

BPS Mahila Polytechnic, Khanpur Kalan

Lesson Plan

Name of the Faculty : Mrs. Babita
 Discipline : **Library Information Science**
 Semester : 4th
 Subject : Library Management
 Lesson Plan Duration : 15 Weeks (From January to 06 march to 15 june, 2023)
 Work Load per week : T (04) Pr (02)

Week	Theory		Practical	Topic
	Lecture Day	Topic	Practical Day	
1st	1	Introduction to subject	1st	Registration of new member Pr.
	2	Introduction library Management	2nd	Registration of new member Pr.
	3	Process of library management		
	4	Acquisition section		
2nd	5	Principle of Book selection	3rd	Book selection Pr.
	6	Principle of book selection	4th	Book selection Pr.
	7	Process of book selection		
	8	Book procurement		
3rd	9	Book procurement	5th	Classification of book Pr.
	10	Introduction of Technical section	6th	Classification of book Pr.
	11	Process of technical section		
	12	Physical Processing of books		
4th	13	checking of books	7th	Classification of book Pr.
	14	introduction of classification	8th	Labeling Pr.
	15	Classification of book		
	16	Classification of book		
5th	17	Classification of book	9th	Labeling Pr.
	18	Cataloguing of book	10th	Labeling Pr.
	19	Cataloguing of books		
	20	Cataloguing of books		
6th	21	Circulation section	11th	Pasting Pr.
	22	Introduction circulation section	12th	Pasting Pr.
	23	Processing of circulation section		
	24	Ragisteration of new member		
7th	25	Convention method	13th	Registration of new member Pr.
	26	Method of charging & Discharging	14th	Charging & Dischrnging method Pr.

	27	Method of charging & Discharging		
	28	test		
8th	29	Renewal of books	15th	Charging & Discharging method Pr.
	30	Concept of renewal of book	16th	Accessing and Withdrawal Pr.
	31	Inter Library Loan		
	32	Concept of Inter Library Loan		
9th	33	Process of Inter library loan	17th	Renewal of books Pr.
	34	Reference Section	18th	self arrangement
	35	Organization of reference section		
	36	Function of reference section		
10th	37	Maintenance of section	19th	self arrangement
	38	Concept of maintenance section	20th	self arrangement
	39	Self arrangement		
	40	Self rectification		
11th	41	revision and assignment	21th	Self rectification Pr.
	42	Binding section	22nd	Self rectification Pr.
	43	Process of binding		
	44	Types of binding		
12th	45	Periodical Section	23th	Preparation of membership cards Pr.
	46	Concept of periodical section	24th	Preparation of membership cards Pr.
	47	Function of periodical section		
	48	Function of periodical section		
13th	49	test	25th	Periodical section Pr.
	50	revision & Assignment	26th	Periodical section Pr.
	51	Serving of periodical		
	52	Serving of periodical		
14th	53	Collection of periodical section	27th	Management periodical section Pr.
	54	Organisation of periodical section	28th	Management periodical section Pr.
	55	Functions of periodical section		
	56	Functions of periodical section		
15th	57	revision & Assignment	29th	Periodical Management Pr.
	58	Kardex	30th	Periodical Management Pr.
	59	Kardex in Periodical Section		
	60	revision		