

C E R T I F I C A T E I N  
L I B R A R Y &  
I N F O R M A T I O N  
S C I E N C E S



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# About Glister Eduversity

Today is the era of working parents and due to workload, they do not get enough time to support their children's education. Therefore, they are heavily blamed by all, in the current dialogue and debate about improving the education system, the disadvantages of improper parenting is known to all.

It is time to start parenting in the education system. With the Glister Eduversity, We present you the solution to all such problems switching towards telephonic parenting, proper guidance and development graph.

This is the first Indian institution to provide education care with parenting. Glister Education offers telephonic parenting with a right strategic plans for the student, online test series, seminar, scholarship programs, in really attractive packages.

We also guide their appointments as well as their strategies. So, let's don't wait, and achieve nothing less than success with Glister Eduversity Parenting cum Education Care.



Director: Amit Pandey

## Mission

The mission of Glister Eduversity is to educate the citizens and citizen-leaders for our society.

We do this through our commitment to the transformative power of a liberal arts and sciences education.

Beginning in the classroom with exposure to new ideas, new ways of understanding, and new ways of knowing, students embark on a journey of intellectual transformation.

Through a diverse living environment, where students live with people who are studying different topics, who come from different walks of life and have evolving identities, intellectual transformation is deepened and conditions for social transformation are created.

From this we hope that students will begin to fashion their lives by gaining a sense of what they want to do with their gifts and talents, assessing their values and interests, and learning how they can best serve the world.

## Vision

Glister Eduversity will set the standard for residential liberal arts and sciences education in the twenty-first century. We are committed to creating and sustaining the conditions that enable all Glister Eduversity students to experience an unparalleled educational journey that is intellectually, socially, and personally transformative.

Welcome to the Glister Eduversity, varanasi. For more than three Years, Glister Eduversity has served as our nation's flagship comprehensive institution of higher education.

Our primary goal is to become one of the most prominent and excellent educational Institute in the world. We are fortunate to have a talented, highly committed teaching and support staff here to ensure the learning environment of our students is the best it can be. Our faculties are renowned scholars and accomplished practitioners who are actively engaged in the academic excellence and innovative research ideas of the modern world. Our students are innovators, engineers, managers, great scientists, entrepreneurs, and aspiring leaders - from every age group and are located at every corner of the country. Our unique teaching and learning process with a proper blend of theory and practice crosses the boundaries of nations towards industry-readiness and global excellence.

# Program overview

The Certificate Programme in Library and Information Science (CLIS) is being launched with an objective to cater to the staffing needs of rural libraries as well as for imparting basic skills and training in library management. Since most rural libraries are being managed by untrained persons, it will provide them an opportunity to take up basic training in library and information science profession. The CLIS Programme is meant to impart skills and training necessary for the effective organisation and management of libraries and information units in the country in the present day context and providing varieties of library and information services with the help of IT wherever possible.

## Salient Features



Library and Information Science (LIS) as a discipline is undergoing paradigmatic changes amidst The technology revolution in the society.



The networked society requires instant access to information. User needs have undergone a sea change.



After the completion of the course, candidates have huge opportunities to work as librarians, information assistant, archivist, etc. in the fields of academics, government and public libraries, universities, news media agency and much more, who can draw an average package of INR 1 lakh to 1.5 lakhs annually, which can increase with the level of education and experience.



# Course Objective

The 6 Months Library & Information Science course is for the Learners who want to work in the Education Sector with the aim to learn, develop and practice required by the market. In this course, the emphasis is put on the trainee to acquire the ability to perform as a confident and competent Librarian.

