CERTIFICATE COURSE IN LIBRARY AND INFORMATION SCIENCE

Course Title: Certificate Course in Library and Information Science (CLIS)
Duration: 3 Months (32 Hours)
Mode: Part-Time (Weekend Classes)
Eligibility: 10+2 (Senior Secondary) or equivalent
Open to: Students, professionals, and library staff seeking skill enhancement
Course Fee: Rs. 4000/-

Course Delivery

- **Format:** The course will be delivered part-time over weekends with 16 sessions (2 hours per session).

- **Mode:** offline (In-person classes with a mix of theoretical lessons and hands-on training).

- **Practical Sessions:** Each class includes practical exercises, library housekeeping functions, and applications in Library Science.

Course Overview

This certificate program is designed to equip library professionals and information science students with knowledge of the latest advancements, technologies, and practices in the field. The course covers conventional and emerging trends, digital innovations, and evolving user expectations in modern library environments. This program is beneficial for preparing for entry-level jobs, further education, and research opportunities in Library and Digital Information Management.

Course Objectives

- To provide foundational knowledge of Library and Information Science (LIS).

- To enhance practical skills in library operations and digital resource management.

- To introduce students to modern trends in librarianship, including digital libraries and automation.

- To prepare students for entry-level positions in library and information centres.

Course Content

- **Module 1:** Introduction to Trends in Library and Information Science

- **Module 2:** Library Resource Management and Organization

- **Module 3:** Information Resources and Services

- **Module 4:** Emerging Technology in Library Services

- **Module 5:** Digital Literacy and Information Ethics

- **Module 6:** Practical Training & Project Work

Career & Employment Opportunities

- Graduates can work in academic, public, research, and special libraries as Library Attendants, Library Assistants, Cataloguers, and Digital Librarians.

- Provides a strong foundation for further studies such as Diploma (DLIS), Bachelor's (BLIS), Master's (MLIS), and Ph.D. in Library and Information Science.

Course Completion & Certification

Upon successful completion, students will receive a Certificate in Library Science issued by OLDC SOL, University of Delhi, enhancing their employability in library-related fields.

Infrastructure & Facilities

- Access to OLDC Library for practical sessions.

- Hands-on training in plagiarism detection tools and library software (LMS).

- Workshops on library automation, RFID, and other modern equipment.

- Digital library access for research and learning.

- Smart classroom facilities.

Assessment & Certification

- Quizzes and assignments.

- Project-based learning.

- Certification upon successful completion.

Resource Persons

The course will be conducted by experienced library professionals from the Department of Library and Information Science, OLDC, COL, University of Delhi.

This part-time course is ideal for individuals looking to gain foundational skills in library science without committing to a full-time program. Whether for personal development, self-employment, or career enhancement, this course provides essential skills for working in the library field.

DETAILED COURSE MODULES

Module 1: Introduction to Trends in Library and Information Science

- History and Development of Libraries

- Role and Functions of Libraries in Society

- Types of Libraries (Public, Academic, Special, Digital, etc.)

- Five Laws of Library Science by S.R. Ranganathan

- Evolution of Libraries from Traditional to Digital

Module 2: Library Resource Management and Organization

- Library Administration and Functions

- Acquisition of Library Materials (Books, Journals, Digital Resources)

- Library Classification Systems (DDC, UDC, CC)

- Library Cataloguing (AACR-II, MARC, RDA)

- Library Automation & Open-Source Software

- Budgeting and Financial Management in Libraries

- RFID Technology Management in Libraries

Module 3: Information Resources and Services

- Types of Information Sources (Primary, Secondary, Tertiary)

- Reference and Information Services

- Online and Offline Database Management (N-list)

- Digital Libraries and Institutional Repositories

- E-Resources, E-Books, and Digital Preservation

Module 4: Emerging Technology in Library Services

- Basics of ICT and Its Applications in Libraries

- Library Networks & Consortia (INFLIBNET, DELNET, NDL)

- RFID and Barcode Technology in Library Management

- Use of Artificial Intelligence (AI) in Libraries

Module 5: Digital Literacy and Information Ethics

- Plagiarism Detection Software and AI Tools (Urkund, Drillbit, Turnitin, iThenticate)

- Intellectual Property Rights (IPR) and Copyright Laws

Module 6: Practical Training & Project Work

- Hands-on Training in Library Management Software

- Visits to Libraries & Digital Archives

- Project Work on Library Automation/Digital Repository

- Report Submission & Viva Examination

- RFID Technology Middleware Operational Activity