

Certificate Course in Library and Information Science (CLIS)

Offered by Centre for Innovative Skill-Based Courses (CISBC)

Open Learning Development Centre (OLDC), University of Delhi

Course Details

Duration: 6 Months (64 Hours)

Mode: Offline (Part-Time)

Schedule: Weekdays / Alternative Days (2 Hours per Session, Total 32 Sessions)

Eligibility: 10+2 (Senior Secondary) or Equivalent

Open to: Students, Professionals, Library Staff

Course Overview

This certificate programme is designed to equip learners with foundational and advanced knowledge in Library and Information Science (LIS). It focuses on both traditional library practices and modern digital innovations, preparing students for evolving roles in library and information management.

The course emphasizes practical training, digital tools, and emerging technologies to meet the needs of modern libraries and information centres.

Course Objectives

- To provide foundational knowledge of Library and Information Science
 - To develop practical skills in library operations and management
 - To introduce digital libraries, automation, and emerging technologies
 - To prepare learners for entry-level roles in library and information centres
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Course Delivery

- **Format:** Part-time course with 32 sessions (2 hours each)
 - **Mode:** Offline (Theory + Practical Training)
 - **Practical Sessions:** Library housekeeping, automation tools, and real-time applications
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Programme Structure

The course is divided into the following modules:

1. Introduction to Trends in Library and Information Science
2. Library Resource Management and Organization
3. Information Resources and Services
4. Emerging Technology in Library Services
5. Digital Literacy and Information Ethics
6. Practical Training & Project Work

Course Content (Module-wise)

Module 1: Introduction to Trends in Library and Information Science

- History and Development of Libraries
- Role and Functions of Libraries in Society
- Types of Libraries (Public, Academic, Special, Digital, etc.)
- Five Laws of Library Science by S.R. Ranganathan
- Evolution from Traditional to Digital Libraries

Module 2: Library Resource Management and Organization

- Library Administration and Functions
- Acquisition of Library Materials (Books, Journals, Digital Resources)
- Library Classification Systems (DDC, UDC, CC)
- Library Cataloguing (AACR-II, MARC, RDA)
- Library Automation & Open-Source Software
- Budgeting and Financial Management
- RFID Technology Management in Libraries

Module 3: Information Resources and Services

- Types of Information Sources (Primary, Secondary, Tertiary)
- Reference and Information Services
- Database Management (Online & Offline – N-LIST)

- Digital Libraries and Institutional Repositories
 - E-Resources, E-Books, and Digital Preservation
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Module 4: Emerging Technology in Library Services

- Basics of ICT in Libraries
 - Library Networks & Consortia (INFLIBNET, DELNET, NDL)
 - RFID and Barcode Technology
 - Use of Artificial Intelligence (AI) in Libraries
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Module 5: Digital Literacy and Information Ethics

- Plagiarism Detection Tools (Urkund, Drillbit, Turnitin, iThenticate)
 - Intellectual Property Rights (IPR)
 - Copyright Laws
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Module 6: Practical Training & Project Work

- Hands-on Training in Library Management Software (LMS)
 - Visits to Libraries / Digital Archives
 - Project Work (Library Automation / Digital Repository / Classification)
 - Report Submission & Viva Examination
 - RFID Technology Middleware Practical Activity
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Assessment & Certification

- Assignments
- Project-Based Learning
- Final Evaluation (Project + Viva)

Upon successful completion, students will receive a
Certificate in Library and Information Science (CLIS) from
OLDC, School of Open Learning, University of Delhi

Career Opportunities

- Library Attendant
 - Library Assistant
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- Cataloguer
 - Digital Librarian
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Higher Education Opportunities

- Diploma in Library Science (DLIS)
 - Bachelor of Library Science (BLIS)
 - Master of Library Science (MLIS)
 - Ph.D. in Library and Information Science
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Infrastructure & Facilities

- Access to OLDC Library for practical sessions
- Training in plagiarism detection tools and LMS software
- Workshops on library automation and RFID technology
- Digital library access for research
- Smart classroom environment