

**Report of the PAC Training Programme**  
**Capacity Building of SCERT, DIET and School Librarians to Modernise the Library**

**S. Nagaraja**  
Programme Co-ordinator



**Regional Institute of Education**

(National Council of Educational Research & Training)

Manasagangothri  
MYSORE- 570006

**2015**

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## **Preface**

The modernisation of SCERT, DIET and school library using latest computer and communication technology and the capacity building of librarians/ in-charge librarians, teacher librarians working in these libraries is the need of the hour. In view of this the Regional Institute of Education, Mysore has initiated the idea of systematic training of librarians and in-charge teacher librarians in modernising the library using ICT and to provide information service to the users in the web based environment. It was planned to invite five participants working at SCERT, DIET and School libraries as librarian or In-charge Librarian from all the southern states and two participants each from Union Territories of Pondicherry and Lakshadweep.

The training programme was attended by 17 participants working in the libraries of SCERT, DIET and School Libraries from Kerala, Tamil Nadu, Telangana and Lakshadweep. To make this programme participant friendly, efforts were made to invite resource persons from Kerala, Tamil Nadu and Karnataka. The programme coordinator is thankful to all the resource persons for their continuous support in timely bringing out the training package and also for the successful completion of this training programme. The Coordinator is very much thankful to Mr. Sreekrishna Bhat, Sr. Technical Director and his team from National Informatics Center (NIC) for accepting our invitation to work as resource persons and training the participants in eGrantalayala- Library management software developed by NIC.

The Coordinator is thankful to Prof. D. G Rao, Principal, Regional Institute of Education, Mysore for his constant support and encouragement in conducting this training programme. The coordinator is also very much grateful to the Director, Joint Director and PAC of NCERT for approving this programme to RIE, Mysore. The coordinator is thank full the Director of SCERT, Kerala, Tamil Nadu, Telangana and the Commissioner of School education of Union Territory of Lakshadweep for identifying and deputing the participants for the training programme

The support and guidance extended by Prof. B.S. Upadhyaya, Head, DEE, and the entire team of extension education is sincerely acknowledged. The present report attempts to capture the proceeding of the training programme. It is sincerely hoped that the readers of this report finds it vivid and useful.

**S. Nagaraja**  
**Programme Coordinatore**

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Report of the PAC Training Programme “**Capacity building of SCERT, DIET and School librarians to modernise the library**” organised at RIE, NCERT, Mysore.

### **1. Planning of the Training Programme:**

The library is an important component of school education system. It is considered as the heart of the school and it's the hub of all the teaching and learning activities of the school. The importance libraries in the school is completely neglected in country and it is very much evident from the NCF 2005 document that the “School libraries have been a subject of policy recommendations for long time, but a functioning library in the school continues to be a rarity”. Due to this the school children are deprived of good reading facility in the form of effective and functional library.

Almost all the schools have been provided with number of books but they were badly managed due to non availability of professionally trained and skilled library staff in the schools. This situation is not so different in case of SCERT, DIET libraries. In states like Andhra Pradesh, Karnataka and Telangana, the SCERT, DIET and School libraries are managed either by some teachers or some administrative staff having no professional skills and competency to manage the library and to provide library services. Further, the state governments are also not in a position to appoint trained librarians due to the non-existence of post of librarians in the cadre of school education system in these states. Hence, there is an urgent an need to train and equip the teacher librarians/administrative staff and In-charge librarians, who are managing the libraries in SCERTs, DIETs and schools.

Further, the librarians/ In-charge librarians of the libraries are expected to possess certain specific skills and competencies to manage the library and the challenge to provide the library services to the library users of DIETs, SCERTs and schools in the ICT and digital environment. The capacity building of librarians, teacher librarians/ in-charge librarians working in SCERTs, DIETs and schools through this training programme is very much useful in the present scenario.

The present training programme was organised at Regional Institute of Education (NCERT), Mysore for five days during 19<sup>th</sup> – 23rd January 2015. The title of the PAC Training programme is “Capacity building of SCERT, DIET and School librarians to modernise the library”. The training programme was organised for the librarians/ In-charge librarians working in SCERT, DIET and School libraries of southern States.

The broad objectives of the training programme are:

1. To develop essential professional skills and competencies among the librarians/ In-charge Librarians to modernise the library.
2. To identify new roles of Librarians in the context of ICT environment to manage the library in a better way.
3. To develop the necessary skills to automate the library activities and services using open source/ free software.
4. To promote use of web technology for providing web based library services.
5. To train and empower the SCERT, DIET and School Librarians to provide effective library services in the digital environment.

The programme is planned as per the schedule proposed to the PAC. The first activity of the programme was the identification of specific needs and requirements of the target group. In this regard, the letters were sent to the Director of SCERTs of Southern states and the Directors of School Education of Union territories to provide the specific needs and requirements and also the information regarding the libraries come under the purview of school education to plan for the five days training programme. The Director, SCERT, Kerala has responded to our letter and appreciated the initiative taken at RIE, Mysore and sent valuable inputs for incorporation in the training programme.

## **2. Two days Workshop for the Resource persons**

The second activity of the programme was two days workshop for the resource persons organised during the 29-30<sup>th</sup> September 2014. The workshop was organised to make the training programme more meaningful and useful to the target group. In this two days workshop, the planning of the training programme, deciding about its components and preparation of training materials were discussed in detail. The resource persons for the workshop were identified based on the expertise in the area representing Karnataka, Tamil Nadu, Kerala, RIEs, Universities and

Institutions. The resource persons who are specialised in the field of school libraries and ICT were invited for the workshop. The list of resource person and their particulars are as follows:

