

CURRICULUM

Library Assistant

(A Competency Based Short-term Curriculum)



Council for Technical Education and Vocational Training

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Introduction

The competency based short-term curriculum for **Library assistant** is designed to produce skilled and employable lower and middle level technical workforce equipped with knowledge, skills and attitudes related to library organization and management. It makes the trainees able to get employment in any kind of library and resource centre.

Aim

The aim of this curricular program is to produce lower and middle level library para-professionals able to do almost all the technical jobs and provide services to the clientele of any library and information centre.

Objectives

After the completion of the training programme, the trainees will be able to:

- plan for the establishment and operation of a small and medium-size library
- know selection criteria, sources of good books/periodicals and accessioning,
- prepare a set of library rules,
- determine the tools, materials and equipment needed for library,
- classify books subject-wise and can assign class numbers,
- do end processing, spine labeling and shelving correctly,
- prepare Author, Title, Subject catalogue cards and other additional cards,
- file catalogue cards correctly in the card catalogue cabinet,
- locate books from the shelves,
- do paper clipping judiciously and maintain the files subject-wise,
- maintain library databases with standalone system or webbased Integrated library system
- search desired books using various search techniques i.e. free-text & boolean operators,
- print the searched list of books,
- do internet searching and browsing the online databases,
- Know basic principles and processes of library automation, library digitization
- do charging and discharging of books manually or electronically under minimum of supervision,
- answer reference queries using appropriate reference tools/books and resources,
- know about preventive measures and remedies for preservation of library materials, etc.

Course description

This 390 hours training programme consists of altogether 13 modules. It provides skills & knowledge necessary for the post of Library-Assistant. There will be both theory and practical sessions to perform skills/tasks specified in this curriculum. Trainees will practice & learn skills using the right tools, materials, equipment & machines necessary for the program.

After successful completion of this program the trainees will be equipped with the knowledge and skills related to run a small and middle-size library independently or with very minimum of supervision from a professional librarian.

Duration

The total duration of this training program is 390 hours.

Target group

All the persons interested in library work and having 10+2 or equivalent educational qualification from any government recognized institution will be eligible for this para-professional course.

Target location

The target location for this training program will be all over Nepal but the minimum tools should be available in the training place as mentioned in the appendix 1

Group size

The group size for this training program will be maximum of 30 persons, provided with all the necessary resources for practicing the tasks/ competencies as specified in this curriculum.

Medium of instruction

The medium of instruction for this program will be Nepali or English or both

Pattern of attendance

The trainees should have 80% attendance in theory classes and 90% in practical/ performance to be eligible for internal assessments and final examinations.

Focus of curriculum

This is a competency-based curriculum. This curriculum emphasizes on competency performance. 80% time is allotted for performance and remaining 20% time is for related technical knowledge. So, the main focus will be on performance of the specified competencies in this curriculum.

Entry criteria

Individuals who meet the following criteria will be allowed to enter into this program:

- Minimum 10+2 or equivalent
- Physically fit as specified by job
- Minimum of 18 years of age
- Should pass entrance test

Instructional media and materials

The following instructional media and materials are suggested for the effective instruction and demonstration.

- **Printed media / Materials** (Assignment sheets, case studies, handouts, information sheets, individual training packets, procedure sheets, performance check lists, textbooks etc.).
- **Non-projected media materials** (Display, models, flip chart, poster, writing board etc.).
- **Projected media materials** (Opaque projections, transparencies, slides etc.).
- **Audio-Visual materials** (Audiotapes, films, slide-tape programs, videodiscs, videotapes etc.).

- **Computer-Based instructional materials** (Computer-based training, interactive video, LCD projector etc.).

Teaching learning methodologies

The methods of teachings for this curricular program will be a combination of several approaches, such as illustrated lecture, group discussion, demonstration, simulation, guided practice, practical experiences, fieldwork and other independent learning.

- Theory: Mini talk, discussion, assignment, group work.
- Practical: Demonstration, observation, guided practice and self-practice.

Follow up provision

- First follow up: six months after the completion of the program
- Second follow up: six months after the completion of the first follow up
- Follow up cycle: in a cycle of one year after the completion of the second follow up for five years

Grading system

The trainees will be graded as follows based on the marks in percentage secured by them in tests/ evaluations.

- Distinction: passed with 80% or above
- First division: passed with 75% or above
- Second division: passed with 65% or above

Trainees evaluation details

- Continuous evaluation of the trainees' performance is to be done by the related instructor/ trainer to ensure the proficiency over each competency under each area of the whole course.
- Related technical knowledge learnt by trainees will be evaluated through written or oral tests as per the nature in the institutional phase of training.
- Trainees must secure minimum marks of 40% and 60% in theory and practical evaluations respectively.
- There will be three internal evaluations and one final evaluation of the whole course.
- The ratio between the theory and practical tests will be 20:80 in case of a practical nature.
- The entrance test will be administered by the concerned training institute.

Trainers' qualification (Minimum)

- Bachelor's degree in Library and Information Science.
- In the case of other related subjects such as Computer Science, Mass communications etc. Master's degree or equivalent qualification is mandatory to be an instructor
- For practical classes, persons having at least 5 years' experience in related field will be deemed eligible to teach the trainees.
- Good communicative and instructional skills is necessary

Trainer-Trainees ratio

- 1:15 for practical classes
- 1:30 for theory

Suggestions for instruction**1. Select objective**

- Write Objective of cognitive domain.
- Write Objective of psychomotor domain.
- Write Objective of affective domain

2. Select subject matter

- Study subject matter in detail.
- Select content related to cognitive domain.
- Select content related to psychomotor domain.
- Select content related to affective domain.

3. Select instructional methods

- Teacher centered methods: like lecture, demonstration, question answers inquiry, induction and deduction methods.
- Student initiated methods like experimental, field trip/excursion, discovery, exploration, problem solving, and survey methods.
- Interaction methods like discussion, group/team teaching, micro-teaching and exhibition.
- Dramatic methods like role play and dramatization

4. Select Instructional method(s) on the basis of objective of lesson plans and KAS domains.
5. Select appropriate educational materials and apply at right time and place.
6. Evaluate the trainees applying various tools to correspond the KAS domains.
7. Make plans for classroom / field work / workshop organization and management.
8. Coordinate among Objective, subject matter and instructional methods.
9. Prepare lesson plan for theory and practical classes.
10. Deliver /conduct instruction / program.
11. Evaluate instruction/ program.

Special suggestion for the performance evaluation of the trainees

1. Perform task analysis.
2. Develop a detail task performance checklist.
3. Perform continuous evaluation of the trainees by applying the performance checklist.

Suggestion for skill training

1. Demonstrate task performance in normal speed.
2. Demonstrate slowly with verbal description of each and every step in the sequence of activity of the task performance using question and answer techniques.
3. Repeat 2 for the clarification on trainees demand if necessary.
4. Perform fast demonstration of the task.

Provide trainees the opportunities to practice the task performance demonstration

1. Provide opportunity to trainees to have guided practice.
2. Create environment for practicing the demonstrated task performance.
3. Guide the trainees in each and every step of task performance.
4. Provide trainees to repeat and re-repeat as per the need to be proficient on the given task performance.
5. Switch to another task demonstration if and only trainees developed proficiency in the task performance

Other suggestions

1. Apply principles of skill training.
2. Allocate 20% time for theory classes and 80% time for task performance while delivering instructions.
3. Apply principles of learning relevant to the learner's age group.
4. Apply principles of intrinsic motivation.
5. Facilitate maximum trainees' involvement in learning and task performance activities.
6. Instruct the trainees on the basis of their existing level of knowledge, skills and attitude.

