LIBRARY ASSISTANT

COMPETENCY BASED CURRICULUM
(Duration: 1Yr. and 03 months.)

APPRENTICESHIP TRAINING SCHEME (ATS)
NSQF LEVEL- 4

SECTOR – MANAGEMENT

GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP
DIRECTORATE GENERAL OF TRAINING

LIBRARY ASSISTANT

(Revised in 2019)

APPRENTICESHIP TRAINING SCHEME (ATS)

NSQF LEVEL - 4

Developed By

Ministry of Skill Development and Entrepreneurship
Directorate General of Training
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CONTENTS

1. BACKGROUND

1.1 Apprenticeship Training Scheme under Apprentice Act 1961

The Apprentices Act, 1961 was enacted with the objective of regulating the programme of training of apprentices in the industry by utilizing the facilities available therein for imparting on-the-job training. The Act makes it obligatory for employers in specified industries to engage apprentices in designated trades to impart Apprenticeship Training on the job in industry to school leavers and person having National Trade Certificate(ITI pass-outs) issued by Directorate General of Training (DGT) to develop skilled manpower for the industry. There are four categories of apprentices namely; **trade apprentice, graduate (engineers), technician (diploma) and technician (vocational) apprentices.**

Entry Qualifications and period of apprenticeship training of **trade apprentices** vary from trade to trade. The apprenticeship training for trade apprentices consists of basic training followed by practical training. At the end of the training, the apprentices are required to appear in a trade test conducted by DGT and those successful in the trade tests are awarded the National Apprenticeship Certificate (NAC) by DGT having worldwide recognition.

The period of apprenticeship training for graduate (engineers), technician (diploma) and technician (vocational) apprentices is one year. Certificates are awarded on completion of training by the Department of Education, Ministry of Human Resource Development.

1.2 Changes in Industrial Scenario

Recently we have seen huge changes in the Indian industry. The Indian Industry registered an impressive growth during the last decade and half. The number of industries in India have increased manifold in the last fifteen years especially in services and manufacturing sectors. It has been realized that India would become a prosperous and a modern state by raising skill levels, including by engaging a larger proportion of apprentices. It will ensure stronger collaboration between industry and the trainees which will augment supply of skilled workforce and enable development through employment. Various initiatives to build up an adequate infrastructure for rapid industrialization and improve the industrial scenario in India have been taken.

1.3   Reformation

The Apprentices Act, 1961 has been amended and brought into effect from 22nd December, 2014 to make it more responsive to industry and youth. Key amendments are as given below:

- Prescription of number of apprentices to be engaged at establishment level instead of trade-wise.
- Establishment can also engage apprentices in optional trades which are not designated, with the discretion of entry level qualification and syllabus.
- Scope has been extended also to non-engineering occupations.
- Establishments have been permitted to outsource basic training in an institute of their choice.
- The burden of compliance on industry has been reduced significantly through various schemes.

2. TRAINING SYSTEM

2.1 GENERAL

Directorate General of Training (DGT) under Ministry of Skill Development & Entrepreneurship offers range of vocational training courses catering to the need of different sectors of economy/ Labour market. The vocational training programmes are delivered under aegis of Directorate General of Training (DGT). Craftsman Training Scheme (CTS) and Apprenticeship Training Scheme (ATS) are two pioneer programmes of DGT for propagating vocational training.

Library Assistant trade under ATS is delivered nationwide through different industries. The course is of one year and three months duration. It mainly consists of Domain area and Core area. In the Domain area Trade Theory & Practical impart professional - skills and knowledge, while Core area - Employability Skills imparts requisite core skills & knowledge and life skills. After passing out the training programme, the trainee is being awarded National Apprenticeship Certificate (NAC) by DGT having worldwide recognition.

Broadly candidates need to demonstrate that they are able to:

* Read & interpret technical parameters/document, plan and organize work processes, identify necessary materials and tools;
* Perform task with due consideration to safety rules, accident prevention regulations and environmental protection stipulations;
* Apply professional skill, knowledge, core skills & employability skills while performing jobs and solve problem during execution.
* Check the job/assembly as per drawing for functioning, identify and rectify errors in job/assembly.
* Document the technical parameters related to the task undertaken.

2.2 CAREER PROGRESSION PATHWAYS:

* Indicative pathways for vertical mobility.

3
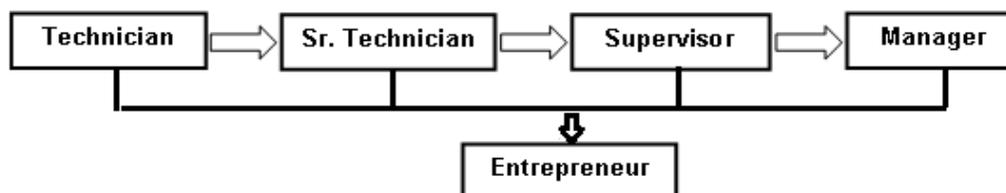
2.3 COURSE STRUCTURE:

Table below depicts the distribution of training hours across various course elements during a period of one year and three months (*Basic Training and On-Job Training*): -

Total training duration details: -

Time (in months)	1-3	4 - 15
Basic Training	BT – I	-----
Practical Training (On - job training)	----	OJT – I

A. Basic Training

For 01 yr. 3 months Course (Non-Engg):- **Total 03 months:** 03 months in 1st yr.