1. Smt. Usha Mukunda,  
A renowned practitioner of School librarianship and Consultant for Sir Ratan Tata Trust under their programme for promoting children's libraries and children's literature and also the consultants for the Department of Education, Tibetan Govt. in Exile for strengthening their school libraries. "Serena" 103. 6th Main Road. Malleswaram. Bangalore-560 003.
2. Dr. N.S. Harinarayana, Associate Professor, Dept. of Library and Information Science, University of Mysore, Mysore.
3. Sri. S. L. Faisal, Librarian, Kendriya Vidyalaya, Pattom, Tiruvananthapuram
4. Dr. J. Manalan, Librarian, Bishop Heber College, Tiruchirappalli- 620 017
5. Dr. M.V. Sunil, Librarian, SDM/IMD, Site No. 1, Chamundi Hill Rd, Siddhartha Nagar, JC Nagar, Mysore, Karnataka 570011
6. Sri. P.S. Bhat, Technical Director and his representative from National Information Centre (NIC), Karnataka State Centre, Mini Tower, Dr. B. R. Ambedkar Veedhi, Bangalore-1
7. Dr. B.K Jha, Librarian, Regional Institute of Education, Capt. D.P Choudhary Marg, Ajmer-305004
8. Dr. K. Prakash, Librarian, Karnataka State Open University, Mukhtagangothri, Mysore-6
9. Mr. Ronald Prakash Cutinha, Librarian, St. Philomena's College, Mysore Bangalore Road, Bannimantap, Mysore- 570 015.
10. Sri.S. Nagaraja, Librarian, RIE, Mysore-6

In this brainstorming two days workshop, at the beginning the need and purpose of the training of the programme, the specific objectives, the target group and their back ground and expectations from this programme were presented to the resource persons by the programme coordinator. Based on the presentation, the resource persons had deliberated on the components and contents of the training programme, the identification and development of training modules/materials to be used in the training programme were discussed in detail. In this planning workshop it was also decided to include the following topics in the component of the training programme

The major topics identified for training during the workshop are;

1. Role of library in school education system
2. Collection development and management in libraries
3. Information literacy programme.
4. Library automation using e-Grantalaya – free library management software developed by National Informatics Centre (NIC).
5. Inculcation and promotion of reading habit
6. Library Infrastructure
7. Use of social media in Libraries
8. Web based library services
9. Online education resources for the students and teachers and
10. User education programme.

All the resource persons attended the workshop chosen a topic of their choice to prepare the training materials for the five days training programme. Further, it was also decided to introduce and give training and hands on practice in ‘e-Grantalaya’, free library management software developed by National Informatics Centre (NIC). The representative of NIC was also present during the workshop and agreed to train the participants in using e-Grantalaya software.

### **3. Five days Training Programme:**

The Five days training programme was inaugurated on 19<sup>th</sup> January 2015 at 10.00 AM by Prof. S. Ramaa, the In-charge Principal RIE Mysore. Prof. B.S. Upadhyaya, Head, Dept. of Extension Education welcome all the participants and the resource persons of the training programme. Sri. S. Nagaraja, Programme coordinator, presented the details of the 5 days training programme, its objectives, the component, the schedule of all the five days sessions. Smt. Usha Mukunda, an eminent practitioner of school librarianship was present and blessed the participants. The training materials in the form of booklet prepared for the purpose along with other training materials were distributed to the participants.



Inaugural address by Prof.S. Ramaa, In-charge Principal, Prof. B.S. Upadhyaya, Head, Extension Education, Mr. S. Nagaraja, Programme Co-ordinator and Smt. Usha Mukunda, a well know personality in school librarianship were present on the dais.

A total of 17 librarians/ in-charge librarians working in the school education system like DIET, SCERT and school libraries from Kerala, Tamil Nadu, Telangana and Lakshadweep were participated in the training programme. In the training Programme maximum time was kept for the activities, practical sessions and hands on practice sessions rather theoretical sessions. It is decided in the expert group meeting to have this in almost 70:30 ratios.



Group photo of participants, resource persons along with Prof. D.G.Rao. Principal, Prof. B.S. Upadhyaya, Head, DEE and Mr. S. Nagaraja, Programme coordinator

**Capacity Building of SCERT, DIET and School Librarians to Modernize the Libraries**  
**Programme Schedule: 19<sup>th</sup> to 23<sup>rd</sup> January 2015**  
**Venue: Technology Block, RIE Mysore**

Date	Time	Session	Faculty
Monday 19.1.2015	9:00-10:00	Registration and Inauguration	
	10:00-11:30	Collection: Development and Management in School Library system	Smt. Usha Mukunda
	11:30-11:45	Tea	
	11:45-01:00	Collection: Development and Management in School Library	Smt. Usha Mukunda
	01:00-02:00	Lunch	
	2:00-3:30	Information Literacy Programme	Dr. M.V.Sunil
	3:30-3:45	Tea	
	3:45-5:15	Designing Information Literacy Programme for School Library	Dr. M.V.Sunil
20.1.2015	9:00-11:00	Reading: a life-long relationship	Smt. Usha Mukunda
	11:00-11:15	Tea	
	11:15-01:00	Activities for the promotion of Reading Habit	Smt.Usha Mukunda
	01:00-02:00	Lunch	
	2:00-3:30	Library Automation	Dr.N S Harinarayana
	3:30 -3:45	Tea	
	3:45-5:15	Library Automation	Dr.N S Harinarayana
21.1.2015	9:00-11:15	Social Media and Libraries	Mr. S.L. Faisal
	11:15-11:15	Tea	
	11:15-01:00	An Overview of E-Granthalya and Installation Procedure	Mr. P. Sreekrishna Bhat & Mr. S.Nagaraja
	01:00-02:00	Lunch	
	2:00-3:30	E-Granthalaya – Cataloguing ( Hands on Practice)	Mr. P. Sreekrishna Bhat & Mr.S.Nagaraja
	3:30- 3:45	Tea	
	3:45-5:15	E-Granthalaya-OPAC ( Hands on Practice)	Mr. P. Sreekrishna Bhat & Mr.S.L.Faisal
22.1.2015	9:00-11:00	E-Granthalaya- Circulation, Report Generation ( Hands on Practice)	Mr. P. Sreekrishna Bhat & Dr. B.K. Jha
	11:00-11:15	Tea	
	11:15-01:00	E-Granthalaya- ( Hands on Practice)	Mr. P. Sreekrishna Bhat & Dr. B.K. Jha
	01:00-02:00	Lunch	
	2:00-3:30	School Library System	Dr. J Manalan
	3:30-3:45	Tea	
	3:45-5:15	Application of Social Media for School Library System	Mr. S.L.Faisal & Dr. J .Manalan
23.1.2015	9:00-15:00	Online resources for school teachers and students	Dr. K. Prakash
	11:15-11:30	Tea	
	11:15-01:00	School library Infrastructure	Dr. B.K. Jha
	01:00-02:00	Lunch	
	2:00-3:30	User orientation programme	Mr. Roanald Prakash Cutinha
	3:30- 3:45	Tea	
	3:45- 5:30	Feedback and Valedictory	

