**Annexure - II**

**INDIVIDUAL COURSE DETAILS**

**ADVANCED CERTIFICATE ON MODERN LIBRARY PRACTICES**

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| A. Name of the Institute | NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCHTARAMANI, CHENNAI – 600 113.[An Autonomous Institute under Ministry of Human Resource Development, Government of India]Taramani, Chennai – 600 113, INDIA. |
| B. Name of/ title of the Course | ADVANCED CERTIFICATE COURSE ONMODERN LIBRARY PRACTICES |
| C. Proposed Dates and Duration of the Course in weeks / months | From 29.11.2017 to 23.01.2018 - 8 Weeks  |
| D. Eligibility Criteria for Participants 1. Educational Qualification  2. Work Experience3. Age Limit 4. Target Group  | Applicants for this course must beFaculty in Library and Information Science or practicing library professionals a diploma / degree in Library and Information Science or equivalentMinimum of two years experience in teaching / administration of Library; Good proficiency in English Preferably not more than 45 yearsLibrary Science Faculty / Library Officers and Library Professionals.  |

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| E. Aims & Objectives of the Course | Aim and Objectives of the courseAim: To develop appropriate competencies and skills of Library and Information Faculty / Professionals in the digital era - streamlining library processes, promoting and enhancing reading habits among the users - Managing and developing web / traditional resource collections, services and facilities.Objectives: Understand the development, organization and communication of knowledge.To apply competencies and knowledge that are essential for providing, managing, and designing information services in different information environments Use open source tools for LMS and Digital Library.Define and articulate the need for information. Identify a variety of types and formats of potential sources, for information.Know the variety of information retrieval methods, through online or in person.Use Internet facility, for information retrieval and communication.Protect web resources, from the external threats. Appreciate the use of e-learning. Develop and host web pages. Develop the professional attitudes as well as the interpersonal, intrapersonal and interdisciplinary skills, needed to communicate and collaborate with colleagues and information users. |

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| F. Details of Content of the Course *(please attach detailed course profile)* |  **COURSE CONTENTS*** **Library Management** - Information Society - Modern Library System - Library Management in the Digital Era - Applications of ICT in Library Management -Trends of building and accessing digital collections Collection Building in the Digital Environment - collection process - acceptable utility policies – TQM in Libraries
* **Open Source Software** Features - Library Automation – Integrated Library Management System using Open Source Software KOHA - Installation and Configuration – Customization of KOHA
* **RFID -** Finger Print Recognition, Remote Circulation, Theft Security Systems, Integration of Digital Library Module in ILMS etc,
* **Web based Library Services** to remote users.
* **Information & Communication Technology Concepts** - Networking Fundamentals : Protocols
* **Search Engines Technology** - Internet Resources, Subject Gateways and Portals. Webometrics / Webliometrics, Semantic Web and Taxonomies.
* **Content Management Application** - Introduction to Content Management Software (**Joomla**) - Template Design - Modules and Plug ins – Deployment
* **Digital libraries** - digital initiatives - types of digital collections - digital library software (DSpace or Greenstone) rules of cooperation in building and using digital collections – intuitional repository - digital preservation - economic, legal and management issues related to digital libraries. Copyright and IPR issues
* **Cataloguing system** – RDA (new AACR), FRBR, MARC, Metadata Standards, RDF, XML Language, Ontology etc
* **Soft Skills** – Manners and Etiquette – Self-Esteem – Motivation – Communication Skill – Presentation Skill – Interpersonal Skill – Stress Management – Neuro Lingustic Programming Skills – Leadership Qualities.

**IMPLEMENTATION STRATEGIES:**The course will be administered through modules for various topics under each subject of study and adopting a combination of* Lectures, Discussions
* Laboratory sessions
* Seminars / Guest Lectures
* Projects
* Group Discussions
* Case-study / Assignments
* Self-study sessions
* Library Visits
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| G. Mode of Evaluation of Performance of the ITEC Participant | Attainment of course objectives will be periodically reviewed by internal assessment and project work.At the end of the course, candidates will be awarded with an Advanced Certificate on Modern Library Practices |
| H. Name of the Department | Resources Centre |
| I. Name of the Coordinator | Dr. R. Ravichandran |

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**ADVANCED CERTIFICATE ON MODERN LIBRARY PRACTICES**

**COURSE PROFILE**

# RATIONALE

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Modern Library Practices are the best ways to perform well and widely recognized as improving organization’s performance and efficiency. The best practices are to ensure that we efficiently access the best material, from the ocean of information resources.

 A set of best practices in libraries, are classified into four broad areas:

 1. Management and administration of Library

 2. Collection and Services

 3. Extent of User Services

 4. Use of Technology.

 Electronic information resources have created subsequent changes in the skills, that are needed by information professionals. Information professionals are now expected to be aware of and also capable of using the emerging Information Communication Technologies (ICT). Open source software, is now playing a very vital role in ICT, particularly, in the Library Information System and Digital Library. Open source software, is the software, wherein, the users have the ability to run, copy, distribute, study, change, share and customize for any purpose. The importance of continuing professional development, in order to keep skills and expertise up-to-date, for all aspects of work, is well recognized worldwide.

# OBJECTIVES OF THE PROGRAMME

# Understand the development, organization and communication of knowledge.

# Apply competencies and knowledge, that are essential for providing, analyzing and designing information services, in different information environments.

# Use open source tools, for LMS and Digital Library.

# Define and articulate the need for information.

# Identify a variety of types and formats of potential sources, for information.

# Know the variety of information retrieval methods, through online or in person.

# Use Internet facility, for information retrieval and communication.

# Protect web resources, from the external threats.

# Appreciate the use of e-learning.

# Develop and host web pages.

# Develop the professional attitudes as well as the interpersonal, intrapersonal and interdisciplinary skills, needed to communicate and collaborate with colleagues and information users.

The whole programme centres around on modern library practices which are IT enabled. The participants will be exposed to organization and communication of knowledge, managing and designing information services in different environments, principles of administration applicable to libraries, archives and information centres.

 The participants will be provided hands on experience in library management software, soft skills and inter-personnel skills.