Certificate requirements

The related training institute will provide the training certificate of "**Library assistant**" to those trainees who successfully complete all the requirements as prescribed by the curriculum.

Course structure

Modules/Sub modules	Nature	Time (hours)			Marks		
		Th	Pr	Total	Th	Pr	Total
1. Information : Evolution and progress	T+P	8	2	10	7	3	10
1. Information: Introduction & sources	T+P	4	1	5			
2. Writing, printing, e-publications	T+P	4	1	5			
2. Libraries: Development, types, functions	T+P	8	2	10	7	3	10
1. Development, modern library	T+P	4	1	5			
2. Role, types and functions	T+P	4	1	5			
3. Library and Information Science (LIS)	T+P	4	1	5	4	1	5
4. Library planning and organization	T+P	14	4	18	7	3	10
1. Library planning	T+P	10	3	13			
2. Organization, staff, job description	T+P	4	1	5			
5. Acquisition principles and processes	T+P	3	7	10	2	8	10
6. Information processing (Core area)	T+P	15	110	125	20	105	125
1. Classification	T+P	10	90	100			
2. Cataloguing	T+P	5	20	25			
7. Dissemination	T+P	5	20	25	4	16	20
1. Circulation	T+P	2	8	10			
2. Reference service and tools	T+P	3	12	15			
8. Preservation of library materials	T+P	8	4	12	1	4	5
1. Deterioration, loss and remedies	T+P	5	2	7			
2. Stocktaking, verification, weeding	T+P	3	2	5			
9. Info-Technology (Sub-core area)	T+P	20	55	75	10	50	60
1 ICT, hardware, software	T+P	3	12	15			
2. Computerization and automation	T+P	15	35	50			
3. Internet, online resources	T+P	2	8	10			
10. Mass communication	T+P	10	10	20	2	8	10
1. Mass communication	T+P	4	1	5			
2. Technical writing, reviewing, in-house publication	T+P	6	9	15			
11. Inter-personal communication, office etiquette, stress management	T+P	4	1	5	3	2	5
12. Entrepreneurship development	T+P	18	22	40	5	10	15
13. Internship (Library attachment)	T+P	10	25	35	3	12	15
Total:		127	263	390	75	225	300

Note: T= Theory; P = Practical

List of modules and sub modules

Module 1 : Information: Evolution stages

Sub module 1: Information: Introduction. & sources

Sub module 2: Writing, printing, e-publications

Module 2 : Libraries: Development, types and functions

Sub module 1: Development, modern library

Sub module 2: Role types and functions

Module 3 : Library and Information Science (LIS)

Module 4 : Library planning, organization

Sub module 1: Library planning

Sub module 2: Organization, staff, job description

Module 5 : Acquisition principles and processes

Module 6 : Information processing (Core area)

Sub module 1: Classification

Sub module 2: Cataloguing and subject headings

Module 7 : Dissemination

Sub module 1: Circulation

Sub module 2: Reference service and tools

Module 8 : Preservation of library materials

Sub module 1: Deterioration, loss and remedies

Sub module 2: Stocktaking, verification, weeding

Module 9 : Information communication Technology in library (Sub-core area)

Sub module 1: ICT, hardware, software

Sub module 2: Computerization and automation

Sub module 3: Internet, online resources, search engines and searching techniques

Module 10 : Mass communication

Sub module 1: Mass communication

Sub module 2: Technical writing, reviewing, in-house publication

Module 11 : Inter-personal communication, office etiquette, stress management

Module 12 : Internship (Library attachment)

Module 1: Information: Evolution and progress

Theory 8 hrs + Practical 2 hrs = 10 hrs

Theory 8+ Practical 2 = 10 marks

Description:

This module deals with various sources of information, printed sources, history of writing and the printing process, development stages of books, book's physical & technical parts as well as knowledge about e-publications.

Objectives : After completion of this module the trainees will be able to:

- know all about information, its characteristics, value and usefulness,
- differentiate between data, information and knowledge,
- describe about the various sources of information,
- differentiate between the primary, secondary and tertiary sources of information,
- explain how modern writing (script) was evolved and know about the evolution of printing press,
- do technical reading of a book for bibliographic description to be used in cataloguing and computer data entry,
- know all about e-publications.

Sub-modules :

1. Information: Introduction, sources, characteristics, value and usefulness
2. Development of writing and printing, books and its components, e-publications

Sub module 1: Information: Introduction, sources, characteristics, value and usefulness

Theory 4 hrs + Practical 1 hr. = 5 hrs

Description:

This sub-module deals with general introduction of information, its characteristics, value and usefulness in the digital age.

Objectives:

After completion of this sub module the trainees will be able to :

- know about information & its characteristics in different perspectives,
- know its time-bound value and usefulness,
- differentiate between data, information and knowledge,
- describe about the various sources of information,
- differentiate between primary, secondary and tertiary sources of information.

Tasks:

1. State the concept of information,
2. Define data, information and knowledge,
3. Get acquainted with printed sources and its types.
4. Identify the sources of information for librarians

S.N	Tasks	Related technical knowledge	Time (hrs)		
			T	P	Total
1	State the concept of information	<ul style="list-style-type: none"> • Introduction, • Components, • Characteristics • Sources 	1	-	1
2	Define data, information and knowledge	<ul style="list-style-type: none"> • Data • Information • Knowledge 	1	-	1
3	Get acquainted with printed sources and its types	<ul style="list-style-type: none"> • Primary, • Secondary and • Tertiary sources 	1	-	1
4	Identify the sources of information for librarians	<ul style="list-style-type: none"> • Books in print • Publishers catalogue • Websites, exhibitions • Reference books • Union catalogue • Book reviews 	1	1	2
Total			4	1	5

Sub module 2: Writing, printing and e-publications

Theory 4 hrs + Practical 1 hrs = 5 hours

Description:

This sub-module deals with evolution of writing, invention of paper & printing press and books; Physical and technical components of a book and modern trends in publications including e-publications.

Objectives:

After completion of this sub module the trainees will be able to :

- get acquainted with ancient forms of scripts,
- learn about various forms of writing materials prior to the invention of paper and books,
- describe a book's physical features and textual components from a cataloguer's point of view,
- get acquainted with the modern concept of digital books, talking books, e-books, online books, e-journals etc.

Tasks:

1. Be familiar with evolution of writing
2. Differentiate between physical and textual features
3. Get acquainted with e-publications

S.N	Tasks	Related technical knowledge	Time (hrs)		
			T	P	Total
1	Be familiar with evolution of writing	<ul style="list-style-type: none"> • Writing system, printing • Developmental stages of books (Clay tablets to e-books) 	1	-	1
2	Differentiate between physical and textual features	<ul style="list-style-type: none"> • Physical components, • Technical or textual components (from a cataloger's point of view) 	2	-	2
3	Know about e-publications	<ul style="list-style-type: none"> • Digital books, e-books, • Online books, • E-journals, • E-readers, • Talking books 	1	1	2
Total			4	1	5

Module 2: Libraries: Development, types and functions

Theory 8 hrs + Practical 2 hrs = 10 hours

Theory 8 + Practical 2 = 10 marks

Description:

This module deals with the evolution of libraries from ancient times to the present era of digital libraries. It also deals with the types of libraries, library's role in the society and their functions.

Objectives:

After completion of this module the students will be able to :

- relate how the modern era libraries were gradually developed.
- describe about the various types of libraries and differentiate among them.
- explain why libraries are important to the society, how they can play a positive role.
- describe the functions of a library in detail.