Sl. No.	Course Element	Total Notional Training Hours (For 01 yr. Course)
1.	Professional Skill (Trade Practical)	270
2.	Professional Knowledge (Trade Theory)	120
3.	Employability Skills	110
	Total (including Internal Assessment)	**500**

B. On-Job Training:-

For 01 yr. 3 months Course (Non-Engg.): **Total 15 months**

Notional Training Hours for On-Job Training : 2080 Hrs.

C. Total training hours:-

Duration	Basic Training	On-Job Training	Total
For 01 yr. 3 months Course (Non-Engg.)	500 hrs.	2080 hrs.	2580 hrs.

2.4 ASSESSMENT & CERTIFICATION:

The trainee will be tested for his skill, knowledge and attitude during the period of course and at the end of the training programme as notified by Govt of India from time to time.

a) The **Internal assessment** during the period of training will be done by **Formative assessment method** by testing for assessment criteria listed against learning outcomes. The training institute have to maintain individual *trainee portfolio* as detailed in assessment guideline. The marks for formative assessment will be as per the template (Annexure – II).

b) The final assessment will be in the form of summative assessment method. The All India Trade Test for awarding NAC will be conducted by DGT on completion of course as per guideline of Govt of India. The pattern and marking structure is being notified by Govt. of India from time to time. **The learning outcome and assessment criteria will be basis for setting question papers for final assessment. The examiner during final examination will also check** individual trainee's profile as detailed in assessment guideline before giving marks for practical examination.

2.4.1 PASS REGULATION

The minimum pass percentage is 40% for each Theory Examination (except for Employability Skill it is 34%) and 60% marks for each Trade practical Examination. The candidate should pass in each subject conducted under All India Trade Test.

2.4.2 ASSESSMENT GUIDELINE

Appropriate arrangements should be made to ensure that there will be no artificial barriers to assessment. The nature of special needs should be taken into account while undertaking assessment. Due consideration should be given while assessing for teamwork, avoidance/reduction of scrap/wastage and disposal of scarp/wastage as per procedure, behavioral attitude, sensitivity to environment and regularity in training. The sensitivity towards OSHE and self-learning attitude are to be considered while assessing competency.

Assessment will be evidence based comprising the following:

- Job carried out in labs/workshop
- Record book/ daily diary
- Answer sheet of assessment
- Viva-voce
- Progress chart
- Attendance and punctuality
- Assignment
- Project work

Evidences of formative assessments are to be preserved until forthcoming examination for audit and verification by examination body. The following marking pattern to be adopted while assessing:

Performance Level	Evidence
(a) Weightage in the range of 60 -75% to be allotted during assessment	
For performance in this grade, the candidate with occasional guidance and showing due regard for safety procedures and practices, has produced work which demonstrates attainment of an acceptable standard.	• Demonstration of good skill in the use of hand tools, machine tools and workshop equipment. • 60-70% accuracy achieved while undertaking different measurement with those demanded by the component / job / set standards. • A fairly good level of neatness and consistency in the measurement. • Occasional support in completing the project/work.
(b)Weightage in the range of above75% - 90% to be allotted during assessment	
For this grade, the candidate, with little guidance and showing due regard for safety procedures and practices, has produced work which demonstrates attainment of a reasonable standard.	• Good skill levels in the use of hand tools, machine tools and workshop equipment. • 70-80% accuracy achieved while undertaking different measurement with those demanded by the component/job/set standards. • A good level of neatness and consistency in the measurement. • Little support in completing the project/work.
(c) Weightage in the range of above 90% to be allotted during assessment	
For performance in this grade, the candidate, with minimal or no support in organization and execution and with due regard for safety procedures and practices, has produced work which demonstrates attainment of a high standard.	• High skill levels in the use of hand tools, machine tools and workshop equipment. • Above 80% accuracy achieved while undertaking different measurement with those demanded by the component / job / set standards. • A high level of neatness and consistency in the measurement. • Minimal or no support in completing the project.

Brief description of Job roles:

Library Clerk complies records, sorts and shelves books, and issues and receives library materials, such as books, periodicals, films, newspapers, etc. Records identifying data and due date on cards by hand or stamping machine to issue books to patrons. Inspects returned books for damage, verifies due date, and computes and receives overdue fines. Reviews records to compile list of overdue books and issues notices to borrowers. Sorts books, publications, and other items according to classification code and returns them to shelves, files or other designated storage area. Locates books and publications for patrons. Issues borrower's identification card according to established procedures. Files cards in catalogue drawers according to prescribed system. Repairs books, using mending tape and paste and brush. Answers inquiries of non-professional nature on telephone or in person and refers persons requiring professional assistance to Librarian. May type material cards, issue cards and duty schedules. May be designated according to type and branch of library in which worked or tasks performed.

Library Clerks, Other maintains library services or perform duties related to the filing and classification of records not elsewhere classified.