The training programme commenced as per the schedule on 21<sup>st</sup> January 2015. After the registration of the participants and inaugurations of the programme, Smt. Usha Mukunda, Consultant for Sir Ratan Tata Trust under their programme for promoting children's libraries and children's literature and also the consultants for the Department of Education, Tibetan Govt. in Exile for strengthening their school libraries and an expert in the school library system, started the first session on the topic 'Collection: Development and Management in School Library system'. During her session she highlighted the importance of collections in the school library system, the core collection in a library, its continuous development and management was discussed in detail. The session went off till the lunch time.



Smt. Usha Mukunda, Resource person interacting with participants

The post lunch session was on Information Literacy Programme by D.R. M.V. Sunil, Librarian SDM/IMD Mysore. In this session the resource person explained the concept of information literacy, its importance, the need and the different dimensions of information literacy and its applicability in children lifelong learning in the library. In the second session after the tea break the discussion was on how to design the information literacy program in school library environment. All the participants actively participated in the activities of designing the information literacy programme and developed a calendar of Information Literacy activities for their library.





Dr.M.V.Sunil during his session on Information Literacy

### CALENDAR OF LIBRARY ACTIVITIES

List out one value added Programme to promote library related activity in the Primary. Details can be added to make a creative and complete Calendar.

Month	ACTIVITY & CLASS	TIME PLAN	RESOURCES
APRIL-JUNE	<b>Orientation Programme on class Library</b> <b>Listing out a Reading Plan</b> <b>Library Rules</b> BOOK WEEK- Make Mini Books of stories / fun facts/ picture book etc of given size and display in the class Book Exhibition / Fair Visiting the Main Library by the Primary Classes according to a schedule	One week each for classes III-V in a chain so as to spread over the months	Samples of books and Book Talk. Chart, colours, pictures CDs LCD Tie up with publishers and arrange a book exhibition with Book talk by an author
JULY	Video Show – Book Handling Techniques- How to read a Book Caring for Books Designing a Book Cover/ Book Jacket (III-V) Talking about a Book Cover (I-V)	Schedules to match the Library Block period in primary classes	Computer with LCD CD/ Internet videos Stationery and colours
AUGUST	Story telling Month ‘Stories behind Festivals’ (I-V) Read Aloud Competitions (I-V) Release of Class Magazine (IV & V)	Schedules to match the Library Block period in primary classes	Books on Festivals Navneet Publications Illustrated Books on Fairy tales Stationery and colours



OCTOBER	Gandhiji Biography Listing Books on and by Gandhiji Book Quiz ( III-V) <b>Who's this?</b> Quiz on identifying famous characters from Children's Fairy tales (I&II) Release of Class Magazine on Grandparents Day (III)	Schedules to match the Library Block period in primary classes	Resource Room Computer LCD Books on/by Gandhi Illustrated Fairy Tales Stationery and colours
DECEMBER	Book Talk- ' My Favourite Book' (I-III) Book Reviews (IV& V) Know your Book Programme- Title, Author, Parts of Book along with Book Act Release of Class Magazine on KVS foundation Day (I &II)	Schedules to match the Library Block period in primary classes	Stationery and colours Resource Room Computer LCD
JAN	Book Mark Making (III-V) News clipping scrap Book (V) Dress A Story Character Competition Meet An Author Programme	Schedules to match the Library Block period in primary classes	Resource Room Computer LCD Stationery and colours Tie up with publishers

The second day was begin with the reflections of the first day training programme and it was followed by an interactive session with lot of activities by Smt. Usha Mukunda on the topic 'Reading: a lifelong experience'.

This was followed by a session completely devoted to the various activities a library can undertake to inculcate and enhance reading habit among the users. All the participants actively involved in the activities and shown interest in doing the same in their library.



Smt. Usha Mukunda, Resource giving instructions during her session on activities to promote reading habit

The afternoon session was on Library automation by the resource person Dr. N.S. Harinarayana, Associate Professor, Department of Library and Information Science, University of Mysore. In his talk the resource person touched upon the concept of library automation, its importance, the hardware, software and other issues relating to the library automation were dealt in detail.



Dr. N.S. Harinarayana, Resource person interacting with participants during the session Library automation

The third day of the training programme was begun with the reflection of the second day sessions and feedback from the participants. The first session of third day training programme was by the resource person Mr. S.L. Faisal, Librarian, Kendriya Vidyalaya, Pottom, Thiruvananthapuram, Kerala. His first talk was on the Social media and how social media is useful to the libraries to promote library resources and to provide effective services to the users.



Mr. S.L. Faisal, Resource person during his session on Social Media and Libraries

The second session began with continuous sessions on eGrantalaya arranged with the help of Nation Informatics Centre (NIC). Sri. Sreekrishna Bhat, Senior Technical Director and Mr. Chetan, Computer programmer, from NIC, Bangalore conducted the training programme. The training programme started with the overview of e-Grantalaya software followed by the Installation procedure and hands on practice session with all the modules of the training programme. The third and fourth session of the third was continued with the hands on practice in data entry, cataloguing and Online Public Access Catalogue module.





Mr. Sreekrishana Bhat, Sr. Technical Director, NIC during his session on e-Grantalaya

Fourth day of the training programme was continued with the previous day session on e-Grantalaya and the circulation module, reports generations and data backup were covered during the first two sessions. During the hands on practice, Mr. S. Nagaraja, Mr. S.L. Faisal and Dr. B.K.Jha helped the participants to learn different modules of eGrantalaya software. Since the e-Grantalaya is a free, simple, easy to use and widely used by the Kendriya Vidyalayas, CBSC and other schools in the India, the participants shown lot of interest to learn the software.



