

Course Code: LISC E3025

Type / Status: Core

Title: Computer Application in Libraries and Library Training

Learning outcome: By the end of this course unit the students will be able to use basic application software as well as Winisis software in automating library activities. Also, they will acquire and apply necessary basic skills and competencies to work as library and information professionals. Through the Library Training Students will be able to define the professional responsibilities practices and tasks of a librarian, Explore professional skills and work ethics of practicing librarians, Describe organization and day to day activities, Formulate guidelines, Experience the real work situation in LIS setting - Technical Services, Experience the real work situation in LIS setting - Reader Services.

Course content: Introduction to computers and computer applications in general. Areas of computer application in libraries. Digitalization need and benefits. Software, software packages including open sources. Creation and maintenance of various databases in libraries. Winisis, Libsys, Alice for Windows. Use of Internet. Library induction and orientation, Introduction to library mission, vision and library objectives, library plans and policies, Training in the library office, library counters and different departments and sections in the library. Training in the operation and use of library equipment. Training in the delivery of user services and in library communication, library maintenance, conservation and preservation, book repair and binding. 180 hours of training (approximately 04 weeks) in a selected library / information center, under the supervision of a qualified professional, in accordance with guidelines supplied by the Department of Study.

Method of Teaching and Learning:

Seminars, Study guides and written instructions from the Department; Library training.

Assessment: Assignments, Training record and presentations.

Assignment:

1. Creation of a Database to automate a selected library activity using Winisis or any other open source software.
2. Preparation of a report on based the library training.
3. Presentation of library training report.

Recommended reading:

Brine, Alan (ed). (2012). *Handbook of library training practice and development*. London: Ashgate

Burton, Paul, F. (1992). *Information Technology and Society: Implications for the Information Professions*. London: LA.

Dhiman, Anil, K. (2003). *Basics of Information Technology for Librarians and Information Scientists. vol. 1 – Fundamentals of IT*, New Delhi: Ess Ess publication.

Hambling, A.C. (2004). *Evaluation and control of training*. New Delhi: McGraw-Hill Company.

Khochar, R.S. (1999). *Electronic Media and the Library Services*, New Delhi: Discovery publishing.

Oldroyd, M. (ed), (2004). *Developing academic library staff for future success*. London: Facet.

Ramalingan editor. (2000). *Library and Information Technology conceptto applications*, Delhi: Kalipaz publication.

Nair, R. Raman. (1999). *Intrernet for Library and Information Services*, New Delhi: Ess Ess publication,
Nandasra, S.T., Senarathne, P.M. (1997). *The Internet*, S.Goodage, Colombo.

Ranasinghe, P. (1998). *Guidelines for library training*, Kelaniya: Author.

Richard, Biddiscombe. (1997). *Training for IT*. London: LA.

Rowley, Gennifer. (1996). *Computers for Libraries*. (3rd ed.), London: LA.

Tracey, W.R. (1974). *Designing training and development systems*. New York: AMA,

Watson, M. (2008). *Building your portfolio: a CILIP Guide*. London: Facet.

Yapa, N.U. (2006). *Purna: Winisis Based Intergrated Library System*. Sri Lanka Library Review, Vol. 20 (June), Colombo: Sri Lanka Library Association.

කරුණානන්ද, අශෝක එස්. (2001). *මාදුකාංග. මහරගම: තරංගි ප්‍රින්ට්ස්.*

කරුණානන්ද, අශෝක එස්. (2002). *හෙට ලොවට පරිගණක, මහරගම: කර්තා.*

කළුආරච්චි, කේ.ඒ.එම්.සී. (2003). *දත්ත සැකසීම, කළමනාකරණ තොරතුරු පද්ධති හා තාක්ෂණය, නුගේගොඩ: කර්තා.*

තිලකරත්න, හේ. මු. (1997). *පරිගණක විද්‍යාව හා තාක්ෂණය, කොළඹ: ඇස්. ගොඩගේ.*