Sub modules:

1. Development of libraries; Concepts of a modern library
2. Role, types & functions of a library

Sub module 1: Development of libraries, concept of a modern library

Theory 4 hrs + Practical 1 hr. = 5 hours

Description:

This sub-module deals with the evolution of libraries in the world, from ancient times to the present era of digital libraries.

Objectives:

After completion of this sub module the trainees will be able to :

- relate how the libraries gradually developed from ancient times to these days.
- describe the characteristics of a modern library.

Tasks:

1. Get acquainted with development of libraries
2. State the concepts and characteristics of a modern library

S.N	Tasks	Related technical knowledge	Time (hrs)		
			T	P	Total
1	Get acquainted with the development of libraries	<ul style="list-style-type: none"> • Prehistoric and ancient libraries • Lib of Congress, Harvard university library • Modern concept of libraries 	2	-	2
2	Get acquainted with progress of libraries in the South Asian region and in Nepal	<ul style="list-style-type: none"> • South Asian initiatives • Nepal's case 	1	-	1
3	State the concepts, characteristics of a modern library	<ul style="list-style-type: none"> • E-library • Digital/Automated library • Bookless / Paperless library • Virtual library 	1	1	2
Total			4	1	5

Sub module 2: Role, types & functions of a library

Theory 4 hrs + Practical 1 hrs = 5 hours

Description:

The sub-module deals with the knowledge and skills related to the importance of libraries in the society; Their types and functions.

Objectives:

After completion of this sub module the trainees will be able to :

- describe the role played by libraries in the society.
- enumerate the various types of libraries
- draw a list of functions of a library and a particular library.

Tasks:

1. Assess a library's usefulness
2. Enumerate the types of libraries
3. Know about the functions of a library

S.N	Tasks	Related Technical Knowledge	Time (hrs)		
			T	P	Total
1	Assess a library's usefulness	<ul style="list-style-type: none"> • Lifelong learning centre, • Informal education centre, • Preservation centre of cultural heritage etc. • hub of sustainable development, etc. 	1	-	1
2	Enumerate the types of libraries in detail	<ul style="list-style-type: none"> • Private, • Public, • Govt. • Academic • Personal library 	2	-	2
3	Get acquainted with the functions	<ul style="list-style-type: none"> • Acquisition: Accessioning • Organization: Classification, cataloguing, keywords etc. • Dissemination : Circulation, reference service etc. • Preservation : Binding, digitization, fumigation etc. 	1	1	2
Total			4	1	5

Module 3: Library and Information Science (LIS); Pioneers and 5 laws

<i>Theory 4 hrs + Practical 1 hr. = 5 hours</i>	<i>Theory 4 + Practical 1 = 5 marks</i>
<p>Description: This module deals with the concept and education on Library and Information Science as an academic and vocational subject. Introduces the famous pioneers such as Dewey & Ranganathan and also deals with Ranganathan's famous five laws.</p> <p>Objectives: After completion of this module the students will be able to :</p> <ul style="list-style-type: none"> • know LIS as an art and science and can explain its components • know all about the pioneers of LIS especially Melvil Dewey and S.R.Ranganathan • get acquainted with S.R.Ranganathan's five laws of Library science their implications and their relevance. <p>Tasks:</p> <ol style="list-style-type: none"> 1. Know about LIS (Library and Information Science) 2. Know about the pioneers 3. Enlist five laws and their implications 	

S.N	Tasks	Related technical knowledge	Time (hrs)		
			T	P	Total
1	Get acquainted with LIS education	<ul style="list-style-type: none"> • Need, • Objectives • Usefulness of LIS education 	1	-	1
2	Know about the pioneers	<ul style="list-style-type: none"> • Melvil Dewey and his contributions • S.R.Ranganathan and his contributions 	1	-	1
3	Enlist five laws and their implications	<ul style="list-style-type: none"> • Explanations of the five laws, implications in brief 	2	1	3
Total			4	1	5

Module 4: Library planning, organization

Theory 14 hrs + Practical 4 hrs = 18 hours

Theory 2 + Practical 8 = 10 marks

Description:

This module deals with the prerequisites in the establishment of a library, its management & other tools and materials required to run a library efficiently.

Objectives:

After completion of this module the trainees will be able to :

- plan for a small and medium-size library
- know about tools and materials required for setting up and running of a library
- get acquainted with the library organization structure and staff needed to run a library

Sub modules:

1. Library planning
2. Library organization, staffing and job description

Sub module 1: Library planning

Theory 10 hr + Practical 3 hrs = 13 hours

Description:

This sub-module deals with all about library planning and its necessary components

Objectives:

After completion of this sub module the trainees will be able to :

- plan for a small and medium-sized library
- know the basic components of a library planning.

Tasks:

1. Get acquainted with the concept of planning
2. Make planning for a new budget
3. Make planning for a building/rooms
4. Make planning academic library furniture
5. Make planning for book purchase
6. Make planning for staff recruitment

S.N	Tasks	Related Technical Knowledge	Time (hrs)		
			T	P	Total
1	Get acquainted with the concept of planning, types of budget	<ul style="list-style-type: none"> • Introduction, • Need, purpose of planning • Types of budget: ZBB, PPBS, line item, performance, programme. 	2	-	2
2	Make planning for building / rooms	<ul style="list-style-type: none"> • Physical layout • Modular / Expandable • Planning rooms viz. circulation section, stack rooms, technical room etc. 	2	2	4
3	Make planning academic library furniture	<ul style="list-style-type: none"> • Furniture standards: types, size and shapes • School and other academic library furniture • Public library furniture 	2	1	2
4	Make planning for book purchase	Planning for : <ul style="list-style-type: none"> • Patron - books ratio • Estimation for the required number of books etc. • Book selection, vendors 	2	-	2
5	Make planning for staff recruitment	<ul style="list-style-type: none"> • Planning of staff recruitment • Job analysis and job description • Ratio of jobs and staff • Professional, para-professional, helping staff. 	2	-	2
Total			10	3	13

Sub module 2: Library organization, staffing & job description*Theory 4 hrs + Practical 1 hr = 5 hours***Description:**

This sub-module deals with library organization structures and types of technical and non technical supporting staff for running a library.

Objectives:

After completion of this sub module the trainees will be able to :

- get acquainted with the technical staff required to run a library.
- enumerate the components of job description of library staff of different ranks

Tasks:

1. Define library organization
2. Make job description for professional, paraprofessional, administrative and junior staff

S.N	Tasks	Related Technical Knowledge	Time (hrs)		
			T	P	Total
1	Define library organization	<ul style="list-style-type: none">• Organization structure• Hirarchical and co-ordinates	1	1	2
2	Make job description for the professional staff	<ul style="list-style-type: none">• Professional (Technical works)	1	-	1
3	Make job description for the paraprofessional staff	<ul style="list-style-type: none">• Paraprofessional staff works	1	-	1
4	Make job description for administrative staff	<ul style="list-style-type: none">• Administrative and clerical works	1	-	1
	Total		4	1	5

Module 5: Acquisition principles and processes

Theory 3 hrs + Practical 7 hrs = 10 hours

Theory 2 + Practical 8 = 10 marks

Description:

This module deals with introducing the library technical works that are needed to start a library in a professional way.

