

Syllabus

Library Management & Information Services



Offered by
MORIGAON COLLEGE, MORIGAON
2021-22
GURUCHARAN MEDHI LIBRARY

Gurucharan Medhi Library

Morigaon College

Morigaon, Assam

Certificate Course on "Library Management & Information Services"

Duration: 30 Hours/ 30 Lectures


Course Objective:

Certificate Course on Library Management & Information Services is all about modern librarianship & information Services. Now libraries are not only storehouse of books but it is the centre of information dissemination. Institutional repository, Digital library, library software packages are very important for a modern library. After completion of the course the students can come to know the importance aspects of library and information services.

Course Outcome:

1. After completion of the course the student can come to know the importance of different types of libraries in present day society.
2. The course also helps the students to learn about uses of different library software packages, E Resources, Institutional Repository & Digital Library.
3. Students will come to know about copyright, Intellectual Property Rights, Plagiarism, Citation, Bibliography and Reference Styles.
4. To understand different information sources and services.




Dr. Alakesh Roy
Librarian
Gurucharan Medhi Library
Morigaon College, Morigaon

Syllabus for Certificate Course on “Library Management & Information Services”

Unit I: Library Management

- Library & Society
- Different Types of Libraries
- Basics of Classification and Cataloguing
- Library Management

Unit II: Library Automation

- Basic of Computer
- Library Software packages
- Institutional Repository & Metadata
- Digital Library


Unit III: Information Sources

- Reference sources
- Concept of Information Generation
- Information & Communication
- Information Sources

Unit IV: Information Services

- Reference services
- Citation, Bibliography & Reference styles
- Copyright, IPR & Plagiarism
- Different Information Services.




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