

# Internship Programme on “Library & Information Science”

Course Contents: -

**A: Computer Fundamental**

**Total Hrs: 24**

S. No.	Chapter	Theory Hours	Practical Hours
1.	Knowing computer	1	1
2.	Operating Computer using GUI Based Operating System	2	3
3.	Understanding Word Processing	2	3
4.	Using Spread Sheet	1	2
5.	Introduction to Internet, WWW and web browsers	2	3
6.	Communications and Collaboration	1	1
7.	Making small presentation	1	1
<b>Total Hours</b>		10	14

## SYLLABUS OUTLINE:

1. **Knowing computer:** What is Computer, Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, Computer Memory, Concepts of Hardware and Software; Concept of Computing, Data and Information; Applications of IECT; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.

2. **Operating Computer using GUI Based Operating System:** What is an Operating System; Basics of Popular Operating Systems; The User Interface, Using Mouse; Using right Button of the Mouse and Moving Icons on the screen, Use of Common Icons, Status Bar, Using Menu and Menu-selection, running an Application, Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different Windows; Using help; Creating Short cuts, Basics of O.S Setup; Common utilities.

3. **Understanding Word Processing:** Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling; Spell check, language setting and thesaurus; Printing of word document.

4. **Using Spread Sheet:** Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet.

5. **Introduction to Internet, WWW and Web Browsers:** Basic of Computer networks; LAN, WAN; Concept of Internet; Applications of Internet; connecting to internet; What is ISP; Knowing the Internet; Basics of internet connectivity related troubleshooting, World Wide Web; Web Browsing software, Search Engines; Understanding URL; Domain name; IP Address; Using e-governance website

6. **Communications and collaboration:** Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using Emails; Document collaboration; Instant Messaging; Netiquettes.

7. **Making Small Presentation:** Basics of presentation software; Creating Presentation; Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation / handouts.

**B: Library Automation with special reference e-Granthalaya 4.0 cloud Total Hrs: 16**

S. No.	Chapter	Theory Hours	Practical Hours
1.	Library Automation	1	0
2.	Infrastructure Requirements for library automation	1	0
3.	An Introduction to e-Granthalaya (eG4 cloud)	1	0
4.	Library Administrator	1	1
5.	Master Data	1	1
6.	Books Acquisition and Library Budgets	1	1
7.	Cataloguing	1	1
8.	Circulation	1	1
9.	Serials Control and Search & Reports	1	1
10.	Member Login on OPAC	0	1
<b>Total Hours</b>		09	07

**SYLLABUS OUTLINE:**

1. **Library Automation:** Meaning and Definition, Evaluation of Library Automation Software, Need and Purpose of Library Automation, Areas of Library Automation.

2. **Infrastructure Requirements for library automation:** Hardware - Computer System and its Peripherals, Software - Open Source and Commercial, Professionals Training.

3. **An Introduction to e-Granthalaya (eG4 cloud):** An Overview of e-Granthalaya and its various Modules - Library Administrator, Master Data, Books Acquisition and Library Budgets, Cataloguing, Circulation, Serials Control and Search & Reports.

4. **Library Administrator:** Update My Profile, Update Library Profile, Manage Library Users, System Data, Data Entry Formats, Library Team, Export Records, View Access Log, Send Messages in Email, Data Entry Statistics.

5. **Master Data:** Update My Profile, manage Library Committee, Committee Members Details, Holiday Calendar, Publishers Directory, Vendors Directory, Library Sections, Subject Directory, Letter Templates.

6. **Books Acquisition and Library Budgets:** Add New Title, Manage Approval, Manage Orders, Accessioning. Add Budgets, Bill Processing, Budget Analysis.

7. **Cataloguing:** Retro-Conversion, Change Copy Status, Stock Verification, Generate Barcode, e-Resources Manager, Update Holding, Author Directory, Internet Resources.

8. **Circulation:** Member Management, Issue Return, Circulation Transactions, Receipt Manager, Import Members Data.

9. **Serials Control and Search & Reports:** Add Serial, Manage Approval, Manage Orders, Manage Subscription, Manage Schedules, receive loose issues, Generate Reminders, Bound Journals. Accession Register, Faceted Search, search from NET, Documentation Bulletin, Bibliographies, Acquisition Queries.

10. **Member Login on OPAC:** Selecting Cluster Library, Login with Member No. and Password, Forget Password, Edit Profile, Change Password, My Transactions, My Payments, My Books.