



Achhruram Memorial College

[AFFILIATED TO SIDHO-KANHO-BIRSHA UNIVERSITY]

JHALDA, PURULIA, WEST BENGAL, INDIA, PIN: 723 202

Date: 20.08.2024

Department of Library

Certificate Course on Public Library and Information System

Notice

The Department of Library at Achhruram Memorial College is delighted to announce an offline Certificate Course in **Public Library and Information System** scheduled from **27.08.2024 to 20.09.2024**. Students keen on enriching their skills and understanding in this area are encouraged to contact the course coordinator for further details and enrolment information.

The information brochure, course specifics, and schedule can be obtained from the Library.

Course Coordinator

LIBRARIAN
ACHHRURAM MEMORIAL COLLEGE
JHALDA, PURULIA
WEST BENGAL

Librarian

LIBRARIAN
ACHHRURAM MEMORIAL COLLEGE
JHALDA, PURULIA
WEST BENGAL

Principal

PRINCIPAL
ACHHRURAM MEMORIAL COLLEGE
JHALDA, PURULIA
WEST BENGAL



Achhruram Memorial College

Jhalda, Purulia, West Bengal, India, Pin: 723 202

Public Library and Information System

Course Objectives

1. To foster the development of professional knowledge to successful public librarianship;
2. To educate and train about range of professional challenges associated with public library administration and management.

Expected Outcome

By doing this course students can learn and understand the basic concepts of public Library and its role, services, functions which can help them in doing service in a public library in future.

Certificate Course

**Duration:
30 Hours**

**For any query contact course coordinator*

Course Content

Module 1 (6 hours)

Role of Public Library and Information System: Definition and Purpose of Public Library; Development of Public Library System in India; Role of Government and other agencies in the Development of Public Libraries.

Module 2 (6 hours)

Collection development and management (Print): Printed Information Sources: Selection, Acquisition, Evaluation; Information Sources for Special Categories of Users; Organization and Management of Library Collection.

Module 3 (6 hours)

Collection development and management (Electronic): Electronic Information Sources: Selection, Acquisition, Evaluation. Audio-Video Collection, Internet Resources, Websites, Subject Portals, Digital Library Resources.

Module 4 (6 hours)

Management of Public Library and Information System: Library Governance: Composition, and Functions of Library Authority/Library Committee in Public Library Acts of States and Union Territories in India Financial Management: Sources of Finance, Financial Provision in Public Library Acts; Budgeting Methods. Human Resource Management. Resource Sharing and Library Networking.

Module 5 (6 hours)

Services of Public Libraries and Information Systems: Circulation Service, Reference service, Reader's Advisory Service Information Literacy. Extension Services: Author Talk, Book Clubs, Exhibition, Lectures. Outreach Activities: Mobile Library Services, Online Services.

**Course Coordinator:
Mrs. Riptika Pal, Librarian**