

Junior Assistant in Library Management (JALM)

Core Qualification File Syllabus

Details of Theory Syllabus

<u>Sl No.</u>	<u>Content</u>	<u>Details</u>
1.	<u>Understanding aspects of library resource procurement (10 hrs.)</u>	1.1 Library resources- Brief idea. 1.2 Procurement of library resources- Concept and Methods 1.3 Visit to Publishers' websites.
2.	<u>Identify users & non-users of library (16 hrs.)</u>	2.1 Library User and Non-user – Definition. 2.2 Profile of User and non-user. 2.3 User study- Definition and brief idea.
3.	<u>Apply technical and manual practices to keep resources orderly (18 hrs.)</u>	3.1 Arrangement of library resources - Necessity 3.2 Shelf order and Stock Verification – Definition. 3.3 Methods of Stock Verification 3.4 Definition of RFID.
4.	<u>Familiarity with library services and communicate to users (15 hrs.)</u>	4.1 Library Services- Concept 4.2 Library Services – Types and Ranges. 4.3 Methods to inform library services
5.	<u>Preparation of library reports (7 hrs.)</u>	5.1 Library Reports – Definition. 5.2 Library Reports – its importance for management of library. 5.3 Making brief reports of library activities.
6.	<u>Apply safe working practices (6 hrs.)</u>	6.1 Assessor will ask the trainee is able to achieve a safe working environment in line with occupational health and safety regulations. 6.2 Trainee will be asked to tell about various threats or hazards to library. 6.3 Assessor will judge whether the trainee is able to use fire extinguishers and to use the same as per requirement in mock drill.
	Total	<u>72 hours</u>

Details of Practical syllabus

<u>Sr. No.</u>	<u>Content</u>	<u>Details</u>
1.	Understanding aspects of library resource procurement (10 hrs.)	1.1 Methods of Library resource procurement. 1.2 Gathering users' demand or requisition.
2.	Identify users & non-users of library (14 hrs.)	2.1 Making profile of library users and non-users 2.2 Collection and gathering of users' feedback.
3.	Apply technical and manual practices to keep resources orderly(14 hrs.)	3.1 Application of shelf order for proper organisation of resources. 3.2 Stock verification methods
4.	Familiarity with library services and communicate	4.1 Acquaintance with library services 4.2 Methods of informing users about the library services.

	to users (10 hrs.)	
5.	Preparation of library reports (14 hrs.)	5.1 Preparation of library report.
6.	Apply safe working practices(10 hrs.)	6.1 Identification of fire-fighting mechanism in library.
7	Project two numbers 12 hours each	Total 96 hours
	Details of Projects	12 + 12 = 24 Hours
1.	Project I	Make a project on the methods adopted in any library to communicate with their users by visiting any library.
2	Project II	Make a project on the Latest Titles published by any ten publishers visiting their websites.

OUTCOMES

Outcomes to be assessed	Assessment criteria for the outcome
1. Identify Library resources for proper procurement and utilization	1.1 Select the library resources. 1.2 Identify the library resources procurement method. 1.3 Gather the users requisition and record the data 1.4 Visit the publishers website for collecting information and keep the record as a resource.
2. Locate and identify the users and non users	2.1 Make the profile for library users and non users 2.2 Collect the feedback and library users and non users. 2.3 Handle the registration procedure for users.
3. Apply technical and manual practices to keep resources orderly manner.	3.1 Arrange the library resources for proper utilization. 3.2 Organize the shelf for re users and new users. 3.3 Apply the procedure for stock verification 3.4 Describe RFID with the application in library.
4. Perform the routine services of library and communicate to users	4.1 Identify the routine services for familiarization 4.2 Select the services to be performed. 4.3 Recognize the method for the services. 4.4 Perform routine task. 4.5 Inform the public how to use the services.
5. Describe the method for Preparation of library reports	5.1 Identify the points to be mentioned in the report. 5.2 Prepare the chart of the report 5.3 Generate the report 5.4 Describe the significance of report

6. Apply safe working practices	6.1 Identify the safety procedures to be used in library 6.2 Identify different types of fire extinguisher to be used in library 6.3 Recognize different types of fire hazards in library 6.4 Install the extinguisher in proper place. 6.5 Apply the extinguisher as per requirement.
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