Reference NCO - 2015:

  a) 4411.0100 - Library Clerk
  b) 4411.9900 - Library Clerks, Other

4. NSQF LEVEL COMPLIANCE

NSQF level for Library Assistant trade under ATS: **Level 4**

As per notification issued by Govt. of India dated- 27.12.2013 on National Skill Qualification Framework total 10 (Ten) Levels are defined.

Each level of the NSQF is associated with a set of descriptors made up of five outcome statements, which describe in general terms, the minimum knowledge, skills and attributes that a learner needs to acquire in order to be certified for that level.

Each level of the NSQF is described by a statement of learning outcomes in five domains, known as level descriptors. These five domains are:

a. Process
b. Professional Knowledge
c. Professional Skill
d. Core Skill and
e. Responsibility.

The Broad Learning outcome of Library Assistant trade under ATS mostly matches with the

Level descriptor at Level- 4.

The NSQF level-4 descriptor is given below:

Level	Process Required	Professional Knowledge	Professional Skill	Core Skill	Responsibility
Level 4	Work in familiar, predictable, routine, situation of clear choice.	Factual knowledge of field of knowledge or study.	Recall and demonstrate practical skill, routine and repetitive in narrow range of application, using appropriate rule and tool, using quality concepts.	Language to communicate written or oral, with required clarity, skill to basic Arithmetic and algebraic principles, basic understanding of social political and natural environment.	Responsibility for own work and learning.

5. GENERAL INFORMATION

Name of the Trade	LIBRARY ASSISTANT
NCO - 2015	4411.0100, 4411.9900
Trade Code	DGT/3192
NSQF Level	Level – 4
Duration of Apprenticeship Training (Basic Training + On-Job Training)	One year + 3 months
Duration of Basic Training	**3 months**
Duration of On-Job Training	**12 months**
Entry Qualification	Passed 10th class examination under 10+2 system of education or its equivalent.
Selection of Apprenticeship	The apprentices will be selected as per Apprenticeship Act amended time to time.
Instructors Qualification for Basic Training	As per ITI instructor's qualifications as amended from time to time for the specific trade.
Infrastructure for basic training	As detailed in Annexure - I
Examination	The internal examination/ assessment will be held on completion of each year. Final examination for all subjects will be held at the end of course and same will be conducted by DGT.
Rebate to Ex-ITI Trainees	3 months to the passed out ITI/ITC trainees in the trade of Library Assistant.
CTS trades eligible for Library Assistant Apprenticeship	Library & Information Science

Note:

- *Industry may impart training as per above time schedule for different OJT, however this is not fixed. The industry may adjust the duration of training considering the fact that all the components under the syllabus must be covered. However, the flexibility should be given keeping in view that no safety aspects are compromised.*
- *For imparting Basic Training, the industry to tie-up with ITIs having such specific trade and affiliated to DGT.*

6. LEARNING OUTCOME

The following are minimum broad Specific Learning Outcome and Common Occupational Skills/Generic Learning Outcome which a learner will learn after completion of the LIBRARY ASSISTANT course of 01 years duration under ATS.

6.1 SPECIFIC LEARNING OUTCOME

1. Explain the functions of different sections of library and the differences between Academic and Special libraries.
2. Apply preventive measures and remedies for preservation of all library materials, books, furniture etc.
3. Apply core principles of library service; browse the library home page & understand its key features.
4. Plan for the establishment and operation of a small and medium-size library & prepare a set of library rules.
5. Plan and organise references and information services based on nature, function and sources.
6. Answer reference queries using appropriate reference tools/books and resources.
7. Generate relevant keywords for a given information need.
8. Apply various classification schemes; classify books subject-wise; assign class numbers; find book records and use them to determine the item's location and availability.
9. Identify & select the tools, materials and equipment needed for library.
10. Archive and maintain collections of information resources following professional standards and apply the knowledge of computer applications.
11. Perform end processing, spine labelling and shelving of books correctly.
12. Prepare Authors, Titles, Subjects catalogue cards, file catalogue cards etc correctly and maintain in the card catalogue cabinet.
13. Perform paper clipping judiciously and maintain the files subject-wise to locate books from the shelves.
14. Match library records with their corresponding resources, through the knowledge of the MARC record.
15. Determine and properly format access points of bibliographic records.
16. Perform charging and discharging of books manually or electronically.
17. Maintain library databases with standalone system or web based integrated library system.
18. Comply with basic principles and processes of library automation and library digitization.

6.2 GENERIC LEARNING OUTCOME

19. Recognize & comply safe working practices, environment regulation and housekeeping.
20. Explain the concept in productivity, quality tools, and labour welfare legislation and apply such in day to day work to improve productivity & quality.
21. Explain energy conservation, global warming and pollution and contribute in day to day work by optimally using available resources.
22. Explain personnel finance, entrepreneurship and manage/organize related task in day to day work for personal & societal growth.
23. Plan and organize the work related to the occupation.

Note: Learning outcomes are reflection of total competencies of a trainee and assessment will be carried out as per assessment criteria.