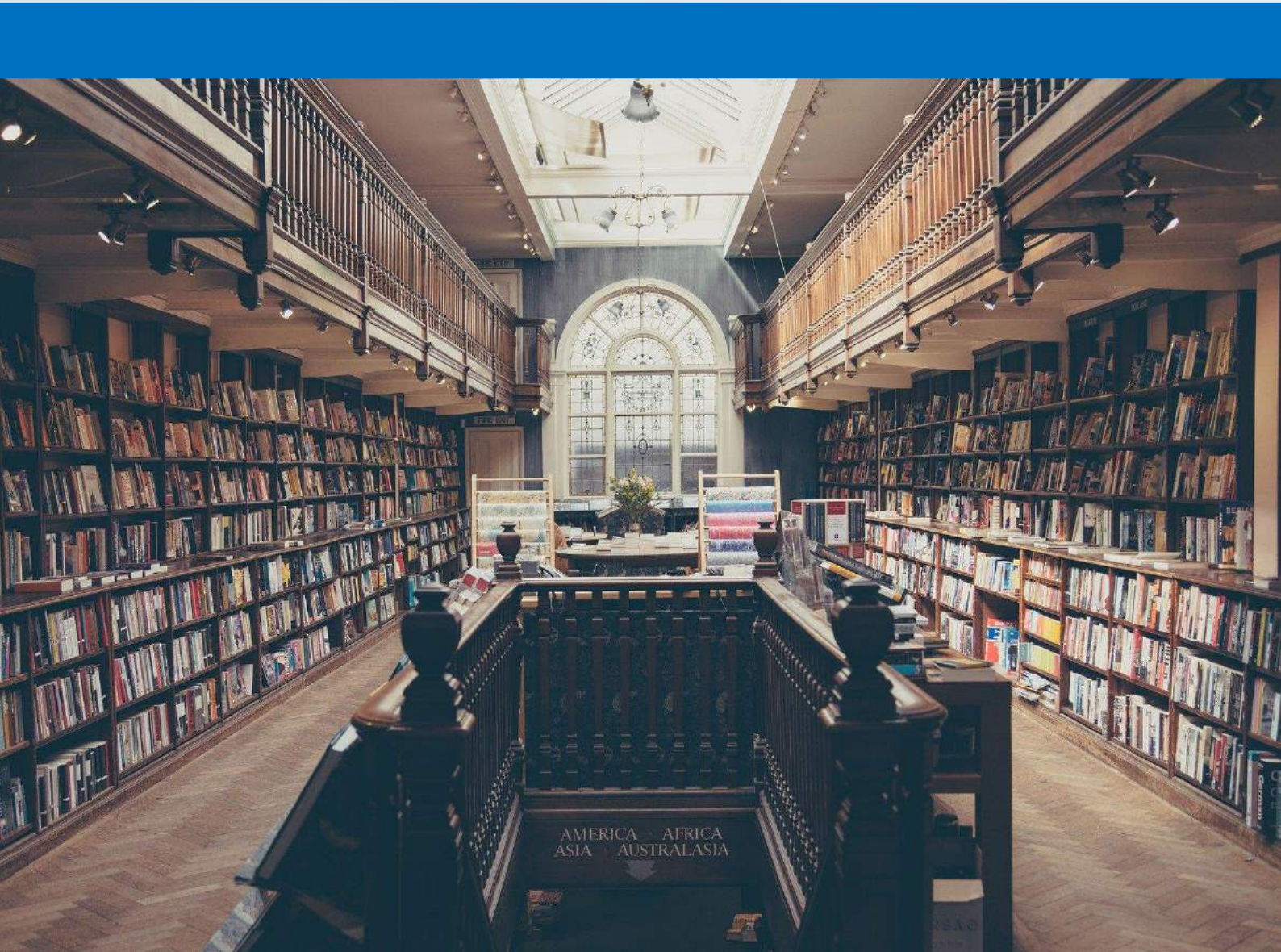
**The objectives of this course are to:**

**The main objectives of the Programme are to:**

- Sensitise library and information science professionals at grass root level.
- Impart basic skills and training in library management and information handling.
- Give an opportunity of professional skill development to those who are already working in libraries and not having any professional qualifications.

**Learning Outcome :**

Candidates are prepared to play diverse roles in the assimilation of information and its maintenance. The course helps the students understand the details of library and information science, the tools of management applied, gathering of data, arranging library data by application of information technology and making them easily accessible to the public.



# Details of Programme: Certificate Course in Library & Information Science

## 1. Title of the Course

The Course shall be called as "Certificate in Library & Information Science", a Regular course of 6 months (240 hrs.) duration.

## 2. Duration of the Course

This is a Regular course of 480 hrs. Extended over a period of 6 months duration.

## 3. What You Will Get :

You Will Get a Mark sheet and a Certificate That Will be Universally Acceptable.