Objectives:

After completion of this module the students will be able to :

- know how to find out materials (sources) regarding new publications
- select guidelines & tools for acquiring the materials
- know how to acquire the reading materials
- perform the actual accessioning of books and reading materials in the accession register

Tasks:

1. Find out information relating new publications.
2. Know about acquisition principles
3. Enlist and observe selection tools
4. Do accessioning of newly acquired books
5. Maintain kardex /or computer file for periodicals
6. Maintain register entry for daily newspapers

S.N	Tasks	Related technical knowledge	Time (hrs)		
			T	P	Total
1	Find out information relating to new publications.	<ul style="list-style-type: none"> • Use of magazines • Websites, • Journals etc. 	1	-	1
2	Know about acquisition principles	<ul style="list-style-type: none"> • Drury's principle and other principles 	1	-	1
3	Enlist and observe selection tools	<ul style="list-style-type: none"> • Publisher's catalogues • Book reviews • Recommendations • Websites etc... 	1	-	1
4	Do accessioning of newly acquired books and journals	<ul style="list-style-type: none"> • Accessioning of Nepali books • Accessioning of English book 	-	5	5
5	Maintain cardex file for periodicals	<ul style="list-style-type: none"> • Maintaining cardex file for periodical registration 	-	1	1
6	Maintain register entry for daily newspapers	<ul style="list-style-type: none"> • Keeping register for daily newspaper entry 	-	1	1
Total			3	7	10

Module 6: Information processing (Core area)

Theory 15 hrs + Practical 110 hrs = 125 hours

Theory 15 + Practical 110 = 125 marks

Description:

This module deals with the core area of a library's technical works, the very basic part of a library's intellectual management.

Objectives:

After completion of this module the trainees will be able to :

- classify the books for subject-wise arrangement on the shelves
- catalogue the books for easy and fast retrieval

Sub modules:

1. Classification
2. Cataloguing and Subject headings

Sub module 1: Classification

Theory 10 hrs + Practical 90 hrs = 100 hours

Description:

This sub-module deals with the classification of books according to some standard classification scheme and giving notation numbers to each book for subject-wise arrangement on the shelves.

Objectives:

After completion of this sub module the trainees will be able to :

- classify the library books according to some standard scheme of classification.
- put appropriate notation symbol to each book for shelving and retrieving.

Tasks:

1. Be familiar with classification and major schemes
2. Get acquainted with Colon Classification (CC) and Universal Decimal Classification (UDC)
3. Dewey Decimal Classification (DDC) and its evolution and salient features
4. Be familiar with DDC's three main parts (sets)
5. Get acquainted with DDC's 10; 100; and 1000 divisions
6. Start building simple class numbers
7. Make use of Standard subdivisions
8. Use Table:1 for class 300
9. Use Table:1 for 400
10. Use Table:1 for 500, 600 and 700 divisions

11. Use Table:1 for division 800
12. Use Table:1 for 900 division history and geography
13. Classify books using Table:2 (Area table)
14. Classify books using Table:2 (Area table)
15. Classify books using Table:2 (Area table)
16. Classify books using Table: 3 (Genre of literature)
17. Classify books using Table: 3 (Genre: poetry, drama)
18. Classify books using Table: 3 (Other genres, viz. fiction, essay, speeches etc.)
19. Classify books using table: 3 (Group 09 : History and criticism)
20. Classify books using Table: 4 (Genres of language -1 & -2 i.e. Writing system, etymology)
21. Classify books using Table: 4 (Genres of language -3 i.e. Dictionary)
22. Classify books using Table: 4 (Genres of language -5 i.e. Grammar)
23. Classify books using Table: 4 (Genres of language -7 & -8)
24. Classify Books using Table: 5 (Racial, Ethnic and National Groups)
25. Familiarize with the table - 6 (List of languages)
26. Classify books with compound subjects
27. Build call numbers combining Classification number, Cutter numbers/Author no, Year of publication and Collection number with variations

S.N	Tasks	Related technical knowledge	Time (hrs)		
			T	P	Total
1.	Be familiar with classification and major schemes Basic terminologies	<ul style="list-style-type: none"> • Introduction, need & usefulness • Steps in determining thought content of a given book • Elements of classification • Introduction to DDC, UDC and CC 	5	-	5
2.	Be familiar with DDC's three main parts (sets)	<ul style="list-style-type: none"> • About 1st volume tables • About 2nd-3rd vol. schedules • About 4th vol. relative index 	1	-	1
3.	Get acquainted with DDC's 10; 100; and 1000 divisions and General instructions (GI)	<ul style="list-style-type: none"> • DDC's first summary (10 main classes) • Second summary (100 divisions) • Third summary (1000 sections) • General instructions i.e. Add to base number numbers following...; Class in... etc. 	1	-	1
4.	Start building simple class numbers	<ul style="list-style-type: none"> • 3 digits simple number building • Single subject number building (General subjects) 	-	2	2
5.	Make use of Standard subdivisions	<p>Use of Table:1 i.e. Standard Subdivisions (SS) for DDC's 100 and 200 divisions: Philosophy and Religion, where applicable</p> <p>(Main subject + SS) 1-9 .1-.9 .01-.09 .001-.009</p>	1	2	3

S.N	Tasks	Related technical knowledge	Time (hrs)		
			T	P	Total
6.	Use Table:1 for class 300	SS use for DDC main division 300 (Social sciences) where applicable, 1-9 .1-.9 .01-.09 .001-.009	-	4	4
7.	Use Table:1 for 400	SS use for DDC main division 400 (Language/s) where applicable, 1-9 .1-.9 .01-.09 .001-.009	-	4	4
8.	Use Table:1 for 500, 600 and 700 divisions	SS use for DDC main division 500, 600 and 700 Pure Sciences, Applied sciences and Arts where applicable, 1-9 .1-.9 .01-.09 .001-.009	-	5	5
9.	Use Table:1 for division 800	SS use for DDC main division 800 (Literature) where applicable, 1-9 .1-.9 .01-.09 .001-.009	-	5	5
10	Use Table:1 for 900 division History and geography	SS use for DDC main division 900 (History and geography) where applicable 1-9 .1-.9 .01-.09 .001-.009	-	5	5

S.N	Tasks	Related technical knowledge	Time (hrs)		
			T	P	Total
11	Classify books using Table:2 (Area table)	Knowledge of classification using Area table Group:1, 2 and 3 (Frigid zones...Ancient world) Base no+Area no. (Directly) Base no+ SS+Area no. (base no. + 9+ area no. ; base no. + 09+ area no.; base no. + 009+ area no.)	-	4	4
12	Classify books using Table:2 (Area table)	Knowledge of classification using Area table Group:4, 5 & 6 (Europe; Asia...and Africa)	-	5	5
13	Classify books using Table:2 (Area table)	Knowledge of classification using Area table Group:7,8 & 9 (North America, South America and other parts)	-	5	5
14	Classify books using Table: 3 (Genre of literature)	Knowledge of classification using Literature table, Group - 1&2 (Poetry & Drama) (Subdivisions/Forms of Individual literature) Base subject + Language + Form) (800 + table 6 + table 3)	-	5	5
15	Classify books using Table: 3 (Genre: Fiction)	Knowledge of classification using Literature table, Group -3 (Fiction)	-	5	5
16	Classify books using Table: 3 (Other genres of literature)	Knowledge of classification using literature table, Group - 4,5,6,7 & 8 (Essays) (Speeches) (Letters) (Humor & Satire) and (Misc.)	-	5	5
17	Classify books using Table: 3 (Other genres of literature)	Knowledge of classification using literature table, Group -09	-	5	5