7. LEARNING OUTCOME WITH ASSESSMENT CRITERIA

SPECIFIC LEARNING OUTCOME	
LEARNING OUTCOMES	**ASSESSMENT CRITERIA**
1. Explain the functions of different sections of library and the differences between Academic and Special libraries. 2. Apply preventive measures and remedies for preservation of all library materials, books, furniture etc. 3. Apply core principles of library service; browse the library home page and understand its key features. 4. Plan for the establishment and operation of a small and medium-size library & prepare a set of library rules. 5. Plan and organise references and information services based on nature, function and sources. 6. Answer reference queries using appropriate reference tools/books and resources. 7. Generate relevant keywords for a given information need. 8. Apply various classification schemes; classify books subject-wise; assign class numbers; find book records and use them to determine the item's location and availability. 9. Identify & select the tools, materials and equipment needed for library. 10. Archive and maintain collections of information resources following professional standards and apply the knowledge of computer applications. 11. Perform end processing, spine labelling and shelving of books correctly. 12. Prepare Authors, Titles, Subjects catalogue cards, file catalogue cards etc correctly and maintain in the card catalogue cabinet. 13. Perform paper clipping judiciously and maintain	*Assessment Criteria i.e. the standard of performance, for each specific learning outcome mentioned under **1 year 3 months** (section: 10) must ensure that the trainee works in familiar, predictable, routine, situation of clear choice. Assessment criteria should broadly cover the aspect of -* *1) **Planning** (Identify, ascertain, etc.);* *2) **Execution** apply factual knowledge of field of knowledge, recall and demonstrate practical skill during performing the work in routine and repetitive in narrow range of application, using appropriate rule and tool, complying with basic arithmetic and algebraic principles and language to communicate in written or oral with required clarity; and* *3) **Checking/ Testing** to ensure functionality during the assessment of each outcome. The assessments parameters must also ascertain that the candidate is responsible for his/her own work and learning.*

the files subject-wise to locate books from the shelves. 14. Match library records with their corresponding resources, through the knowledge of the MARC record. 15. Determine and properly format access points of bibliographic records. 16. Perform charging and discharging of books manually or electronically. 17. Maintain library databases with standalone system or web based integrated library system. 18. Comply with basic principles and processes of library automation and library digitization.	

GENERIC LEARNING OUTCOME	
LEARNING OUTCOMES	**ASSESSMENT CRITERIA**
19. Recognize & comply safe working practices, environment regulation and housekeeping.	19.1 Follow and maintain procedures to achieve a safe working environment in line with occupational health and safety regulations and requirements.
	19.2 Recognize and report all unsafe situations according to site policy.
	19.3 Identify and take necessary precautions on fire and safety hazards and report according to site policy and procedures.
	19.4 Identify, handle and store / dispose of dangerous/ unsalvageable goods and substances according to site policy and procedures following safety regulations and requirements.
	19.5 Identify and observe site policies and procedures in regard to illness or accident.
	19.6 Identify safety alarms accurately.
	19.7 Report supervisor/ Competent of authority in the event of accident or sickness of any staff and record accident details correctly according to site accident/injury procedures.
	19.8 Identify and observe site evacuation procedures according to site policy.
	19.9 Identify Personal Productive Equipment (PPE) and use the same as per related working environment.
	19.10 Identify basic first aid and use them under different circumstances.
	19.11 Identify different fire extinguisher and use the same as per requirement.
	19.12 Identify environmental pollution & contribute to avoidance of same.
	19.13 Take opportunities to use energy and materials in an environmentally friendly manner.
	19.14 Avoid waste and dispose waste as per procedure.
	19.15 Recognize different components of 5S and apply the same in the working environment.
20. Explain the concept in productivity, quality tools, and labour welfare legislation and apply such in day to day work to	20. 1 Explain the concept of productivity and quality tools and apply during execution of job.
	20. 2 Understand the basic concept of labour welfare legislation and adhere to responsibilities and remain sensitive towards such laws.

improve productivity & quality.	20. 3	Knows (Know) benefits guaranteed under various acts.
21. Explain energy conservation, global warming and pollution and contribute in day to day work by optimally using available resources.	21.1	Explain the concept of energy conservation, global warming, pollution and utilize the available recourses optimally & remain sensitive to avoid environment pollution.
	21.2	Dispose waste following standard procedure.
22. Explain personnel finance, entrepreneurship and manage/organize related task in day to day work for personal & societal growth.	22. 1	Explain personnel finance and entrepreneurship.
	22. 2	Explain role of Various Schemes and Institutes for self-employment i.e. DIC, SIDA, SISI, NSIC, SIDO, Idea for financing/ non-financing support agencies to familiarizes (familiarize) with the Policies /Programmes & procedure & the available scheme.
	22. 3	Prepare Project report to become an entrepreneur for submission to financial institutions.
23. Plan and organize the work related to the occupation.	23.1	Use documents, drawings and recognize hazards in the work site.
	23.2	Plan workplace/ assembly location with due consideration to operational stipulation.
	23.3	Communicate effectively with others and plan project tasks.
	23.4	Assign roles and responsibilities of the co-trainees for execution of the task effectively and monitor the same.