## 4. Aims and Objectives of the Course

This course aims at training basic theories and principles of administration for effective management of public, academic, special libraries and information centers. Practical and theoretical understanding of and basic competencies required in evaluating, selecting and organizing information sources will be taught. The objectives of the course at senior secondary level are as follows:

To develop among the students:

1. The basic understanding of theory and practice of Library & Information Science;
2. Knowledge and skill to pursue the subject for higher education in future; and
3. Basic skill to work as Semi -professional in a Library, which may be considered at par with the diploma course in LIS subject

## 5. SCOPE:

Librarian, Library Assistant, Library Manager

## 6. Syllabus

The syllabus is design to fulfill aforesaid objectives containing theory subjects as well as practical in Library & information sciences. .

Communication Skills	Theory : 50 Marks, Practical/Assignment : 50 Marks
Library, Information and Society –Role and its implications	Theory : 50 Marks, Practical/Assignment : 50 Marks
Information Sources & Services	Theory : 50 Marks, Practical/Assignment : 50 Marks
Organizing & Managing Information	Theory : 50 Marks, Practical/Assignment : 50 Marks
Computer Applications in Libraries: Basics	Theory : 50 Marks, Practical/Assignment : 50 Marks
Management of Library & Information Centers	Theory : 50 Marks, Practical/Assignment : 50 Marks

## 7. Eligibility Conditions

A candidate who has passed at least 10th examination from a recognized Board or its equivalent shall be eligible to take admission to the course.

## 8. Course fee: INR 15,000+GST/-

# Content of Syllabus :

## **Unit 1 :- COMMUNICATION SKILLS**

Communication Fundamentals, Preparing for the Job Interview, Workplace Skills, Writing Skills, Advanced Writing Skills

## **Unit 2 :- Library, Information and Society –Role and its implications**

Library, Information and Society: Concepts, Types of Libraries and their role, Information Institutions , Laws of Library Science, Library and Information Profession and Related Agencies, Library Legislation and Model Public Library Act/Bill, Library Legislation in Indian States; Their Salient Features, Other Information Related Legislations: RTI, IT Act, IPR, Patent Act and Cyber Laws, Resource Sharing, Global Library Networks and Consortia: Role of Technology, Library Networks and Consortia: India

## **Unit 3 :- INFORMATION SOURCES AND SERVICES**

Documentary Sources, Non-Documentary Sources, Information Services, Information Use and User Studies

## **Unit 4 :- ORGANISING AND MANAGING INFORMATION**

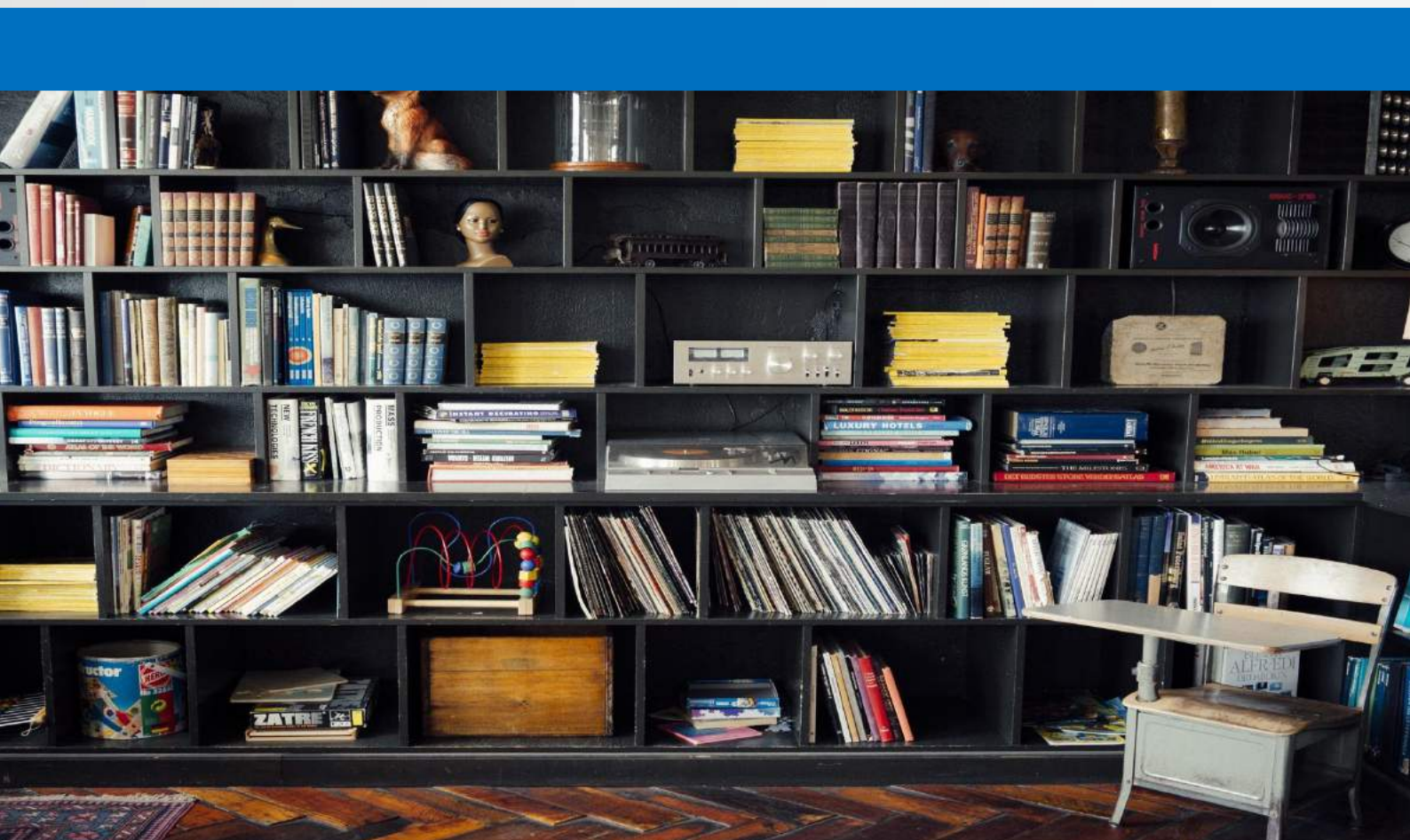
Classification, Cataloguing, Indexing, Recent Developments