Mr. Sreekrishana Bhat, Sr. Technical Director& Mr. Chetan, Computer Programmer from NIC during the session on e-Grantalaya

The Programme co-ordinator is very much thankful to the NIC and its resource persons for conducting the training programme at Regional Institute of education and spending their valuable time in providing training to the participants. Along with the training package CDs containing the copy of the e- Grantalaya software and the supporting materials were distributed to the participants.

The afternoon session was started with very thoughtful and motivational talk by the resource person Dr. J. Manalan, Sr.Librarian, Bishop Heber College, Thiruchirapalli on Role and importance of library in school education system. During his talk he emphasised the importance of library in school education system.



Dr.J. Manalan, Resource person interacting with participants during his session on Role and importance of library in school education system

The last session of the fourth day was by Mr.S.L.Faisal on the application of Social media in libraries. It is totally a practice session and the participants were trained in use social media tool like Blog and Facebook in providing web based library services. All the participants were asked create their own library blog and Facebook page. Along with the resource person Dr.J. Manalan

and Mr. S. Nagaraja helped the participants in creating the blog and Facebook page of the library. All the participants were thoroughly enjoyed the session.



Mr. S.L. Faisal, Resource person during his session on Social Media and Libraries

The first session of the fifth and last day of the training programme began with the lecture by Dr. B.K. Jha, Librarian, Regional Institute of Education, Ajmer on the topic ‘School Library Infrastructure’. In this session the resource person explained in detail various infrastructural requirements for a school library and the issues relating the space, building, furniture, equipments and the standards were covered in the session.

The second session of the day was on the topic ‘Open access online resources for the students and teachers in the school education system by Dr. K. Prakash, University Librarian, Karnataka State Open University Library, Mysore. The resource person in his talk made an effort to provide an over view of all important online open access resources for the teachers and students. The resources were also listed in the training material developed by the resource person.



The third session of the last day was by Mr. Ronald Prakash Cutinha, Librarian, St. Philomena College Mysore on the topic 'user education and user orientation programme in the libraries'. The resource person narrated the concept of user education and user orientation programme, its importance and how to plan for an effective user education programme in the library.



Mr. Roanald Prakash Cutinha, Resource person during the session on User education and user orientation

## 1. Power point presentations by the Resource persons during their session

### SCHOOL LIBRARY SYSTEM

Dr.Jesudoss Manalan

### Introduction

- Knowledge based society
  - \_ Developed
  - under developed
  - \_ Developing
- Indian Education System
  - \_ Primary education
  - \_ Secondary education
  - Higher education

### School Education and Libraries

- Teaching and Learning
- Role of libraries
- Reading Habit
- Library culture

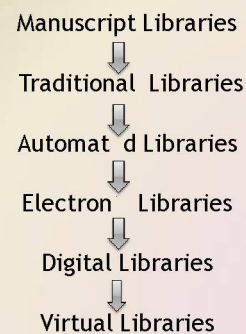
### Librarianship as a Profession

- Noble profession
- Special skills and Competencies
- Love for books and children

### CHANGING ROLE OF LIBRARIES & LIBRARIANS

- Computers
- ICT
- Storing and transferring information
- User expectations
  - Member
  - User
  - Patron

### EVOLUTION OF LIBRARIES





United Nations Educational, Scientific and Cultural Organization

## UNESCO/IFLA School Library Manifesto

**The School Library in Teaching and Learning for All**

- The Mission of the School Library
- Funding, legislation and networks
- Goals of the school library
- Staff
- Operation and Management

**The School Library in Teaching and Learning for All**

The school library provides information and ideas that are fundamental to functioning successfully in today's information and knowledge-based society. The school library equips students with life-long learning skills and develops the imagination, enabling them to live as responsible citizens.

**The Mission of the School Library**

The school library offers learning services, books and resources that enable all members of the school community to become critical thinkers and effective users of information in all formats and media. School Libraries link to the wider library and information network in accord with the principles in the UNESCO Public Library Manifesto.

The library staff support the use of books and other information sources, ranging from the fictional to the documentary, from print to electronic, both on-site and remote. The materials complement and enrich textbooks, teaching materials and methodologies.

NATIONAL MISSION ON LIBRARIES  
Ministry of Culture, Government of India

Home | Organizational Setup | Activities of a District | Projects | Digital Content | e-Books | Journals

## National Mission on Libraries

**Objectives**

- High Level Committee
- Ministry of Culture
- Ministry of Education
- Ministry of Information and Public Relations
- Ministry of Skill Development and Entrepreneurship
- Ministry of Social Justice and Empowerment
- Ministry of Women and Child Development
- Ministry of Health and Family Welfare
- Ministry of Sports and Youth Affairs
- Ministry of Tourism
- Ministry of Culture
- Ministry of Education
- Ministry of Information and Public Relations
- Ministry of Skill Development and Entrepreneurship
- Ministry of Social Justice and Empowerment
- Ministry of Women and Child Development
- Ministry of Health and Family Welfare
- Ministry of Sports and Youth Affairs
- Ministry of Tourism

**Related Websites**

- Ministry of Culture
- Ministry of Education
- Ministry of Information and Public Relations
- Ministry of Skill Development and Entrepreneurship
- Ministry of Social Justice and Empowerment
- Ministry of Women and Child Development
- Ministry of Health and Family Welfare
- Ministry of Sports and Youth Affairs
- Ministry of Tourism

INDIAN SCHOOL LIBRARY ASSOCIATION (ISLA)  
ISLA.ORG.IN

**MISSION OF ISLA**

The mission of the Indian School Library Association (ISLA) is to provide a national level forum for those people interested in promoting effective school library media programs as vital instruments in the educational process. ISLA also provides guidance and advice for the development of school library programs and for school library professionals. ISLA works in cooperation with other professional associations and agencies.