8. SYLLABUS

	BASIC TRAINING Duration: (03) Three Months	
Week No.	Professional Skills (Trade Practical)	Professional Knowledge (Trade Theory)
1	**INFORMATION, LIBRARY AND SOCIETY**: • Visit different libraries and note down the functions of different sections • Make a chart showing the difference between an Academic Library and a Special Library. • Make a comparative chart showing the functions of INSCAIR, DESIDOC, NASSDOC, NISSAT and RRRLF.	Familiarization with organization, Occupational Safety Precaution, its causes, consequences, mitigation and controls. Remedies for preservation of library materials. Library Foundation: Infrastructure-space & other amenities; proper environment. Definition of Library, its objectives and services. Impact of Library and Information Service on Society. Social functions of libraries. ➢ Eminent thinkers of Library Science: Rabindra Nath Tagore, S.R. Ranganathan and Melvil Dewey. ➢ Laws of Library Science: Basic laws, five laws of library Science and their application. ➢ Different types libraries and their functions: National Libraries and copyright Libraries, Academic Libraries: University, College and School Libraries, Special (Technical) Libraries and Information centres and Departmental Libraries. ➢ Library Legislation: Salient features of library legislation in India (at least two) ➢ Library Movement and Development ➢ Library movement in India and role of Library Associations. ➢ Organization involved in development of Library and information Science in India: INSDOC, DESIDOC, NASSDOC, NISSAT etc.

2-3	**LIBRARY ORGANIZATION & MANAGEMENT:** Prepare organizational chart of various types of libraries. Practice with various forms such as book selection slips, Accession Register, Periodical Registration Cards, & other records. Placing the orders for books and periodicals. Entering the bills in the bill receipt register. Book completion work: Stamping, Labeling etc.	Concept of Library Organization and Management. Library organization structures /different sections of Libraries. ➢ Sub-systems of Library: Routines, records and equipments of Technical Section. ➢ Routines, records and equipments of reference and Documentation Section. Routines, Records and Equipments of Maintenance Section. Routines, Records and equipments of Periodical Section, Routine of Circulation Section; Methods of charging and discharging. ➢ Rules and regulations of library ➢ Library Committee: Types and functions. ➢ Library Finance and Budget Allocation. ➢ Stock Verification. ➢ Arrangement of stacks & Classification.
4	**CLASSIFICATION:** ➢ Ideas about Principles of Practical classification. ➢ Steps in construction of class number. ➢ Classification of documents by Dewey decimal classification or classification of documents by colon classification. ➢ Use common isolates-M-periodicals-biographies etc. ➢ Assigning of call number	➢ Meaning, Purpose and functions of Library Classification. ➢ Structural classification-location of enumerated numbers; Colon classification with MEST formula-main class library science & literature. ➢ Features of Book classification: ➢ Concept of subject; types of subjects; Simple, Compound and complex. ➢ Notation in classification: Need of notation, Base of notation, and Qualities of good notation. ➢ Book classification schedules. ➢ Types and characteristics of classification scheme. ➢ Rules for filing cards. ➢ ISBD, ISBN, ISSN; classification

		schemes.
		➢ Introduction to DDC, UDC and CC: their salient features. Call number and its parts.

5-7	**CATALOGUING:**
	➢ Cataloguing of books, Serials, Periodicals and cartographic materials by AACR-II(R) or
	➢ Cataloging of books, Serials, Periodicals and Cartographic materials by CCC, 5th edition (with Amendments).
	➢ Subject heading through Sear's list of subject heading. Comparative study of entries made according to AACR and CCC.
	➢ Filing of cards.
	➢ Preparation of guide cards and instruction regarding use of catalogue.
	
	N.B. For formative Assessment trainees are required to submit class work, Properly filed with guide cards.
		Definition, objectives and functions of catalogue. Difference between catalogue, Accession Register, bibliography and Shelf list. Co-operative, centralized catalogue. Structure with entries, different notes, serials, Audio-visual, materials, disks microforms. MARC,ISO2709
		➢ Forms and types of Library Catalogue:
		➢ Outer form: Book, card and Sheaf forms.
		➢ Inner form (Types of catalogue): Author, Title, Subject, and Dictionary & Classified catalogue.
		➢ Different Kinds of Cataloguing entries with reference to Dictionary and classified catalogue.
		   • Main entry. Purpose of the different parts of a main entry.
		   • Added entries
		   • Reference
		   • Analytical entries
		   • Tracing
		➢ Cataloguing Codes:
		➢ Definition, need and components.
		➢ Subject Cataloguing: Concept, Purpose, Problems and general principles.
		➢ Ideas about simplified, selective and Union Catalogues.
		➢ Rules for filing cards.
		➢ Introduction to classification skill.
		Organization of cataloguing department:
		Essential tools and equipments.