## **Unit 5 :- Computer Applications in Libraries: Basics**

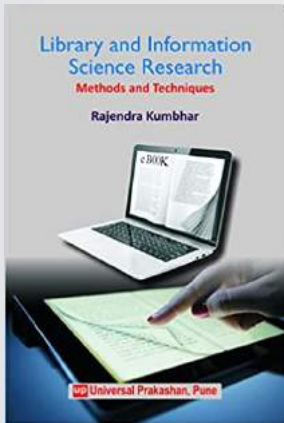
Computer Hardware for a Library: Concepts, Desktop Computers, Server and their specifications, Printers and their types, Scanners, Barcode technology, RFID technology, Modem, Wi-fi Modem, Switches, Router, Library Automation: Concepts and Applications : Definition, Need, Purpose and Importance, Use of Web Based Communication systems : Internet, Intranet, Search engines, E-mail, Database.

## **Unit 6 :- MANAGEMENT OF LIBRARY AND INFORMATION CENTRE**

Principles and Practices of Management, Library Functions and Operations, Financial Management, Human Resource Management

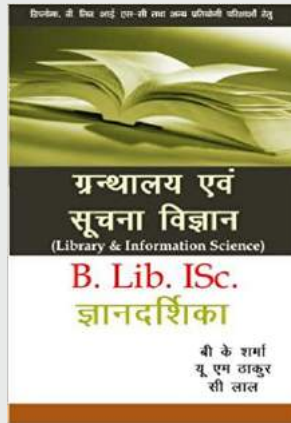


# Books For Reference



Rajendra Kumbhar

Library and Information Sci



B.k Sharma

Granthalaya Evam Suchna Vigyan

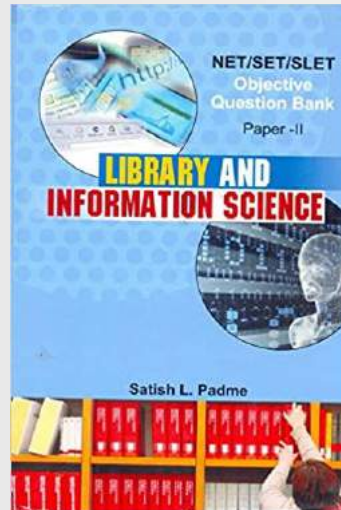


LIBRARY, INFORMATION SCIENCE & IT

B.k sharma



Pusthkalaya Evum Soochna Vigyan Ke  
Dr. Amit Kishore



Library And Information Science  
Satish L.Padme