CHRIST
COLLEGE (AUTONOMOUS)
IRINJALAKUDA, KERALA
Reaccredited by NAAC with 'A' grade

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE
CERTIFICATE COURSE DETAILS

NAME OF THE COURSE

CERTIFICATE COURSE IN LIBRARY AUTOMATION AND DIGITAL ARCHIVING

COURSE CODE

CPCC 20

COURSE DETAILS

Duration of the course: 3 months (45 hours)
Target group: Library and information professionals and Students
Eligibility: CLIS, B. L. I. Sc OR M. L. I. Sc degree.
Students those who enrolled in these courses.
Course pre-requisite: Learner should have.
- Basic knowledge of library functions and services.
- Basic knowledge of computers and ICT tools

OFFERED BY

PG Department of Library and Information Science
Christ College (Autonomous) Irinjalakuda

COURSE COORDINATOR

Nimitha. K, Department of Library and Information Science

ABOUT COLLEGE

Chirst College (Autonomous), Irinjalakuda established in the year 1956 by CMI fathers has always been aplace where young generations are moulded towards a bright future. College has excellent infrastructure, with state of the art laboratories, seminar rooms and lecture halls. The campus is Wi-Fi enabled. Presently Collge is house for 4500+ students, 200 teaching staff and 45 supporting staff. The strength of the College lies in its hardworking and tech savvy teachers who are eager to involve in all matters of students. The lush green campus with gardens and open gym is moving towards the next phase on education both offline and online.

WHAT IS THE COURSE?

Fr. Dr. Jolly Andrews
Assistant Professor
In-charge of the
Christ College Irinjalakuda

certificate course in Library automation and Digital archiving was introduced to impart education in the basics of ICT and its implementation in libraries/information centres. Its purpose is to prepare LIS professionals who have the knowledge, skills and attitude to design and
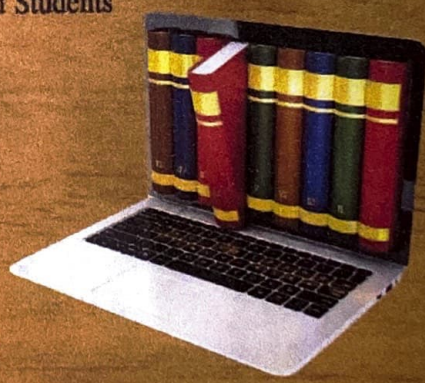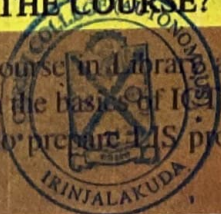
SCOPE OF THE COURSE

- Theoretical base of library automation.
- Practical knowledge about open-source integrated library management software Koha and digital library software – GSDL, D Space.
- Identify legal and ethical issues of cyber space and information literacy.

LEARNING OUTCOMES

- The learner will get the automated library system, automation process and use of open-source integrated library system software koha.
- The learner will also get in depth knowledge and capable do digitalization and learn to use open-source software GSDL (Greenstone Digital Library software) and D space for developing digital libraries, archives, and repositories.
- Learner will get an understanding of legal and ethical issues of IPR and cyber space.

COURSE OUTLINE

- Open-source Integrated Library Management software – Koha
- Ethical and legal issues of cyber space and Information literacy
- Digital Library software – GSDL and D Space

COURSE MODULES

Module 1: Awareness on Networking and Web technology
Internet Basics; Networking Techniques, media and devices; Web 3.0 – Semantic web, Linked data; Remote access and remote-control computer software- Team Viewer, Any Desk; ICT tools- Google form, Google classroom, blogging, Video telephony software- Zoom, Google meet.

Module 2: 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-ShodhSindhu; 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.

Module 3: Open-source Integrated Library Management Software- Koha
Need and Purpose of Library Automation; Automation in Library House Keeping Operations; Koha- Setting Library, Parameters in Koha, Acquisition module, cataloguing module, Circulation Module, Serials Control Module, Generating Barcode, Import Patron, Taking Reports and Indexes, Backup, Installation of Koha.

Module 4: Creating Digital Libraries using GSDL
Digital Library Concepts- History and current scenario; Formats and media types in digital library-OCR, PDF, JPJ, TIFF, Audio, Video files, Devices – Scanners, Camera, Converting Software, Converting to matching format; Components and digital formats in Digital Library; Create a simple collection from available digital documents; Creation of an archive- Enrich, Formatting, Designing and Collection building ; Configuration and digital publishing; Designing, Formatting, Export to CD

Module 5: Developing institutional repository in D space
Institutional repository concepts; Installing D space; Using D space – Creating communities, creating collection, descriptive metadata for the collection, creating a user and groups; Metadata in D space

Contact : charudarsan@gmail.com

VALUE ADDED - CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA