

## **JUNIOR LIBRARY AND INFORMATION ASSISTANT (JLIA)**

### **Core Qualification File Syllabus**

<b>Details of Theory Syllabus</b>			
<b>SL NO</b>	<b>CONTENT</b>	<b>DETAILS</b>	<b>HOURS</b>
1	Introduction to library and information services and availability of resources	1.1 Types of libraries and their definition 1.2 General services provided by various types of libraries. 1.3 Types of library and information resources. 1.4 Access to general information resources. 1.5 Brief introduction to library and information users and non-users	14
2	Searching, Collecting, Gathering and Transfer of information digitally	2.1 Internet as source of information. 2.2 Searching information online and offline. 2.3 Finding, Gathering and storage of information. 2.4 Digital media of information sharing. 2.5 Definition of consortium and Handling of database.	16
3	Working knowledge on MS-Word, MS-Excel and PowerPoint	3.1 Introduction to MS-Word and features. 3.2 Necessity and importance of MS-Word in library and information activities. 3.3 Introduction to MS-Excel and its features. 3.4 Importance of MS-Excel in library and information practices. 3.5 Introduction to Power Point and its features. 3.6 Functions of PowerPoint.	14
4	Using Library Management Software	4.1 Define library management software. 4.2 Features of library management software. 4.3 Types of library management software. 4.4 Functions and modules of library management software.	15
5	Use information ethically	5.1 Introduction to information ethics. 5.2 Definition of Intellectual Property Rights. 5.3 Definition of plagiarism. 5.4 Brief introduction on the issues of misinformation and fake news.	07
6	Application of Safe working practices	6.1 Introduction to personal protection at work place. 6.2 Basics of First Aid. 6.3 Understanding various types of chemical, biological and human threats or hazards to the resources of library and information centre. 6.3 Use of fire extinguishers.	06
		<b>Total Duration of Theory Class</b>	<b>72</b>

### Details of Practical Syllabus

SL NO	CONTENT	DETAILS	HOURS
1	Searching, Collecting, Gathering of information digitally	1.1 Identification of search box, keywords 1.2 Selection of resources from internet. 1.3 Downloading of files, apps, software etc.	14
2	Information transfer	2.1 Creation of files, folders 2.2 Creation of mail id 2.3 Sharing different types of files to the target user or audience digitally.	14
3	Handling MS-Word, MS-Excel and PowerPoint	3.1 Creation of MS-Word file and its editing 3.2 Creation of MS-Excel file and its editing 3.3 PowerPoint as a tool for concise presentation	14
4	Library management software Handling	4.1 Visit the websites of KOHA, LIBSYS, SOUL, D-Space software and their main modules	10
5	Information ethics	5.1 Find out the websites and tools to check fake news.	10
6	Safety practices in library and information centre	6.1 Dusting and cleaning of information resources in library and information centre. 6.2 Identification of human agents as damaging factors to resources.	10
7	Project	2 projects each of 12 hrs	24
		Total duration of practical Class	96

### Details of Project

SL NO	CONTENT	DETAILS	HOURS
1	Project 1	Visit a college library and demonstrate on its services.	12
2	Project 2	Search the names of the Presidents of India (Since Independence to present) and their tenure and make a file on it and send through email.	12

## **OUTCOMES**

<b>Outcomes to be assessed</b>	<b>Assessment criteria for the outcome</b>
1. Explain library and information services and availability of resources	1.1 Able to name the types of libraries. 1.2 Able to narrate the services provided by various types of libraries. 1.3 Able to identify various types of resources. 1.4 Able to name various types of general information resources.
2. Perform basic computer skills and internet basics	2.1 Assessor will ask whether the trainee is able to search general information from internet. 2.2 Assessor will ask whether the trainee is able to download and/or collect information from internet. 2.3 Assessor will ask the trainee whether he is able to gather and store information into files & folders. 2.4 Assessor will assess on the ability of creation of an e-mail id 2.5 Assessment will be made whether the trainee is able to narrate the methods for the despatch of information in online mode. 2.6 Assessor will ask the candidate whether he is able to print out.
3. Create and Work on simple MS Word, MS Excel and PowerPoint files	3.1 Assessor will ask the candidate whether he is able to explain the process of MS-Word file creation. 3.2 Assessor will ask the trainee whether he is able to explain the methods of editing a MS-Word file 3.3 Assessor will ask the trainee whether he is able to explain the basic way to create an MS-Excel file 3.4 Assessor will ask the trainee whether he is able to explain the methods of editing a MS-Excel file 3.5 Assessor will assess the trainee on his ability to explain the methods of creating a file using Power Point
4. Use a Library management Software.	4.1 Able to define library management software. 4.2 Able to list a few library management software. 4.3 Able to enter data on specified data field in library management software for creation of database. 4.4 Able to do routine activities done by the library management software.
5. Explain the ethical Use of Information.	5.1 Assessor will ask the trainee whether he is able to define ethics of information use. 5.2 Assessment will be made whether the candidate is able to define Intellectual Property Rights. 5.3 Assessor will ask the trainee to whether he is able list the websites to check any news whether it is real or fake.
6. Ensure a Safe working practices	6.1 Assessor will ask the trainee whether he is able to explain various chemical, biological and human threats or hazards to the resources of library. 6.3 able to use fire extinguishers and to use the same as per requirement in mock drill.