S.N	Tasks	Related technical knowledge	Time (hrs)		
			T	P	Total
		(History and Criticism)			
18	Classify books using Table: 4 (Genres of language -1 & -2)	Knowledge of classification using language form table, Group -1 & 2 (Subdivisions/Forms of individual language) (Phonology, Phonetics, Spellings) and (Etymology) Base subject + Language + Form) (400 + table 6 + table 4)	-	5	5
19	Classify books using Table: 4 (Genres of language -3)	Knowledge of classification using language form table, Group -3 (Dictionary)	-	2	2
20	Classify books using Table: 4 (Genres of language -5)	Knowledge of classification using language form table, Group - 5 (Grammar)	-	3	3
21	Classify books using Table: 4 (Genres of language -7 & 8)	Knowledge of classification using language table, Group -7 & 8 (Slang & other forms of language) and (Applied linguistics i.e. Vocabulary...)	-	3	3
22	Familiarize with table: 4 Familiarize with table: 5 Familiarize with table: 6	Familiarization with most frequently used classification number, table 4, 5 and 6	-	7	7
23	Classify books with compound subjects	<ul style="list-style-type: none"> • Classification of books having two or more subjects; 	-	3	3
24	Classify books with compound subjects	<ul style="list-style-type: none"> • Books associated with two or more countries 	-	2	2
25	Classify books with other complex subjects	<ul style="list-style-type: none"> • Other complex subjects 	-	3	3
26	Get acquainted with Colon classification (CC)	<ul style="list-style-type: none"> • CC's salient features and the concept of PMEST 	1	-	1
27	Get acquainted with Universal Decimal Classification (UDC)	<ul style="list-style-type: none"> • Salient features of UDC 	1	-	1
28	Start building call numbers	<ul style="list-style-type: none"> • Building complete call nos. 	-	1	1
Total			10	90	100

Sub module 2: Cataloguing

Theory 5 hrs + Practical 20 hrs = 25 hours

Description:

This sub-module deals with types and functions of a library catalogue cards, learning the principles of AACR-II (Anglo-American Cataloguing Rules), making entries in traditional form of library catalogue cards, entry items and punctuation marks, making call numbers, card filing rules, use and knowledge of subject headings

Objectives:

After completion of this sub module the trainees will be able to :

- make author, title, subject and other catalogue cards using AACR-II
- know the skills & techniques of determining Subject headings
- handle Sears List of Subject Headings (SLSH) and subject thesauruses to assign appropriate Subject headings / Keywords
- handle Cutter's table for author number assigning
- handle end processing work
- shelve and retrieve books fast and with ease

Tasks:

1. state the concept of library catalogues
2. make two important cards
3. make additional cards and unconventional cards
4. be familiar with other rules for cataloguing and shelving
5. know Subject headings/ keywords tools
6. be familiar with SLSH, LCSH and subject thesauruses
7. assign numbers for individual authors
8. know about making the keywords more specific
9. make list and use unique indigenous Subject headings
10. get acquainted with MARC 21 and Z39.50
11. carry out the end processing work
12. file the catalogue cards
13. shelve books on the stacks

S.N	Tasks	Related technical knowledge	Time (hrs)		
			T	P	Total
1.	Know about library catalogues Introduction to Anglo-American Cataloguing Rules (AACR)	<ul style="list-style-type: none"> • Functions • Physical types (formats) • Types • AACR II • Skeleton structure • Entry elements 	2	-	2
2.	Make two important cards Make added cards	<ul style="list-style-type: none"> • Making of main, shelf list card and added cards • Single author, double authors, three author cards • Title main entry cards • Corporate authorship cards • Head of the state main entry 	-	3	3
3.	Make subject added cards and unconventional cards	<ul style="list-style-type: none"> • Subject cards • Double title cards • See and See also entries 	1	2	3
4.	Get acquainted with major Subject headings/ Keywords tools Specific subject heading tools Terminologies used in Thesauruses	<ul style="list-style-type: none"> • Sears List of Subject Headings (SLSH) • Subject thesauruses • BT, NT, RT, UF and Use/ Used for... terminologies 	1	3	4
5.	Get acquainted with other rules for cataloguing and shelving	<ul style="list-style-type: none"> • Shelving sequence • Card filing rules Punctuation rules etc. • Rules about spellings • Singularity, plurality of keywords 	-	2	2
6.	Know about making the keywords more specific	<ul style="list-style-type: none"> • Using Free-floating sub-divisions 	-	1	1
7.	Make list of indigenous Subject headings Do end processing	<ul style="list-style-type: none"> • Creating 'Authority files' • Doing end processing 	-	1	1
8.	Get acquainted with the card filing rules.	<ul style="list-style-type: none"> • Following either 'Letter by Letter' rules / 'Word by word' rules. 	-	2	2

S.N	Tasks	Related technical knowledge	Time (hrs)		
			T	P	Total
9.	File the catalogue cards	<ul style="list-style-type: none"> Filing of cards in the catalogue cabinets alphabetically 	-	2	2
10	Shelve books on the stacks in sequential order	<ul style="list-style-type: none"> Shelving sequence in decimal fraction numbers 	-	2	2
11	Get acquainted with second and third sequence of order in shelving the books	<ul style="list-style-type: none"> By author number and year of publication 	-	1	1
12	Get acquainted with MARC 21 and Z39.50 features and terminologies	<ul style="list-style-type: none"> Salient features of MARC 21 and Z39.50 	1	1	2
Total			5	20	25

Module 7: Dissemination

Theory 5 hrs + Practical 20 hrs = 25 hours

Theory 4 + Practical 16 = 20 marks

Description:

This module deals with the part that serves the library users in the form of book circulation, reference service and other services such as documentation, user awareness etc.

Objectives:

After completion of this sub module the trainees will be able to :

- learn about the various circulation systems in use and can implement one of them.
- know about reference service and the tools to answer various reference questions

Sub modules:

1. Circulation
2. Reference service, reference tools

Sub module 1: Circulation

Theory 2 hrs + Practical 8 hrs = 10 hours

Description:

This sub-module deals with the traditional / modern circulation services used in libraries. This sub-module also explains user orientation services

Objectives:

After completion of this sub module the trainees will be able to :

- learn about user orientation, membership procedures etc.
- Browne and Newark system of book circulation along with the computerized/ barcode circulation system.

Tasks:

1. Prepare for circulation prerequisites
2. Get acquainted with circulation procedures
3. Perform library orientation practice/ bibliographic instruction practice
4. Do other related works

S.N	Tasks	Related technical knowledge	Time (hrs)		
			T	P	Total
1.	Prepare for circulation prerequisites	<ul style="list-style-type: none"> • Membership categories & procedures • No. of cards/ books to be issued • User profile forms 	1	2	3
2.	Get acquainted with circulation procedures	<ul style="list-style-type: none"> • NEWARK charging system • BROWNE charging system • Automated charging/ Barcode 	1	2	3
3.	Perform library orientation practice/ bibliographic instruction practice	<ul style="list-style-type: none"> • Doing practice of orientation class and bibliographic instruction 	-	2	2
4.	Do other related works	<ul style="list-style-type: none"> • Prepare reservation slips, Reserve books for users • Informing the users 	-	2	2
Total			2	8	10

Sub module 2: Reference service, reference tools

Theory 3 hrs + Practical 12 hrs = 15 hours

Description:

This sub-module deals with all about the services that are rendered to the users in finding their desired materials and/or answering the queries by means of using different Reference books/Tools

Objectives:

After completion of this sub module the trainees will be able to :

- prepare for orientation and bibliographic instruction classes
- learn about what the reference service really is and what are its types
- learn about reference books/tools, their categories and the type of information contained in them.
- know about documentation service

Tasks:

