

Certificate Course

1. KNOWLEDGE OF LIBRARIES IN THE STATE

State Central Library, Government legislation in relation of libraries, Connemara Public Library, Depository function & regulations.

2. TYPES OF LIBRARIES Academic, Special, Public, Government, Industrial, Private, Department Libraries- Objectives & functions of the above.

3. LIBRARY RULES & REGULATIONS Need for above, Areas for framing rules, Safety of materials.

4. LIBRARY ORGANISATION / ADMINISTRATION / MANAGEMENT

1. Dr. S.R. Ranganathan's Five laws of library Science

2. Types of Library Access - Merits and Demerits.

3. Circulation Control - Types of Charging Systems and functions of circulation desk, library membership, collection of fines, generation of reminders for overdue items.

5. LIBRARY MAINTENANCE - Stock verification - Need and Methods, loss of books, Shelf rectification, agencies to carry out the verification, use of computers.

1. Binding of library materials, types of binding, need for binding.

2. Selection / Procurement of Material - Accessioning of library materials including price verification, collation etc.

6. LIBRARY CLASSIFICATION Knowledge of the country of origin of different classification schemes - Knowledge of the developers of the various classification schemes including Dr. S.R. Ranganathan & Melvil Dewey - Differentiation between Call Number & Classification Number - Identifying basic class numbers for different subjects in two major classification schemes - The fundamental Categories and the symbols for the five fundamental categories.

7. LIBRARY CATALOGING Identification of simple Corporate author - Names of different Cataloging codes - Parts of an entry - Rendering of the name of simple personal author - Understanding of pseudonyms - Types of Catalogues - Identification of Source of information for cataloguing.

8. LIBRARY SERVICES Types of reference Service - Types of reference material / sources - Types of information service - CAS, SDI, Press Clipping Service, Abstracting and Indexing - Differentiation between primary, secondary and tertiary Sources of information - Methods of informing users of library activities - Use of information Services.

9. LIBRARY CO-OPERATION Need for Co-operation - Types of Co-operation - Benefits & Methods.

10. KNOWLEDGE OF LIBRARY AUTOMATION Areas of library Automation - Internet - CD-Rom's, E-Mail.