanding the concept of trinity • Understanding the various types of Libraries • Understanding of objectives and functions of Libraries of different kinds
	Employability Module UNIT 1- Communication Skills	• Methods of communication • Communication styles- assertive, aggressive, passive-aggressive, submissive, etc. • Writing skills to the following: Sentence, Phrase, Kinds of Sentences, Parts of Sentence, Parts of Speech, Articles, Construction of a Paragraph	• Writing pros and cons of written, verbal and non-verbal communication • Listing do's and don'ts for avoiding common body language mistakes • Observing and sharing communication styles of friends, teachers and family members and adapting the best practices • Role plays on communication styles • Demonstration and practice of writing sentences and paragraphs on topics related to the subject
Aug-25	UNIT 1- Library, Information and Society – Role and its implications Part B	• Changing formats of Libraries: Digital, Virtual and Hybrid • Digital Library • Characteristics of a Digital Library • Virtual Library • Characteristic of a Virtual Library • Hybrid Library • Five Laws of Library Science and their implications • First Law: Books are for use • Second Law: Every Reader his/her Book • Third Law: Every Book its Reader • Fourth Law: Save the Time of the Reader • Fifth Law : Library is a Growing Organism • Implication of Five Laws	• Understanding the concept of : Digital Library, Virtual Library, Hybrid Library • Understanding the concept of Five Laws of Library Science • Understanding the implication of Five laws on the functioning of Libraries
	UNIT 2- Organization of Library Resources: Basics Part A	• Library Classification Theory • Basis of Classification • Need of Library Classification • Purpose and Importance of Classification • Concept of Main Class • Facets of a Main Class • APUPA Pattern for arrangement of document • Salient features of Major Schemes of Library Classification • Dewey Decimal Classification (DDC) • Colon Classification (CC) • Fundamental Categories • Comparison between DDC and CC	Students learn to understand about Library Classification: • Need, Purpose and Types • Main Classes • APUPA Pattern Salient features: • DDC • CC
	Employability Module UNIT 2- Self Management Skills	• Describe the importance of dressing appropriately, looking decent and positive body language • Describe the term grooming • Prepare a personal grooming checklist • Describe the techniques of self- exploration • Describe the important factors that influence in team building • Describe factors influencing team work • Meaning and importance of time management – setting and prioritizing goals, creating a schedule, making lists of tasks, balancing work and leisure, using different optimization tools to break large tasks into smaller tasks.	• Demonstration of impressive appearance and groomed personality • Demonstration of the ability to self- explore • Group discussion on qualities of a good team • Group discussion on strategies that are adopted for team building and team work • Game on time management • Checklist preparation • To-do-list preparation
Sep-25	UNIT 2- Organization of Library Resources: Basics Part B	• Library Cataloguing (Theory) • Library Catalogue: Need, Purpose and Importance • Functions • Difference between Catalogue and the Bibliography • Items of Information required for cataloguing a document • Salient features of Catalogue Codes • Anglo – American Cataloguing Rules – 2nd Ed • Features of AACR-II • Organisation of AACR-II • Classified Catalogue Code (CCC) • Forms of Library Catalogue • Online Public Access Catalogue (OPAC)	Students learn to understand about Library Resources: • Library Cataloguing, Need and Purposes • Cataloguing of Books and Non-Books material • Salient features of Cataloguing Code • Forms of Library Catalogue
		MID-TERM EXAMINATION (16th SEPTEMBER 2025-1st OCTOBER 2025)	
Oct-25	UNIT 3- Reference and Information Sources Part A	• References and Information Sources • Reference Sources: Definition • Reference and Information Sources : Types • Primary Sources • Secondary Sources • Tertiary Sources • Comparison across Disciplines	• Understanding the concept of Reference and Information Sources • Chart out: Reference and Information sources under various categories
	Employability Module UNIT 3- ICT Skills	• Introduction to word processing • Software packages for word processing • Opening and exiting the word processor • Creating a document • Editing text • Wrapping and aligning the text • Font size, type and face • Header and Footer • Auto correct • Numbering and bullet • Creating table • Find and replace • Page numbering • Printing document • Saving a document in various formats	Demonstration and practice of the following: • Listing the features of word processing • Listing the software packages for word processing • Opening and exit the word processor • Creating a document Demonstration and practicing the following: • Editing the text • Word wrapping and alignment • Changing font type, size and face • Inserting header and footer • Removing header and footer • Using autocorrect option • Insert page numbering and bullet

Nov-25	UNIT 3- Reference and Information Sources Part B	• Categories of References and Information Sources: Description and Scope • Reference Collection: Purpose • Development of a Reference Collection • Collection Analysis • Collection Planning • Evaluation of Reference Sources • Classification of Reference Sources • Encyclopaedia • Dictionaries • Biographical Sources • Atlases • Yearbooks • Directories	• Understanding Definition, Need, Purpose and functions of Reference-Collection. • Understanding of scope and features of online reference sources. • Chart out: Need of Reference Collection Development and its Policy, purposes and functions. • Chart out: Scope, features and availability of on line reference sources.
