RAMAKRISHNA SARADA MISSION

VIVEKANANDA VIDYABHAVAN

Value Added Course on

Library and Information Science

Offered by the Department of Library

Course Structure:

- ➤ **Duration: Total 30 Hours**
- ➤ **Who can join: 10+2 in any Stream from Recognized Board**
- ➤ **The course is for Female Students only.**
- ➤ **Course Fee: 200/-**
- ➤ **Mode: Offline**
- ➤ **Starting Date: 10.05.2023**

Library and Information Science is an interdisciplinary field that emphasises the documentation, collection, organisation, access, protection and regulation of information in physical/ digital forms. The basic objective of this course is to cater to the staffing needs of libraries as well as for imparting basic skills and training in library management. Library science courses give insights into Information sources and services, Management of library and information and library cataloguing and classification. These library and information science courses also train students in handling the day-to-day work methodologies applied in public libraries, schools, and universities. It also discusses the role of Libraries in the society. A library, however big or small, will have to perform minimum number of basic operations. These operations are conventionally referred to as 'House-keeping Operations'. The performance of a library largely depends on the organisation of its housekeeping operations. In this course the students will be provided with both practical and theoretical insights into the resource management of the library with more emphasis being laid on the practical aspect. This programme is meant to sensitise about library and information science at grass root level.

Course Outcomes:

- **Student after completing this course will have gained knowledge about various operational subsystems of a library.**
- **During this course students will learn a variety of subjects including library organization and management, library catalogue, information sources and services, information technology and more.**
- **Additionally, the course helps students understand the tools of management applied, arranging library data by application of information technology and making them easily applicable to the public.**
- **Ability to understand and classify simple, compound and complex documents using standard classification schemes; capability to catalogue all types of documents using standard catalogue codes and metadata standards; ability to carry out library housekeeping operations and to provide library and information services by standard procedures.**

- **Capability to critically analyze subjects of documents to classify them properly and to derive subject headings for subject cataloguing, indexing purposes and ability to think critically for solving various problems pertaining to the management of Libraries and Information centres.**
- **Understanding of concepts of information technology and its application to libraries and capable of using digital technology for communication purpose, for library housekeeping operations, and for searching information from OPAC, Internet and online databases.**
- **The knowledge and skill base that would enable them to undertake further studies in Library and Information Science and in related areas or in multidisciplinary areas that involve Library and Information Science. They can work as Librarian, Information Assistant, Library Attendant, Archivist, etc.**

Faculty Details:

Parama Sarkhel Dutta

Librarian

Ramakrishna Sarada Mission Vivekananda Vidyabhavan

Pr. Mokshakamaprana

Library In-Charge

Ramakrishna Sarada Mission Vivekananda Vidyabhavan