1. Know about constituents and types of reference service (long range and short range)
2. Know about reference books/tools
3. Provide documentation service

S.N	Tasks	Related technical knowledge	Time (hrs)		
			T	P	Total
1.	Prepare for orientation and bibliographic instruction	<ul style="list-style-type: none"> Library's holdings, various sections, services offered, rules & regulations etc 	1	1	2
2.	Know about the constituents and types of reference service	<ul style="list-style-type: none"> Long range reference service, Short range reference service, RSS feeds etc. CAS / SDI service 	1	1	2
3.	Know about reference books/tools	<ul style="list-style-type: none"> Definition, use and categories of reference book/tools 	1	2	3
4.	Get acquainted with the nature of users' queries and the reference resources to answer them	<ul style="list-style-type: none"> Categories of users' queries and their corresponding reference books/tools (Dictionaries, Encyclopedia, Almanacs, Yearbooks etc.) 	-	4	4
5.	Provide documentation service	<ul style="list-style-type: none"> Paper clippings on some subjects 	-	2	2
6.	Prepare bibliography	<ul style="list-style-type: none"> Preparation of bibliography on some subjects 	-	2	2
Total			3	12	15

Module 8: Preservation of library materials

Theory 8 hrs + Practical 4 hrs = 12 hours

Theory 1 + Practical 4 = 5 marks

Description:

This module deals with the fourth but a very important function of a library, i.e. preservation of library materials. It explains causes of deterioration & loss of library materials as well as preventive measures & remedies against such loss.

Objectives:

After completion of this sub module the trainees will be able to :

- Get acquainted with the causes of deterioration and loss of library materials
- Get acquainted with the preventive measures and effective remedies against deterioration and loss
- Know how to do stock taking and verification of library holdings
- Learn book binding / Journal binding and other useful measures to preserve library materials.
- Get acquainted with digitization and other measures, in any.

Sub modules:

1. Deterioration & loss / preventive measures and remedies
2. Stock taking, verification, weeding out and digitization of rare materials

Sub module 1: Deterioration, loss, preventive measures and remedies

Theory 5 hr + Practical 2 hrs = 7 hours

Description:

This sub-module deals with all the causes of library materials' deterioration & loss and also show the preventive measures & remedies

Objectives:

After completion of this sub module the trainees will be able to :

- Get acquainted with the causes of deterioration & loss of library materials.
- Learn the preventive measures and remedies to apply.

Tasks:

1. Get acquainted with the causes of deterioration & loss
2. Know the preventive measures and remedies
3. Get acquainted with scanning, digitization, book-binding etc.
4. Know about non-book materials preservation
5. Know about book binding & lamination

S.N	Tasks	Related technical knowledge	Time (hrs)		
			T	P	Total
1.	Get acquainted with the causes of deterioration & loss	<ul style="list-style-type: none"> • Natural • Human • Other factors 	1	-	1
2.	Know the preventive measures and remedies	<ul style="list-style-type: none"> • Humidity control • Temperature control • Anti-rodent measures • Fumigation • Traditional methods 	1	-	1
3.	Get acquainted with scanning, digitization.	<ul style="list-style-type: none"> • Creation and management of digital documents • Basic facilities and requirements for digitization • Practical demonstration of scanning and digitizing hard copy to electronic documents • CD / DVDs, Cassettes, Maps etc. 	1	2	3
4.	Know about book binding & lamination	<ul style="list-style-type: none"> • Types of bindings for various types of materials. • Full binding, half binding etc • Leather binding, cloth bindings. • Spiral binding, ring binding etc • Lamination (Full cover /half) 	2	-	2
Total			5	2	7

Sub module 2: Stock taking/ Verification; Weeding**Theory 3 hrs + Practical 2 hrs = 5 hours****Description:**

This sub-module deals with library's inventory taking for physical items especially books and other materials. It also deals with weeding principles and in-house policies.

Objectives:

After completion of this sub module the trainees will be able to :

- State the concept of stock taking and verification.
- Be familiar with weeding out principles and prepare in-house policies.

Tasks:

1. Know about stock taking & verification and its methods
2. Be familiar with weeding principles & in-house policies

S.N	Tasks	Related technical knowledge	Time (hrs)		
			T	P	Total
1.	State the concept of stock taking & verification and methods thereof	<ul style="list-style-type: none">• Various means of stock taking and verification. (By accession number, by subject, by class numbers, by total counting, by register system etc.)	1	2	3
2.	Be familiar with weeding principles & in-house policies	<ul style="list-style-type: none">• Segregating important documents viz. historical, cultural, treaties, valuable etc. and discarding principles	1	-	1
3.	Get acquainted with unimportant documents	<ul style="list-style-type: none">• Unimportant documents : Old editions, worn-out books etc.	1	-	1
Total			3	2	5

Module 9: Information and Communication Technology (ICT) in library (Sub-core area)

Theory 20 hrs + Practical 55 hrs = 75 hours

Theory 10 + Practical 50 = 60 marks

Description:

This chapter deals with the basics of Information technology, software and hardware; multimedia, digital libraries and web resources. Similarly this chapter also shows various types of library computer databases, Internet, various open sources ILS (Integrated Library Software) such as koha, PMB etc. having standards of MARC 21 and Z39.50 server as well as client service.

Objectives:

After completion of this sub module the trainees will be able to :

- get acquainted with the basics of ICT, its characteristics, value and usefulness
- learn about different library databases and data migration/conversion to ILS software
- run independently koha or other library automation software
- learn the basics of Internet, URLs, search engines, online databases etc.

Sub modules:

1. ICT; hardware, software, multimedia
2. Library computerization and automation
3. Internet, digital libraries, online resource

Sub module 1: Introduction to ICT, computer hardware / software and multimedia

Theory 3 hrs + Practical 12 hrs = 15 hours

Description:

This sub-module deals with general introduction of ICT in ILS field, its characteristics, value & usefulness & components, digital libraries, web resources etc.

Objectives:

After completion of this sub module the trainees will be able to :

- get acquainted with hardware/software components, operating systems, multimedia etc.
- know all about ICT, its characteristics, various components

Tasks:

1. State the basic concept of ICT (Information and Communication Technology, its characteristics, needs and components)
2. Computer organization and architecture (Central Processing Unit (CPU, Memory, Input devices, Output devices and other peripherals)
3. Get acquainted with Hardware/Software;
4. Use multimedia (e.g. buildings blocks of multimedia, multimedia system, multimedia applications)
5. Get acquainted with various operating systems

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S.N	Tasks	Related technical knowledge	Time (hrs)		
			T	P	Total
1.	State the concept of ICT, computer and its components, other peripherals and connectivity	<ul style="list-style-type: none"> • CPU, monitor, printer, scanner, barcode reader, external storage devices, other peripherals and connectivity 	1	2	3
2.	Know about various software Get acquainted with operating systems Use of multimedia	<ul style="list-style-type: none"> • System software and application software • Operating systems Linux, MS DOS, MS Windows, FOSS etc • Picture, text, graphics, audio, video 	2	10	12
Total			3	12	15

Sub module 2: Library computerization, automation and its subsystems

Theory 15 hrs + Practical 35 hrs = 50 hours

Description:

This sub-module deals with Integrated Library System (ILS) and database management, Library 2.0 and ILS having standards of MARC 21 and Z39.50 server as well as client service with focus on koha and other free and open source software.