**MEMBERSHIP**

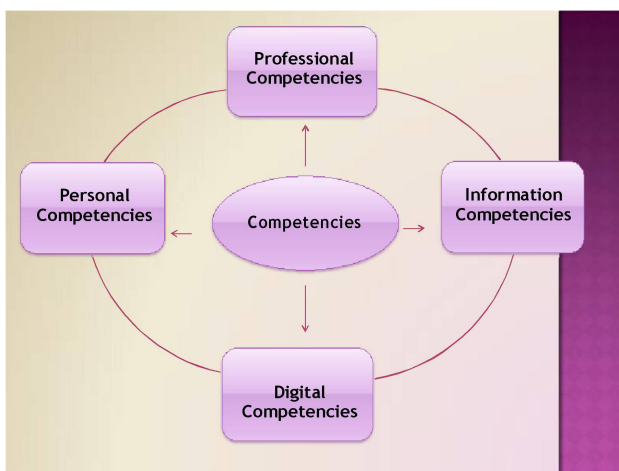
Membership is open to all school librarians, teachers, librarians, library assistants, librarians, information science students, and others who are interested in library and information services in schools. The membership also includes professionals and librarians in universities and colleges in India. ISLA also provides programs for school librarians, and students who are undertaking study programs.

**ASSOCIATION**

Indian School Library Association (ISLA) is affiliated to International Association of School Librarianship (IASL).

**CURRENT STATUS**

The official registration of ISLA is under processing. The Association will formally start functioning very soon.



## PROFESSIONAL COMPETENCIES

- Collaboration and leadership
- Curriculum and instruction
- Cooperative program
- Planning and teaching
- Information resources
- Information access
- Information technology
- Management and research

## PERSONNEL COMPETENCIES

- Skills, attitudes and Values
  - \_ to work efficiently & effectively
  - \_ be good communicated
  - \_ Eagerness in learning through out

## INFORMATION COMPETENCES

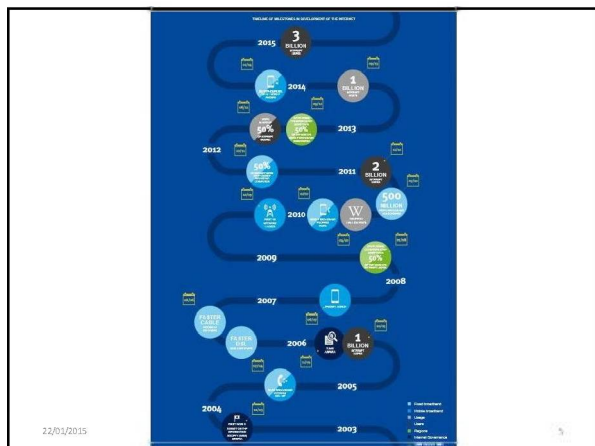
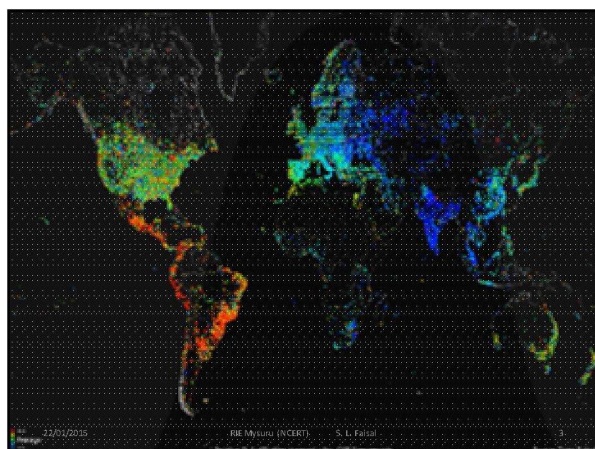
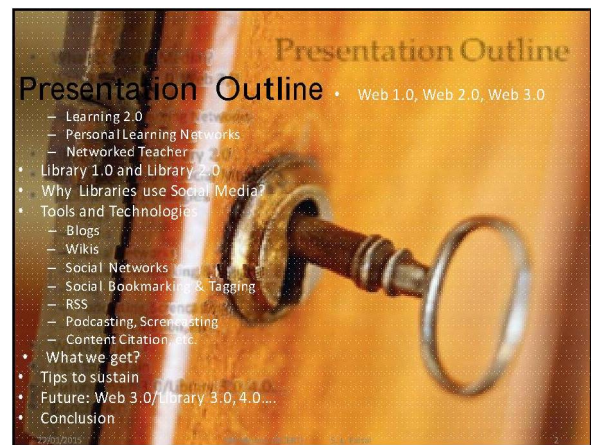
- Information Technology
- Communication Technology
- Networking Technology
- Library Automation
- Databases
- E-sources
- Web based tools

## DIGITAL COMPETENCIES

- Library networks & Consortia
- Digital management
- Information literacy
- Social media
- Open sources
- E-learning
- Library websites
- Search Strategy
- Content Management
- Multimedia tools

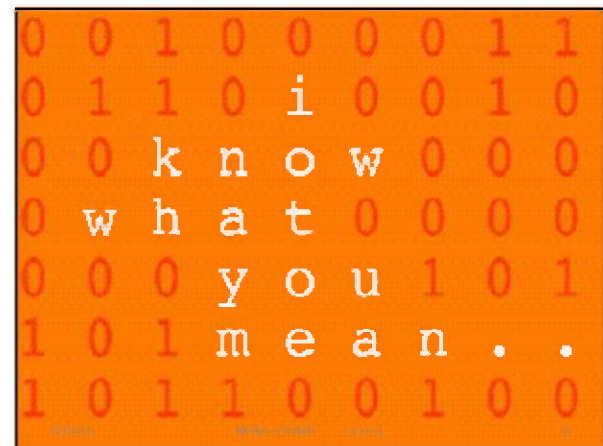
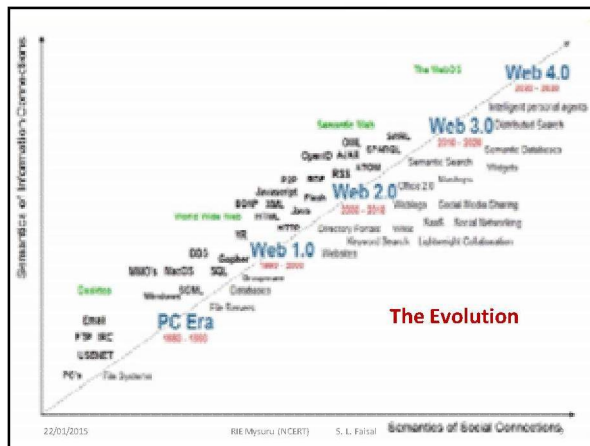