8-9	<u>**INFORMATION SOURCES, SYSTEMS & SERVICES**</u>:	➢ **Information sources:** Definition and importance of information sources. ➢ Types of information sources-

	Study of Information Sources: Study of ready reference sources using a prescribed format and making a comparative study of those tools. Answering specific reference questions using different categories of ready reference sources. General overview of On-Line database services and CD-ROM.	documentary, human and institutional. Library association/Networks/Consortia's ➢ **Ready reference sources:** Categories and characteristics. Evaluation of ready reference sources. ➢ Information systems and centres. ➢ **Information Services:** ➢ Definition and need of reference, documentation and information services. ➢ Organization of information (documentation) work and information (documentation) service. ➢ Reference or Information Process ➢ Information service to generalists: User Orientation, Short-range information service, and long-range information service. **Reference Service:** Definition and need for reference service in library. **Reference book**: Definition and qualities of a reference book. Types of reference books and their uses: (a) Bibliographies, (b) Indexes, abstracts, News summaries, (c) Encyclopedias,(d) Directories, (e) Hand books, manuals, (f) Biographical sources, (g) Geographical sources, (h) Dictionaries and others. Reference question: Definition, Factors. Types: Fact finding/ Material finding/research. Reference Department.
10	**BOOK SELECTION & BOOK PRESERVATION:** Prepare a format for selection of books by different sections / staff members. Practice on various methods for Preserving documents.	**Book selection:** Purpose of book selection, Factors of book selection – Books, Readers, Resources. Principles of book selection – Best book / Largest book/Least Cost. Book selection tools. **Book Preservation**:

		Common sources of danger to books, physical, chemical and biological factors. General Principles of book preservation. Common curative methods. Specifications for rebinding (library binding).
11-12	**Computer Application in Library & Information Science** Data entry and Print out one or two Software Packages. Modification of existing Database for different output. Practical with acquisition and circulation system. Generation of a reading list. E-mail services. Practice on CDS/ISIS.	Study of Computer including concept of Hardware. Library Automation Need and Purpose. Need for computer applications, Areas of computer applications. Automation in library Management. Software Packages for Library Management-Essential features. Computer and its Units, Computer and its classification. Study of Various operating systems. General-purpose application software: Word Processing such as MS-office, lotus. Library software-SOUL, New Genlib, Koha etc Special Purpose application software: CDS/ISIS. Library Networking: Needs & Purpose. Overview of Internet. Internet operational skill-Virtual library. Knowledge of printers.
13	**Assessment/ Examination 03days**	

Note: - *More emphasis to be given on video/real-life pictures during theoretical classes. Some real-life pictures/videos of related industry operations may be shown to the trainees to give a feel of Industry and their future assignment.*

9. SYLLABUS - CORE SKILLS

9.1 EMPLOYABILITY SKILLS (DURATION: - 110 HRS.)

BASIC TRAINING		
1. English Literacy		Duration : 20 Hrs. Marks : 09
Pronunciation	Accentuation (mode of pronunciation) on simple words, Diction (use of word and speech)	
Functional Grammar	Transformation of sentences, Voice change, Change of tense, Spellings.	
Reading	Reading and understanding simple sentences about self, work and environment	
Writing	Construction of simple sentences Writing simple English	
Speaking / Spoken English	Speaking with preparation on self, on family, on friends/ classmates, on know, picture reading gain confidence through role-playing and discussions on current happening job description, asking about someone's job habitual actions. Cardinal (fundamental) numbers ordinal numbers. Taking messages, passing messages on and filling in message forms Greeting and introductions office hospitality, Resumes or curriculum vita essential parts, letters of application reference to previous communication.	
2. I.T. Literacy		Duration : 20 Hrs. Marks : 09
Basics of Computer	Introduction, Computer and its applications, Hardware and peripherals, Switching on-Starting and shutting down of computer.	
Computer Operating System	Basics of Operating System, WINDOWS, The user interface of Windows OS, Create, Copy, Move and delete Files and Folders, Use of External memory like pen drive, CD, DVD etc, Use of Common applications.	
Word processing and Worksheet	Basic operating of Word Processing, Creating, opening and closing Documents, use of shortcuts, Creating and Editing of Text, Formatting the Text, Insertion & creation of Tables. Printing document. Basics of Excel worksheet, understanding basic commands, creating simple worksheets, understanding sample worksheets, use of simple formulas and functions, Printing of simple excel sheets.	
Computer Networking	Basic of computer Networks (using real life examples), Definitions of	

and Internet	Local Area Network (LAN), Wide Area Network (WAN), Internet, Concept of Internet (Network of Networks), Meaning of World Wide Web (WWW), Web Browser, Web Site, Web page and Search Engines. Accessing the Internet using Web Browser, Downloading and Printing Web Pages, Opening an email account and use of email. Social media sites and its implication. Information Security and antivirus tools, Do's and Don'ts in Information Security, Awareness of IT - ACT, types of cyber crimes.	
3. Communication Skills		Duration : 15 Hrs. Marks : 07
Introduction to Communication Skills	Communication and its importance Principles of Effective communication Types of communication - verbal, non verbal, written, email, talking on phone. Non verbal communication -characteristics, components-Para-language Body language Barriers to communication and dealing with barriers. Handling nervousness/ discomfort.	
Listening Skills	Listening-hearing and listening, effective listening, barriers to effective listening guidelines for effective listening. Triple- A Listening - Attitude, Attention & Adjustment. Active Listening Skills.	
Motivational Training	Characteristics Essential to Achieving Success. The Power of Positive Attitude. Self awareness Importance of Commitment Ethics and Values Ways to Motivate Oneself Personal Goal setting and Employability Planning.	
Facing Interviews	Manners, Etiquettes, Dress code for an interview Do's & Don'ts for an interview.	
Behavioral Skills	Problem Solving Confidence Building Attitude	
4. Entrepreneurship Skills		Duration : 15 Hrs. Marks : 06

