

DSE 1a

Basics of Information Technology Applications in Libraries: Practical

120 Hours
(120hrs Practical)

Course Title & Code	Credits	Credit Distribution of the Course			Eligibility Criteria	Pre- Requisite of the Course (if any)
		Lecture	Tutorial	Practical/ Practice		
DSE 1a: Basics of Information Technology Applications in Libraries: Practical	4	0	0	4	-	-

Course Objectives

The course aims to provide hands-on training in library automation using SOUL, enabling students to perform core housekeeping operations such as acquisition, database creation, circulation, and serial control. It also develops competencies in OPAC management and advanced information searching across catalogues, databases, and the internet. The course prepares learners to efficiently manage automated library systems and deliver user-oriented services.

Learning Outcomes

After completing this course, students will be able to:

- ☞ Install and configure SOUL for library automation;
- ☞ Manage administration module
- ☞ Perform cataloguing, circulation, and reporting using SOUL modules;
- ☞ Manage serials using SOUL serial management module

UNIT I: Library Automation Using SOUL

20 Hours

- ☞ Installation and configuration of SOUL
- ☞ Creation of library, branches and user categories
- ☞ System preferences
- ☞ Bibliographic framework configuration

UNIT II: Acquisition Module

30 Hours

- ☞ Fund Management
- ☞ Vendor Management
- ☞ Suggestions
- ☞ Purchase Order
- ☞ Accessioning of Documents

UNIT III: Database Creation, OPAC and Internet Searching

40 Hours

- ☞ Database Creation
- ☞ Creation of Master Databases
- ☞ OPAC configuration and customization
- ☞ OPAC Searching: Basic and Advance
- ☞ Searching Union Catalogue
- ☞ Searching Online Databases (Bibliographic, Full-Text and Citational)
- ☞ Internet Searching: Basic and Advance

UNIT IV: Circulation and Serial Control

30 Hours

- ☞ Patron Management and Membership Creation
- ☞ Circulation of Library Materials
- ☞ Subscription of Journals and Databases
- ☞ Generation of Reports and Statistics

Essential Readings

- ☞ BRADLEY (P). Expert Internet searching. Ed. 5. London: Facet Publishing. 2019.
- ☞ BREEDING (M). Library technology guides. Chicago: American Library Association. 2016.

- ☞ HARAVU (LJ). Library automation: Design, principles and practice. New Delhi: Allied Publishers. 2004.

Suggested Readings

- ☞ BORGMAN (CL). Scholarship in the digital age: Information, infrastructure, and the Internet. Cambridge: MIT Press. 2007.
- ☞ RMS (WY). Digital libraries. Cambridge: MIT Press. 2000.
- ☞ INFLIBNET CENTRE. Software for university libraries: User manual. Gandhinagar: INFLIBNET Centre. n.d.