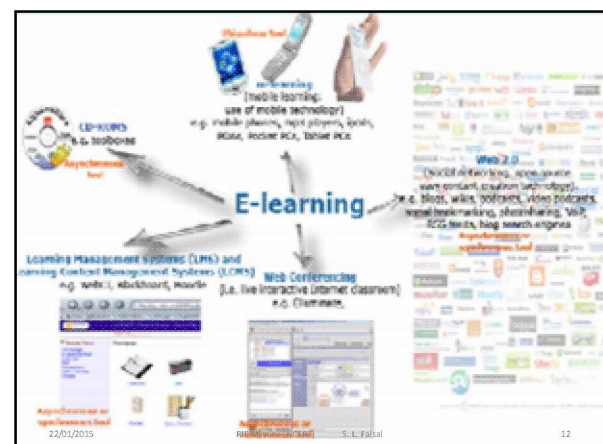


Forms of electronic communication (as Web sites for social networking and micro blogging) through which users create online communities to share information, ideas, personal messages, and other content (as videos).

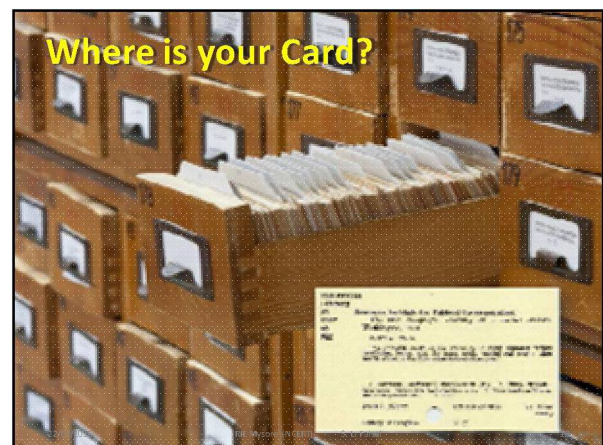
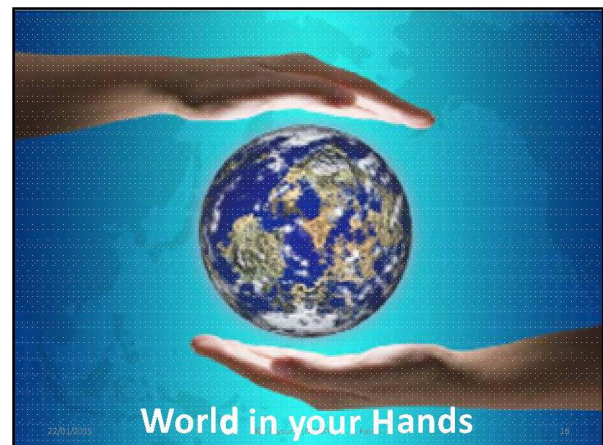
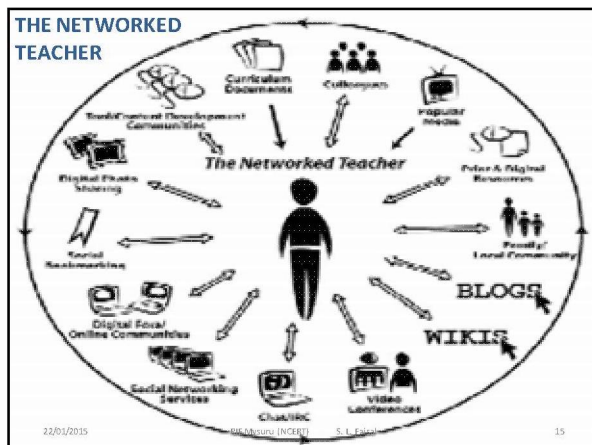
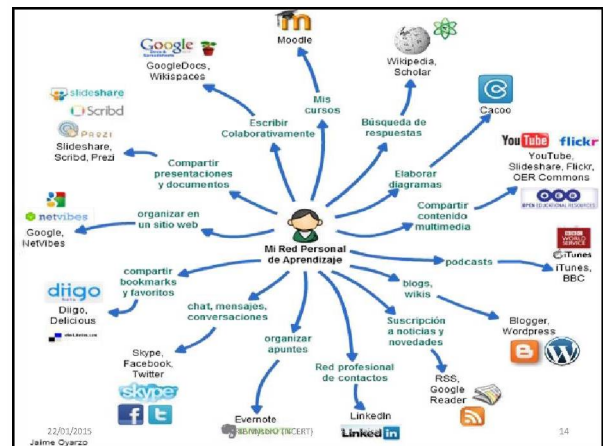
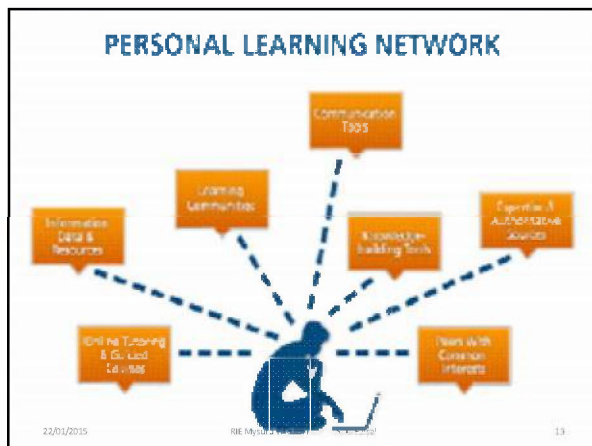
-Merriam Webster's Dictionary (2014)



