

ADVANCED CERTIFICATE IN LIBRARY AUTOMATION & DIGITAL ARCHIVING

SYLLABUS

DEPARTMENT: DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

NAME OF COURSE: ADVANCED CERTIFICATE IN LIBRARY AUTOMATION & DIGITAL ARCHIVING

COURSE CODE: CPCC20

TOTAL HOURS: 50

PAPER 1 – LIBRARY AUTOMATION

UNIT-I INTRODUCTION TO OPERATING SYSTEMS

- Linux, Ubuntu, XUbuntu, Linux Lite, Linux Mint
- Fedora, Debian
- SOLUS, React OS, ChromeOS

UNIT-II LIBRARY AUTOMATION

- Need and Purpose of Library Automation.
- Automation in Library House Keeping Operations.
- Automated Library Services.
- Broad overview of Library automation softwares. - CDS/ISIS,
- E-grandhalaya, Soul, NewGenLib, Why Koha

UNIT-III KOHA

- Setting Library,
- Parameters in Koha
- Acquisition module,
- Cataloguing module
- Circulation Module
- Serials Control Module.

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- Generating Barcode,
- Import Patron,
- Taking Reports and Indexes, Backup.
- Installation of Koha

PAPER 2 – LIBRARY NETWORKING AND WEB TECHNOLOGY

UNIT-I INTERNET BASICS AND NETWORK TECHNIQUES AND DEVICES

- Internet Basics
- Client server computing
- Networking in library
- Networking Techniques, media and devices:
- Switching techniques-circuit switching, Packet switching, cell switching
- Network media-UTP, Optical fiber, Ethernet, network Interface cards, Hubs, Routers, Gateway, Modem.
- Network protocols: Definition, Concept, Types-TCP/IP, OSI. Other Protocols: SMTP, Telnet, FTP, HTTP, Z39.50, (Harvesting protocols-OAI-PMH, Open Standards)
- Data network and network security –Authentication, Firewalls, Virus, Spy ware

UNIT-II INFORMATION LITERACY

- Library networks the international level – OCLC- Online Computer Library Center, JANET- Joint Academy Network
- National Level-UGC-Digital library with reference to NLIST INFONET, E-Shodh Sindhu
- Electronic resources -Meta resources, Information resources by form
- Information resources by subjects- Science, Social Science, Humanities.
- Databases, Datasets and collections.
- Legal and ethical issues of cyber space
- Plagiarism

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PAPER 2 – DIGITAL ARCHIVING UNIT

UNIT-I DIGITAL LIBRARY

- Digital Library Concepts- History and current scenario.
- Different digital library projects.
- Broad overview of digital library software.
- Intellectual property right – Ethical and legal issues.

UNIT-II COMPONENTS AND DIGITAL FORMATS IN DIGITAL LIBRARY

- Formats and media types in digital library-OCR, PDF, JPJ, TIFF, Audio, Video files
- Devices – Scanners, Camera
- Converting Software
- Converting to matching format

UNIT-III CREATE A SIMPLE COLLECTION FROM AVAILABLE DIGITAL DOCUMENTS

UNIT-IV CREATION OF ARCHIVE

- Enrich, Formatting, Designing and Collection building

UNIT- V CONFIGURATION AND DIGITAL PUBLISHING

- Designing, Formatting, Export to CD

UNIT- VI DEVELOPING INSTITUTIONAL REPOSITORY IN D SPACE