

<b>Information Source &amp; Services</b>	<b>5 Days</b>
Information	1.5 hrs
Data, information and knowledge	
Information generation process	1.5 hrs
Research & development, surveys & census	
Information Sources	5 hrs
Documentary sources	
• Journals, Thesis, government publications	
• Encyclopedia, dictionaries, Directories, index, abstracts, bibliographies	
Non documentary	
• Human, institutional	
• Mass media	
• Audio/visual	
• Electronic resources	
Information Services	6 hrs
• Translation	
• Reprography	
• CAS	
• SDI	
• Literature searching service	
• Reference services	
Information Literacy	1 hr
• Components	

<b>Library &amp; Society</b>	<b>5 days</b>
Library	2 hrs
<ul style="list-style-type: none"> <li>• History</li> <li>• Present status</li> </ul>	
Types & role of libraries	3 hrs
<ul style="list-style-type: none"> <li>• Public</li> <li>• Academic</li> <li>• Special</li> <li>• National</li> </ul>	
Role of libraries in modern age	1 hr
Library associations & activities	1 hr
<ul style="list-style-type: none"> <li>• IFLA</li> <li>• NLA</li> <li>• TULSSA</li> <li>• LISSA</li> </ul>	
5 Laws of library science	3 hrs
Librarianship as profession	1 hr
Qualities of a librarian	
Library science education in Nepal	1 hr
Copy right & censorship, cyber law & crime	3 hrs

<b>Library classification</b>	<b>(10 days)</b>
Needs and objectives of library classification	1hrs
Functions of library classifications	1 hrs
Introduction to different classification schemes	1 hrs
Fundamental Categories	1 hrs
Dewey decimal classification (5 days)	
Introduction to different editions and its features	1hrs
How to use schedule, Index and table?	1hrs
Providing Class Number to Books having simple title by using add to base number notation	1 hrs
Use of Table 1	4 hrs
Use of Table 2	4 hrs
Use of Table 3	4hrs
Use of Table 4	2 hrs
Use of Table 5	2 hrs
Use of Table 6	2 hrs
 Class Number, Call Number, and Book Number	 2 hrs
 Shelving of documents	 3 hrs

### **Library Cataloguing**

Introduction, needs and objectives of library cataloguing	1 hrs
Physical forms of library catalogue	1 hrs
Tools for library cataloguing	1 hrs
Making different entries (Cataloguing Practical)	
-works by single Double and triple Authors	3 hrs
-works by more than three authors	1.5 hrs
-Editorial works	1.5 hrs
-Corporate authors	1.5 hrs
Subject Headings	1.5 hrs
AACR 2	1.5 hrs
Card Filing	1.5 hrs

**Library management** **5 days**

Organization & management 3 hrs

- Need
- Librarian as manager
- Leadership

Rules 1 hr

Committees 1 hr

Library functions 5 hrs

- Acquisition
- Circulation
- Preservation
- Weeding
- Binding
- Inter library loan

Building 1 hr

Furniture 1 hr

Budget 1 hr

Parts of book 1 hr

**Computer Application in Library** **10 Days**

Computer Peripherals 5 hrs

Hardware, software, OS 3 hrs

Email, Internet , e-resources, online data bases 2 hrs

WINSIS 10 hrs

KOHA 10 hrs