Concept of Entrepreneurship	Entrepreneur - Entrepreneurship - Enterprises:-Conceptual issue Entrepreneurship vs. management, Entrepreneurial motivation. Performance & Record, Role & Function of entrepreneurs in relation to the enterprise & relation to the economy, Source of business ideas, Entrepreneurial opportunities, The process of setting up a business.		
Project Preparation & Marketing analysis	Qualities of a good Entrepreneur, SWOT and Risk Analysis. Concept & application of PLC, Sales & distribution Management. Different (Difference) Between Small Scale & Large Scale Business, Market Survey, Method of marketing, Publicity and advertisement, Marketing Mix.		
Institutions Support	Preparation of Project. Role of Various Schemes and Institutes for self-employment i.e. DIC, SIDA, SISI, NSIC, SIDO, Idea for financing/ non financing support agencies to familiarizes with the Policies /Programmes & procedure & the available scheme.		
Investment Procurement	Project formation, Feasibility, Legal formalities i.e., Shop Act, Estimation & Costing, Investment procedure - Loan procurement - Banking Processes.		
5. Productivity		Duration : 10 Hrs. Marks : 05	
Benefits	Personal / Workman - Incentive, Production linked Bonus, Improvement in living standard.		
Affecting Factors	Skills, Working Aids, Automation, Environment, Motivation - How (to) improves or slows down.		
Comparison with developed countries	Comparative productivity in developed countries (viz. Germany, Japan and Australia) in selected industries e.g. Manufacturing, Steel, Mining, Construction etc. Living standards of those countries, wages.		
Personal Finance Management	Banking processes, Handling ATM, KYC registration, safe cash handling, Personal risk and Insurance.		
6. Occupational Safety, Health and Environment Education		Duration : 15 Hrs. Marks : 06	
Safety & Health	Introduction to Occupational Safety and Health importance of safety and health at workplace.		
Occupational Hazards	Basic Hazards, Chemical Hazards, Vibroacoustic Hazards, Mechanical Hazards, Electrical Hazards, Thermal Hazards. Occupational health, Occupational hygienic, Occupational Diseases/ Disorders & its prevention.		
Accident & safety	Basic principles for protective equipment.		

	Accident Prevention techniques - control of accidents and safety measures.
First Aid	Care of injured & Sick at the workplaces, First-Aid & Transportation of sick person.
Basic Provisions	Idea of basic provision legislation of India. Safety, health, welfare under legislative of India.
Ecosystem	Introduction to Environment. Relationship between Society and Environment, Ecosystem and Factors causing imbalance.
Pollution	Pollution and pollutants including liquid, gaseous, solid and hazardous waste.
Energy Conservation	Conservation of Energy, re-use and recycle.
Global warming	Global warming, climate change and Ozone layer depletion.
Ground Water	Hydrological cycle, ground and surface water, Conservation and Harvesting of water.
Environment	Right attitude towards environment, Maintenance of in -house environment.

7. Labour Welfare Legislation		Duration : 05 Hrs. Marks : 03
Welfare Acts	Benefits guaranteed under various acts- Factories Act, Apprenticeship Act, Employees State Insurance Act (ESI), Payment Wages Act, Employees Provident Fund Act, The Workmen's compensation Act.	

8. Quality Tools		Duration : 10 Hrs. Marks : 05
Quality Consciousness	Meaning of quality, Quality characteristic.	
Quality Circles	Definition, Advantage of small group activity, objectives of quality Circle, Roles and function of Quality Circles in Organization, Operation of Quality circle. Approaches to starting Quality Circles, Steps for continuation of Quality Circles.	
Quality Management System	Idea of ISO 9000 and BIS systems and its importance in maintaining qualities.	
House Keeping	Purpose of House-keeping, Practice of good Housekeeping.	
Quality Tools	Basic quality tools with a few examples.	

10. DETAILS OF COMPETENCIES (ON-JOB TRAINING)

The **competencies/ specific outcomes** on completion of On-Job Training are detailed below: -

OJT

1. Explain the functions of different sections of library and the differences between Academic and Special libraries.
2. Apply preventive measures and remedies for preservation of all library materials, books, furniture etc.
3. Apply core principles of library service; browse the library home page & understand its key features.
4. Plan for the establishment and operation of a small and medium-size library & prepare a set of library rules.
5. Plan and organise references and information services based on nature, function and sources.
6. Answer reference queries using appropriate reference tools/books and resources.
7. Generate relevant keywords for a given information need.
8. Apply various classification schemes; classify books subject-wise; assign class numbers; find book records and use them to determine the item's location and availability.
9. Identify & select the tools, materials and equipment needed for library.
10. Archive and maintain collections of information resources following professional standards and apply the knowledge of computer applications.
11. Perform end processing, spine labelling and shelving of books correctly.
12. Prepare Authors, Titles, Subjects catalogue cards, file catalogue cards etc correctly and maintain in the card catalogue cabinet.
13. Perform paper clipping judiciously and maintain the files subject-wise to locate books from the shelves.
14. Match library records with their corresponding resources, through the knowledge of the MARC record.
15. Determine and properly format access points of bibliographic records.
16. Perform charging and discharging of books manually or electronically.
17. Maintain library databases with standalone system or web based integrated library system.
18. Comply with basic principles and processes of library automation and library digitization.

