Course Code: LISC E3025
Type / Status: Core
Title: Computer Application in Libraries and Library Training

Learning outcome: By the end of this course unit the students will be able to use basic application software as well as Winisis software in automating library activities. Also, they will acquire and apply necessary basic skills and competencies to work as library and information professionals. Through the Library Training Students will be able to define the professional responsibilities practices and tasks of a librarian, Explore professional skills and work ethics of practicing librarians, Describe organization and day to day activities, Formulate guidelines, Experience the real work situation in LIS setting - Technical Services, Experience the real work situation in LIS setting - Reader Services.

Course content: Introduction to computers and computer applications in general. Areas of computer application in libraries. Digitalization need and benefits. Software, software packages including open sources. Creation and maintenance of various databases in libraries. Winisis, Libsys, Alice for Windows. Use of Internet. Library induction and orientation, Introduction to library mission, vision and library objectives, library plans and policies, Training in the library office, library counters and different departments and sections in the library. Training in the operation and use of library equipment. Training in the delivery of user services and in library communication, library maintenance, conservation and preservation, book repair and binding. 180 hours of training (approximately 04 weeks) in a selected library/information center, under the supervision of a qualified professional, in accordance with guidelines supplied by the Department of Study.

Method of Teaching and Learning:
Seminars, Study guides and written instructions from the Department; Library training.

Assessment: Assignments, Training record and presentations.

Assignment:
1. Creation of a Database to automate a selected library activity using Winisis or any other open source software.
2. Preparation of a report based on the library training.
3. Presentation of library training report.

Recommended reading:


