

DSC 6

Information and Communication 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		
DSC 6: Information and Communication Technology Applications in Libraries: Practice	4	0	0	4	BLISc	-

Course Objectives

This course provides hands-on training in library automation and digital repository management. Students will master the installation and configuration of Koha, execute core housekeeping operations like circulation and serials management, and learn to build digital collections using institutional repository software and standardized metadata.

Learning Outcomes

After completing this course, students will be able to:

- ☞ Install and configure Koha for library automation.
- ☞ Perform cataloguing, circulation, and reporting using Koha.
- ☞ Apply metadata standards for digital resource management.
- ☞ Design and manage automated and digital library systems.

UNIT I: Library Automation Using Koha**30 Hours**

- ☞ Installation and Configuration of Koha
- ☞ Creation of Library Branches and User Categories
- ☞ System Preferences and Administration Tools
- ☞ Customization of Bibliographic Framework

UNIT II: Koha Modules and Housekeeping Operations**30 Hours**

- ☞ Database Creation
- ☞ Patron Management
- ☞ Acquisition
- ☞ OPAC Configuration and Customization
- ☞ Serials Management
- ☞ Import and Export
- ☞ Conversion of Spreadsheet to MARC File
- ☞ Reports and Statistics Generation

UNIT III: Building Collection using Institutional Repository Software**30 Hours.**

- ☞ Installation and Configuration
- ☞ Collection Creation and Index Generation
- ☞ Importing Digital Documents
- ☞ Browsing and Search Interfaces

UNIT IV: Metadata Creation and Customization**30 Hours**

- ☞ Metadata Creation
- ☞ Indexing and Search Configuration
- ☞ Interface Design and Multilingual Support
- ☞ Customization

Essential Readings

- ☞ ARMS (WY). Digital libraries. Cambridge, MIT Press. 2000.
- ☞ BORGMAN (CL). Scholarship in the digital age: Information, infrastructure, and the Internet. Cambridge, MIT Press. 2007.

- ☞ BREEDING (M). Library technology guides. Chicago, American Library Association. 2016.
- ☞ KOHA COMMUNITY. Koha manual. Wellington, Koha Library Software Foundation. 2023.
- ☞ WITTEN (IH) and others. How to build a digital library. San Francisco, Morgan Kaufmann. 2010.

Suggested Readings

- ☞ CHOWDHURY (GG) and CHOWDHURY (S). Introduction to digital libraries. London, Facet Publishing. 2003.
- ☞ HARAVU (LJ). Library automation: Design, principles and practice. New Delhi, Allied Publishers. 2004.