Note:

1. Industry must ensure that above mentioned competencies are achieved by the trainees during their on-job training.
2. In addition to above competencies/ outcomes industry may impart additional training relevant to the specific industry

INFRASTRUCTURE FOR PROFESSIONAL SKILL & PROFESSIONAL KNOWLEDGE

Sl. No.	Name of the items	Specification	Quantity (indicative)
LIBRARY ASSISTANT			
LIST OF TOOLS AND EQUIPMENT for Basic Training (For 20 Apprentices)			
A. Furniture			
1.	Desks/Class Tables		20 Nos.
2.	Class chair		20 Nos.
3.	Teacher's tables		05 Nos.
4.	Teacher's Chairs		05 Nos.
5.	Black Boards		02 Nos.
6.	Charging Trays		02 Nos.
7.	Overdue Charges Box		01 No.
8.	Steel Almirah		01 No.
9.	Bookracks		05 Nos.
10.	Card Sorter		05 Nos.
11.	Filing Cabinet		01 No.
12.	Computer Chairs		05 Nos.
13.	Computer Tables		05 Nos.
14.	Printer Tables		02 Nos.
B: Latest Edition of Tools:			
15.	Dewey Decimal Classification		05 sets
16.	Colon Classification		20 sets
17.	Sear's List of Subject Headings		10 sets
18.	Library of Congress Subject Heading		01 set
19.	Classified catalogue Code		10 sets
20.	Anglo American Cataloguing Rules		10 set
21.	Anglo /American filing rules. ❖ Bibliographies. ❖ Dictionaries. ❖ Encyclopedias. ❖ Directories. ❖ Year Books. ❖ Year Books.		02 nos.
22.	Gazetteers/Maps/Globes		As required
23.	Biographical Dictionaries		

24.	Handbooks		
C. EQUIPMENTS Hardware:			
25.	Computer (PC) with latest version		5 Nos.
26.	Printers		2 Nos.
27.	Modem		1 No.
28.	Telephone		1 No.
29.	Overhead Projector		1 No.
30.	TV & VCP/VCD		2 sets
D. EQUIPMENTS Software:			
31.	Word processor (Lotus)		As required
32.	Spread Sheet		As required
33.	D Base		As required
34.	Windows		As required
35.	Page Maker & multimedia software		As required
36.	Communication Software for E-mail.		As required
37.	Software for C D ROM.		As required
38.	Software for Library Automation.		As required
39.	Basic Language Compiler.		As required
40.	Software for Local Area Network (LAN).		As required
41.	Internet connection		As required
E. STATIONERY:			
42.	Catalogue Cards		As required
43.	Accession Register		As required
44.	Book Selection Slips		As required
45.	Order Forms		As required
46.	Data Label		As required
47.	Borrower tickets		As required
48.	Book Card		As required
49.	Book Pocket		As required
50.	Guide Cards		As required
51.	Ink for Laser Printer		As required
52.	Computer Stationery		As required
53.	Stock Verification Register		As required
54.	Chalks		As required
55.	Duster		As required

TOOLS & EQUIPMENT FOR EMPLOYABILITY SKILLS		
Sl. No.	**Name of the items**	**Quantity**
1.	Computer (PC) with latest configurations and Internet connection with standard operating system and standard word processor and worksheet software.	10 Nos.
2.	UPS - 500VA	10 Nos.
3.	Scanner cum Printer	1 No.
4.	Computer Tables	10 Nos.
5.	Computer Chairs	20 Nos.
6.	LCD Projector	1 No.
7.	White Board 1200mm x 900mm	1 No.
Note: - Above Tools &equipment not required, if Computer LAB is available in the institute.		

Library Assistant

FORMATIVE ASSESSMENT

Name & Address of the Assessor :					Year of Enrollment :						
Name & Address of BTP/Establishment (Govt./Pvt.) :					Date of Assessment :						
Name & Address of the Industry :					Assessment location: Industry / ITI						
Trade Name :	Examination:				Duration of the Trade/course :						

Learning Outcome :

Sl. No	Candidate Name	Father's/Mother's Name	Safety consciousness	Workplace hygiene	Attendance/ Punctuality	Ability to follow Manuals/ Written instructions	Application of Knowledge	Skills to handle tools & equipment	Economical use of materials	Speed in doing work	Quality in workmanship	VIVA	Total formative assessment Marks	Result (Y/N)
	Maximum Marks (Total 100 Marks)		15	5	10	5	10	10	5	10	15	15		
1														
2														