Objectives:

After completion of this sub module the trainees will be able to :

- learn about library computerization, database management and automation
- know about free and open source software
- learn data entry procedures, functions, facilities in ILS software
- new concept of modern library systems

Tasks:

1. State the concept of computerization & library automation
2. Get acquainted with Database Management System (DBMS) and its components, types of databases
3. Be familiar with various modules of automated Integrated library systems (ILS)
4. Get acquainted with new concept of modern library systems

S.N	Tasks	Related technical knowledge	Time (hrs)		
			T	P	Total
1.	State the concept of computerization & library automation and their prerequisites	<ul style="list-style-type: none"> • Introduction, use scenario, hardware and software for library automation 	3	-	3
2	Get acquainted with Database Management System (DBMS) its components and types of databases	<ul style="list-style-type: none"> • Meaning, need, file oriented approach vs DBMS approach, benefits of DBMS • Database components and architecture, centralized and distributed databases 	3	-	3
3	Be familiar with Integrated Library System (ILS) and its various modules	<ul style="list-style-type: none"> • Acquisition module • Cataloguing module • OPAC module and basic & advance search systems • Circulation module and • Serials control module 	6	4	10
4	Do the very basic practical works of database management (e-cataloguing)	<ul style="list-style-type: none"> • Software installation, data entry, editing, deleting, data import, export, data updating, searching & retrieval, printing records, back-up of data, Bar code generation and printing etc. 	-	31	31
5	Get acquainted with modern library systems	<ul style="list-style-type: none"> • Library 2.0; • Digital library / E-library • Second generation cataloguing 	3	-	3
Total			15	35	50

Sub module 3: Internet basics, web browsers, online resources

Theory 2 hrs + Practical 8 hrs = 10 hours

Description:

This sub-module deals with basics of Internet, URL, Internet browsers, online databases, digital libraries etc.

Objectives:

After completion of this sub module the trainees will be able to :

- know about the basics of Internet and its various components
- know about Internet browsers; Email, URLs, Blogs, Instant messaging
- learn about online resources, search engines and searching techniques

Tasks:

1. Be familiar with Internet basics
2. Get acquainted with various browsers, search engines and searching techniques
3. Learn the basics of e-mail and its components, instant messaging
4. Know about usefulness of social media

S.N	Tasks	Related technical knowledge	Time (hrs)		
			T	P	Total
1.	Be familiar with Internet, email and social media basics	• Web browsers, URLs	1	1	2
2.	Learn how to send emails and attach files	• Emails (CC, BCC, Attaching files)	1	2	3
3.	Know about the social media used by libraries	• Blogs, Twitter, Face book	-	2	2
4.	Get acquainted with instant messaging	• Instant messaging	-	1	1
5.	Get acquainted with online resources, search engines and searching techniques	• Available online resources, Search engines and searching techniques	-	2	2
Total			2	8	10

Module 10: Mass communication, technical writing, in-house publications*Theory 10 hrs + Practical 10 hrs = 20 hours**Theory 2 + Practical 8 = 10 marks***Description:**

This module deals with basics of communication, mass communication, media of communication, printing history and printing technology, technical writing, reviewing and in-house publications.

Objectives:

After completion of this module, the trainees will be able to :

- state the the basic concept of communication and mass communication.
- learn about media of communication.
- get acquainted about printing and printing technology
- learn about technical writing, book reviewing and in-house publications.
-

Sub modules:

1. Communication; mass communication; printing technology
2. Technical writing, reviewing; in-house publications

Sub module 1: Communication, mass communication; printing technology*Theory 4 hrs + Practical 1 hrs = 5 hours***Description:**

This sub-module deals with general introduction to communication, mass communication and printing technology.

Objectives:

After completion of this sub module the trainees will be able to :

- state the basic concept of communication, mass communication
- get acquainted with printing technology

Tasks:

1. State the concept of communication, mass communication
2. Describe the components and functions of mass media,
3. Get acquainted with the steps of how a book is printed

S.N	Tasks	Related technical knowledge	Time (hrs)		
			T	P	Total
1.	State the concept of communication, mass communication	<ul style="list-style-type: none"> • Introduction to communication • Mass communication media • Traditional media 	1	-	1
2.	Describe the characteristics and functions of mass media	<ul style="list-style-type: none"> • Definition, characteristics, process, and functions of mass media 	2	-	2
3.	Get acquainted with the steps of how a book is printed	<ul style="list-style-type: none"> • Typing, photo integration, color separation, printing, binding, cutting etc. 	1	1	2
Total			4	1	5

Sub module 2: Technical writing; Reviewing; In-house publications
<i>Theory 6 hrs + Practical 9 hrs = 15 hours</i>
<p>Description: This sub-module deals with technical writing, editorial writing, reviewing etc.</p> <p>Objectives: After completion of this sub module the trainees will be able to :</p> <ul style="list-style-type: none"> • learn something about technical writing, • learn about editorship and editorial writing, • do reviewing of books and articles. <p>Tasks:</p> <ol style="list-style-type: none"> 1. Get acquainted with technical writing 2. Know about book/article reviewing 3. Familiarize with in-house publications

S.N	Tasks	Related technical knowledge	Time (hrs)		
			T	P	Total
1.	Get acquainted with technical writing	<ul style="list-style-type: none"> • Acknowledgement letter writing, • Memorandum of understanding writing, • Library letter writing 	2	2	4
2.	Know about book/article reviewing	<ul style="list-style-type: none"> • Editorial writing • Book / article reviewing 	2	3	5
3.	Familiarize with in-house publications	<ul style="list-style-type: none"> • Annual report preparation • Newsletters preparation • Brochure preparation 	2	4	6
Total			6	9	15

Module 11: Inter-personal communication/Office etiquette/Stress management*Theory 4 hrs + Practical 1 hrs = 5 hours**Theory 3 + Practical 2 = 5 marks***Description:**

This sub-module deals with the topics that are essential for enhancing efficiency of employees resulting in substantial & fruitful output of the office.

Objectives:

After completion of this sub module the trainees will be able to :

- get acquainted with the skills in communicating at workplaces to enhance personal relationship.
- familiarize themselves with essential etiquette to enhance personality and in improving inter-personal relationships
- know how to handle stress in the workplace

Tasks:

1. Get acquainted with the skills in communicating with persons and organizations.
2. Familiarize with the basics of office etiquettes
3. Know the knack of handling stress
4. Get acquainted with developing professionalism

S.N	Tasks	Related technical knowledge	Time(hrs)		
			T	P	Total
1.	Get acquainted with the skills in communicating with persons and organizations.	Communication skills - <ul style="list-style-type: none"> • With seniors, juniors and peers • With parent organizations, sponsors • With writers, editors, translators • With publishers, suppliers, vendors • With library users, visitors, guests • With professionals • With others 	1	1	2
2.	Familiarize with the basics of office etiquettes	<ul style="list-style-type: none"> • Etiquette in the office room, in the meeting hall etc. 	1	-	1
3.	Know the knack of handling stress	<ul style="list-style-type: none"> • Handling works to be done • Handling anger and stress • Handling time-shortage crisis • Handling boss's rage and rebukes. 	1	-	1

S.N	Tasks	Related technical knowledge	Time(hrs)		
			T	P	Total
4.	Get acquainted with the ways in developing professionalism	<ul style="list-style-type: none"> • Attaining higher education • Attending professional trainings • Attending Workshops/Seminars • Reading professional Books/Journals • Writing professional Books/Articles • Knowing about conducting professional talk programs • Ways of Innovating/Introducing new applications • Appraisal of professional ethics • Appraisal of copyrights, intellectual property rights etc. 	1	-	1
Total			4	1	5

सब मोड्युल : १२. उद्यमशीलता बिकास (Entrepreneurship Development)

समय : १८ घण्टा (सै) + २२ घण्टा (व्या) = ४० घण्टा

Theory 5 + Practical 10 = 15 marks**Course description**

This course is designed to impart the knowledge and skills necessary for micro enterprise startup. The entire course intends to provide basics of entrepreneurial characteristics, finding viable business idea and developing business plan.