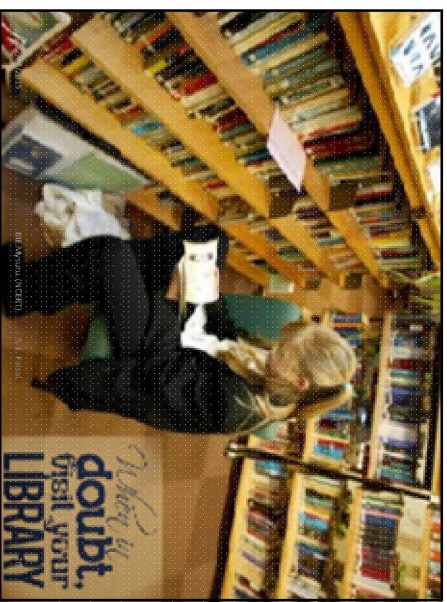
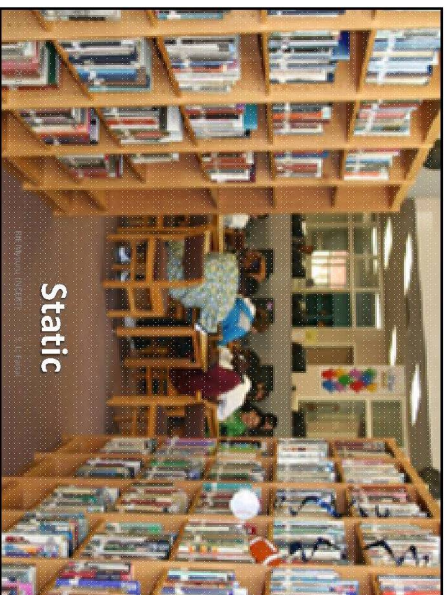
Crawl	Walk	Run
Web 1.0	Web 2.0	Web 3.0
Mostly Read-Only	Wildly Read-Write	Portable & Personal
Company Focus	Community Focus	Individual Focus
Home Pages	Blogs / Wikis	Ustream / Vimeos
Owning Content	Sharing Content	Consolidating Content
Web Forms	Web Applications	Smart Applications
Directories	Tagging	User Behavior
Public Viewers	Guest Post Click	User Engagement
Banner Advertising	Interactive Advertising	Behavioral Advertising
Enterprise Online	Wikimedia	The Semantic Web



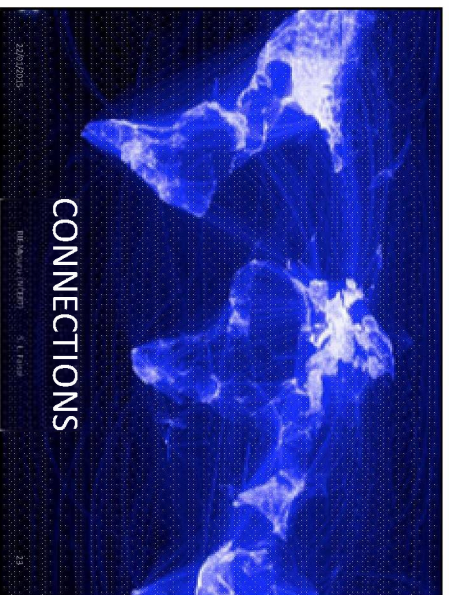
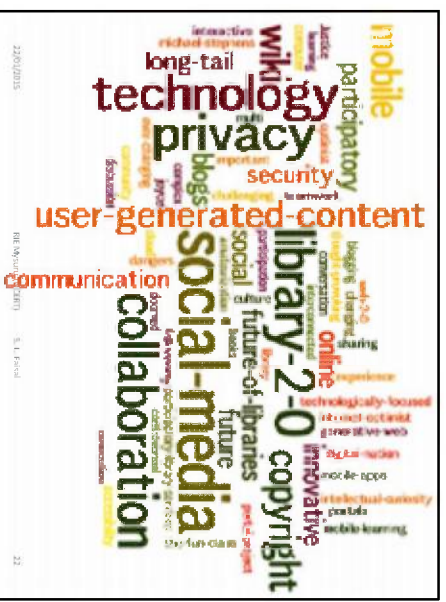




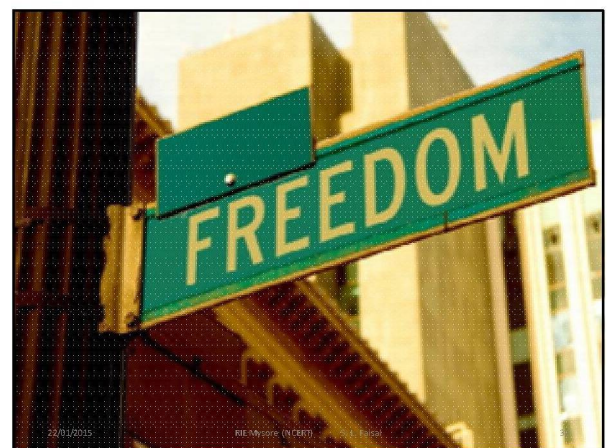
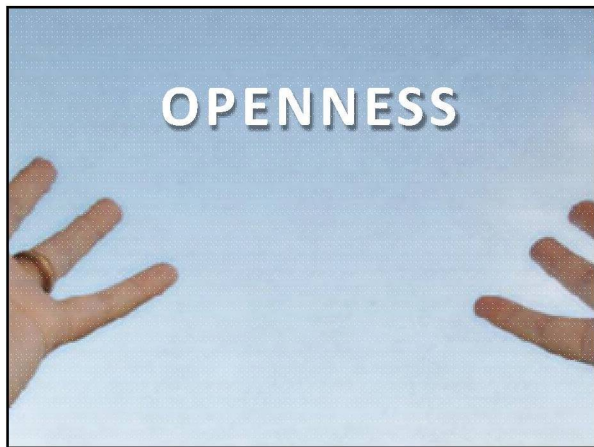
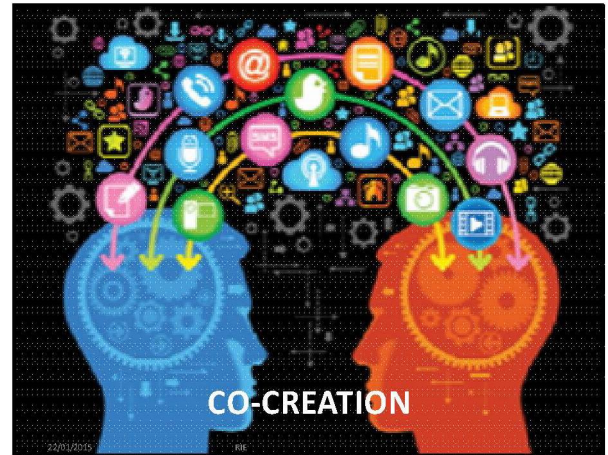




