

Syllabus of Add on Course on Basics of Library Management

Full Mark: 100

Duration: 3 Months

Eligibility: 10+2

Intact Capacity: 10

About the Course:

Information access, processing, organisation, dissemination, and the various information services available to citizens, all play a significant role in the development of society. The twenty-first century is the age of information and knowledge, and an increasing number of institutions and organisations based on these concepts are growing up. Therefore, it is crucial that students have a thorough understanding of the library, its resources, and how to use digital resources. The students will be benefited from this course by learning more about libraries and their services. This course was introduced from 2022 onwards.

Objectives:

- To enable the student to understand and appreciate the functions and purpose of library in changing social and academic environment.
- To train the student in the techniques and management of Libraries of the 21st Century.
- To train the students in the skill of information knowledge processing organization and retrieval using modern technologies.
- To develop the skills to manage the Electronic Libraries in Digital Environment and to provide the advance skill in Computer and its application in Library and Information activities.

What the learners will learn?

- The learner will able to learn different skills about library housekeeping activities.
- They will be able to learn different aspects of library management.
- The learner will be able to differentiate various reference sources.

Course Outcome:

- Get acquainted with the services of the library to a variety of information needs of users in different contexts in an information society;
- Developed the skills to manage digital library.
- Trained the learners in the skill of information and knowledge processing.

Course Advantage:

- The course would enable the learners to develop various library related skills.
- The course will enable learners to gain employability in different kinds of libraries.

- The course will help the learners to gain knowledge about information access related services.

Admission Process:

- The candidates who are willing to apply should have passed class XII from a recognized board.
- The candidates should check the eligibility criteria and course details from the college website or they can contact the course instructors.
- The students shall have to pay the amount for admission and certificate after completion of the course. The amount shall be decided by the Elocution society of the college after due consideration with the Principal.

How to Procure the Certificate:

The learners shall have to take an examination after the completion of the course. To successfully complete the course and receive a certificate, the learners shall have to secure a minimum of 55%. The examination mode and syllabus will be designed by the instructors of the course. The students who successfully passed the examination shall receive a certificate.

Total Students Enrolled and Successfully Completed the Course:

Year	Total students enrolled	Total successful completion of course
2022	08	08

Theory: 50

Unit-1: Library as a Society

Library: Definition, types; Social and Historical background of Library; Need of libraries of different types; Libraries in national development: cultural, economic, political, social, etc; Librarianship as a profession; Library Science Education, Five laws of Library Science; Implication of five laws in LICs

10

Unit-2: Library Classification and Cataloguing

Library classification: Meaning, need and purpose; Brief study of classification schemes: DDC, UDC, LC, CC; Library catalogues: Needs, structures and types; Main entries for personal author(s), shared responsibility, mixed responsibility, editorial publications, periodicals etc.

10

Unit-3: Reference and Information Sources and Services

Documentary and non-documentary sources; Primary, secondary, tertiary sources; Dictionaries, Encyclopaedia, Almanacs, Yearbook, Directories; Bibliographies: National bibliography, Subject bibliography and Union list; Publishers bibliographies; Reference and information service: Definition, need and scope; 10

Unit-4: Information Literacy and Digital Literacy

Characteristics of information: Definition of knowledge, information and data; Information explosion, information and social change; Information cycle; Digital literacy: Browsing and searching of databases: types, techniques (Search Techniques: Boolean, Proximity, Truncation, Navigational); Open Knowledge Repositories on Various Subject; NDLI, SWAYAM-MOOCs, e-PG Pathshala, NPTEL, etc. 10

Unit-5: Library Automation

Library Automation: Purpose, Planning and Implementation; Workflow in Automation System: Library Systems and Subsystems- Acquisition, Cataloguing, Circulation, Serials Control, User Management, OPAC, Web-OPAC; Hardware for Library Automation; Software Packages for Library Automation: Koha, SOUL and other ILMs. 10

Practical- 50

- A) Library Housekeeping Operations
- B) Stack Arrangement
- C) SOUL 2.0

Suggested Books

- Dhiman, Anil Kumar & Rani, Yashoda (2005). Learn Library and Society: Learning Library Science Series. New Delhi: Ess Ess Publications.
- Lahkar, Narendra; Deka, Dipen & Barman, Badan (Eds.) (2017). Comparative Librarianship. Guwahati: Department of Library and Information Science, Gauhati University.
- Ranganathan, S.R. (1967). Prolegomena to library classification (3rd ed.). Bombay: UBS.
- Dhiman, Anil Kumar & Rani, Yashoda (2005). Learn Library Cataloguing: Learning Library Science Series. New Delhi: Ess Ess Publications.
- Chakrabarti, A. K. (1983). Reference Service. Hyderabad: APPLA.
- Harper, Meghan (2011). Reference Sources and Services for Youth . NY : Neal-Schuman Publishers.
- Choudhury, G. G. (2001). Information Sources and Searching on the World Wide Web. London: Facet Publishing.