	Employability Module UNIT 4- Entrepreneurial Skills	• Values in general and entrepreneurial values • Entrepreneurial value orientation with respect to innovativeness, independence, outstanding performance and respect for work • Attitudes in general and entrepreneurial attitudes • Using imagination/ intuition • Tendency to take moderate risk • Enjoying freedom of expression and action • Looking for economic opportunities • Believing that we can change the environment • Analyzing situation and planning action • Involving in activity	• Listing of entrepreneurial values by the students. • Group work on identification of entrepreneurial values and their roles after listing or reading 2-3 stories of successful entrepreneur • Exhibiting entrepreneurial values in Ice breaking, rapport building, group work and home assignments. • Preparing a list of factors that influence attitude in general and entrepreneurial attitude • Demonstrating and identifying own entrepreneurial attitudes during the following micro lab activities like thematic appreciation test • Preparing a short write-up on "who am I" • Take up a product and suggest how its features can be improved • Group activity for suggestion board, games, games of entertainment, etc.
Dec-25	UNIT 4- Computer Applications in Libraries: Basics Part A	• Computer Hardware for a library • Desktop computers, Computer Hardware, Central Processing Unit (CPU), Motherboard, Hard Disc, RAM,ROM, VDU, Keyboard, Mouse • Server • Printers and their types • Scanners • Bar Code Technology • RFID - Radio Frequency Identification Technology • Modem • Switches • Router	• Understanding the importance of ICT components used in libraries. • Understanding Library Automation: Concepts and Application • Meaning of ICT, its hardware components, and their utility. • Meaning and purpose of Library Automation
	Employability Module UNIT 5- Green Skills	• Main sectors of green economy- E-waste management, green transportation, renewal energy, green construction, water management • Policy initiatives for greening economy in India • Stakeholders in green economy • Role of government and private agencies in greening cities, buildings, tourism, industry, transport, renewable energy, waste management, agriculture, water, forests and fisheries	• Preparing a poster on any one of the sectors of green economy • Writing a two-page essay on important initiatives taken in India for promoting green economy • Preparing posters on green Sectors/Areas: cities, buildings, tourism, industry, transport, renewable energy, waste management, agriculture, water, forests and fisheries
		WINTER BREAK **(1st JAN 2026-15th JAN 2026)**	
Jan-26	UNIT 4- Computer Applications in Libraries: Basics Part B	• Library Automation • Need and Purpose and Importance • Need for library automation • Areas of Automation in Libraries • Problems in implementing automation • Criteria for choosing library automation software • Use of Web-based Communication System • Internet • History of Internet • Salient features of internet • Intranet • Search Engine • Email • E-Database • Bibliographic Database • Full-text databases • Numerical and Statistical Databases • Images Database • Audio Database • Video Database	• Understanding Internet, Intranet, Searchengines, e-mail and Database. • Concept and utility of Internet, Intranet, Search engines, e-mail, and Database.
Feb-26		**REVISION**	
Mar-26		**CBSE/ANNUAL EXAMINATION 2026**	