Course objectives

After completion of this course students will be able to:

1. Understand concept of entrepreneurship and business
2. Explore viable business idea
3. Learn to prepare business plan

SN	Task statements	Related technical knowledge	Time (hrs)		
			T	P	Total
1.	State the concept of entrepreneurship/ business/enterprises	<ul style="list-style-type: none">• Introduction to entrepreneurship• Classification of enterprises• Benefits of self employment	2		2
2.	Grow entrepreneurial attitudes	<ul style="list-style-type: none">• Wheel of success• Risk taking attitude	3		3
3.	Generate viable business ideas	<ul style="list-style-type: none">• Business idea generation• Evaluation of business ideas• Creativity and innovation	3		3
4.	Prepare business plan	<ul style="list-style-type: none">• Concept of market and marketing• Description of product or service• Selection of business location• Estimation of market share• Promotional measures• Required fixed assets and cost• Required raw materials and costs• Operation process flow• Required human resource and cost• Office overhead and utilities• Working capital estimation• Unit price calculation	9	20	29

		<ul style="list-style-type: none"> • Cost benefit analysis • Information collection guidelines 			
5.	Prepare basic business records	<ul style="list-style-type: none"> • Day book • Payable & receivable account 	1	2	3
Total			18	22	40

Text books:

- क) प्रशिक्षकहरूका लागि निर्मित निर्देशिका तथा प्रशिक्षण सामग्री, प्राविधिक शिक्षा तथा व्यावसायिक तालीम परिषद्, २०६९
ख) प्रशिक्षार्थीहरूका लागि निर्मित पाठ्यसामग्री तथा कार्यपुस्तिका, प्राविधिक शिक्षा तथा व्यावसायिक तालीम परिषद् (अप्रकाशित), २०६९

Reference book:

Entrepreneur's Handbook, Technonet Asia, 1981

Module 13: Internship (Library attachment) for 8 days

Theory 10 hrs + Practical 25 hrs = 35 hours

Theory 3 + Practical 12 = 15 marks

Description:

This sub-module deals with exposure of the trainees to various libraries in the vicinity for about seven days. During the period, each trainee will be exposed to an efficiently functioning library and assist the librarian in-charge and other library staff to carry out all the functions in the library viz. book accessioning, classification, cataloguing, data entry, circulation etc. and gain hands-on experience from it.

After the completion of the attachment period, each trainee will have to submit a detail report enlisting all the jobs and activities that the participant carried out during his/her entire attachment period.

Objectives:

After completion of this sub-module the trainees will be able to :

- familiarize themselves with the library's day to day works and working environment,
- get acquainted with the librarian's technical jobs and the tools for doing them,
- know all the services to be rendered to the library patrons and the ways doing them,
- familiarize with the necessary tools, materials and equipment used in the library.

Tasks:

1. Perform book/journal selection and collection works
2. Get acquainted with the library's purchasing and acquiring policy
3. Do the work of book accessioning in the accession register
4. Perform technical procedure of the accessioned books, viz classification and cataloguing
5. Perform computerized database entry, subject heading selection and entry
6. Perform circulation service either manual or electronic practiced in the library
7. Get acquainted with the reference services rendered and know about reference books/tools
8. Know about various methods of preservation of library materials
9. List the names of tools, materials and equipment used in the library
10. Prepare a detailed report of the entire attachment period to be submitted to the training coordinator

Appendix 1: List of tools, materials and equipment

TOOLS:

DDC 23rd edition or earlier versions (4 vols. set)	:	1 set for each group of 3 students
Sear's list of subject heading 20th edition or earlier versions	:	1 set for each group of 5 students
AACR-II (Anglo-American Cataloguing Rules-II or latest edition)	:	5 sets
DDC abridged edition	:	(Optional/Additional)
DDC school edition	:	(Optional/Additional)
Cutter's table	:	5 sets
Publishers' Catalogue	:	as per requirement
Books in Print	:	as per requirement

MATERIALS:

Catalogue cards (3"X5" inches)	:	10 (Ten) for each participant
White board / board markers/ wipers	:	1 (One) / as per requirement
Cardboard papers	:	as per requirement
Meta cards (4X6 inches)	:	as per requirement
Other stationery items	:	Cello-tapes, Scissors, Book cards, Book pockets, Spine labels, Due date slips, Reader's ticket, Charging trays, Pencils, Notebooks, Erasers, Guide cards, Glue sticks, Punching machine, Binding clothes and accessories, Stamps and stamp pads, Franking machine, Stamp pad ink etc.

EQUIPMENT / FACILITIES:

Multimedia/Overhead projector	:	1 (One)
Computer lab.	:	1 (One) computer to each group of 2 trainees
Library	:	A library with over 1000 books for practical classes
Well equipped class rooms	:	provided by training institute
Office room	:	provided by training institute
Photo scanner	:	1 (One)

Appendix 2: Reading materials

Books and websites:

१. अधिकारी, इन्द्रप्रसाद (२०६८), **पुस्तकालय तथा स्रोत केन्द्र : व्यवस्थापन एवं सञ्चालन**, काठमाडौं : साभा प्रकाशन
२. कार्की, मधुसूदन (२०६८), **मेलविल डिवी दशमलव वर्गीकरण प्रणाली ... क्रियात्मक विश्लेषण**, काठमाडौं : लेखक स्वयं
३. मिश्र नारायणप्रसाद/मिश्र शान्ति (२०३८), **पुस्तकालय विज्ञानको रूपरेखा**, काठमाडौं : लेखकहरू स्वयं
४. राई अरुण र अन्य (२०६४), **पुस्तकालय व्यवस्थापन**, काठमाडौं : विद्यार्थी पुस्तक भण्डार
५. श्रेष्ठ, हरिगोपाल (२०६४) **कम्प्युटर परिचय**, दशौं संस्करण, काठमाडौं : रत्नपुस्तक भण्डार
6. Baeza-yates, Ricardo and Ribiero-Neto, Berthier (1999), **Modern Information Retrieval**, New Delhi : Pearson education
7. Kharel, P. (2007), **Dimensions of Communication**, Kathmandu: Nepal Association of Media Educators
8. Kumar, PSG (2002), **A Student's Manual of Library and Information Science**, New Delhi: BR Publishing
9. Pandey, Ravindra (nd), **Dictionary of Library and Information Science**, New Delhi: Ramesh Publishing
10. Pradhan, Mohan Raj (2011), **Application of Information and Communication Technology in Library and Information Science** (Theory/Practice books), Kathmandu : Healthnet Nepal
11. ----- (2012), **Koha 3 Integrated Library System**, Kathmandu : HealthNet Nepal
12. ----- (2012), **Koha 3 Server Guide**, Kathmandu: HealthNet Nepal
13. Ranganathan, S.R. (Rep.1998), **Elements of Library Classification**, Bangalore: Sharada Ranganathan Endowment for Library Science,
14. www.ala.org (**Official website of American Library Association**)
15. www.ifla.org (**Official website of International Federation of Library Associations & Institutions**)
16. www.nnl.gov.np (**Official website of Nepal National Library**)
17. www.nla.org.np (**Official website of Nepal Library Association**)
18. www.tucl.org.np (**Official website of Tribhuvan University Central Library**)