Division	Library 1.0	Library 2.0	Library 3.0
Period	1990-2005	2005-2010	2010-2020
Interaction Technologies	Single, one-sided MARC, HTML	Bi-directional, public Big RS, Wikis, Ajax Flickr, bookmarks, mashups, etc.	Personalized, customized Semantic search, Ontology, Mobile technology, AI, Context awareness, Cloud computing
Keywords	Publication	Participation, sharing and openness	Semantic web, Metadata, and Ontologies
Providing Information	Library-centric production, Accumulation centered	Reproduction through user participation	Machine meets user needs
Information consumption	Read	Read, write	Read, write, execute
Information users	Human	Human	Human, machine
Information powers	Closed, centralized, Librarian-centric	Popularized, central zed, User-centric	Decentralization/screening only the information required, Dispersion of power between users
Corresponding	PC	PC, Mobile	PC, Mobile-Pad, Accessories like watch, etc.



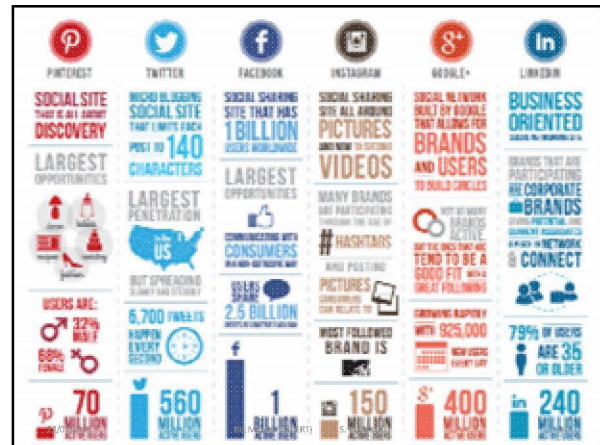
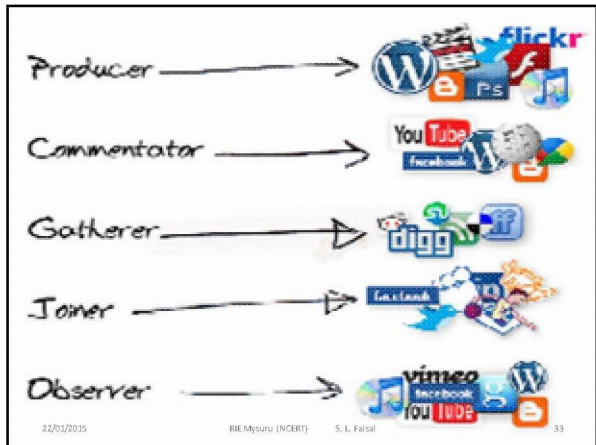






# Social Media Landscape

The diagram illustrates the 'Social Media Landscape' with a central blue circle labeled 'Social Media'. Surrounding this central hub are eight blue circles, each representing a different category of social media or service, connected by arrows. These categories are: Public, Video, Music, Mobile, Email, Virtual Worlds, Social Networks, and News. Each category is further populated with logos of relevant platforms and services. For example, the 'Public' category includes Wikipedia, Google+, and Digg. The 'Video' category includes YouTube, Vimeo, and Dailymotion. The 'Music' category includes SoundCloud, Last.fm, and Pandora. The 'Mobile' category includes Twitter, Facebook, and LinkedIn. The 'Email' category includes Gmail, Yahoo!, and Outlook. The 'Virtual Worlds' category includes Second Life and World of Warcraft. The 'Social Networks' category includes MySpace, Facebook, and LinkedIn. The 'News' category includes CNN, BBC, and Reuters. The diagram also includes a small 'Feed' icon in the bottom left corner and a 'Feed' icon in the bottom right corner.

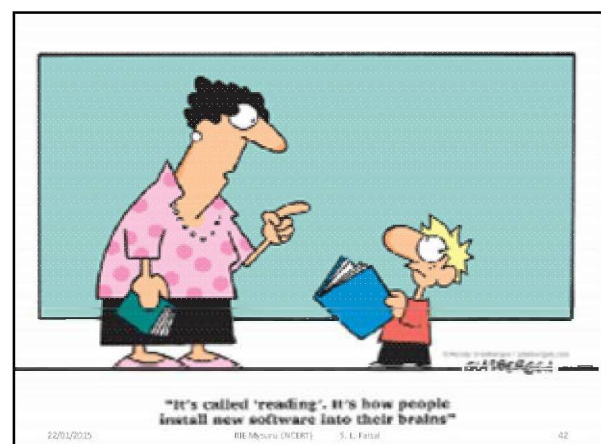
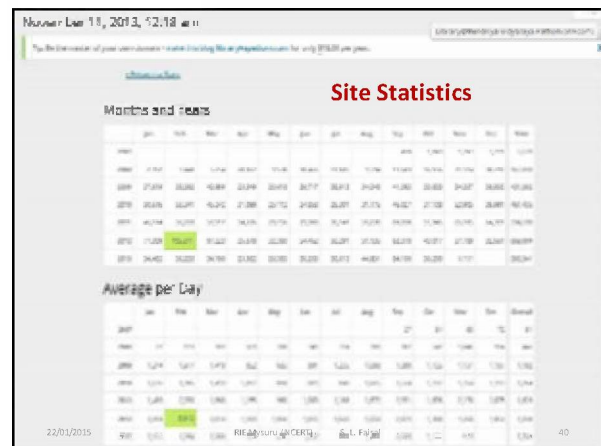


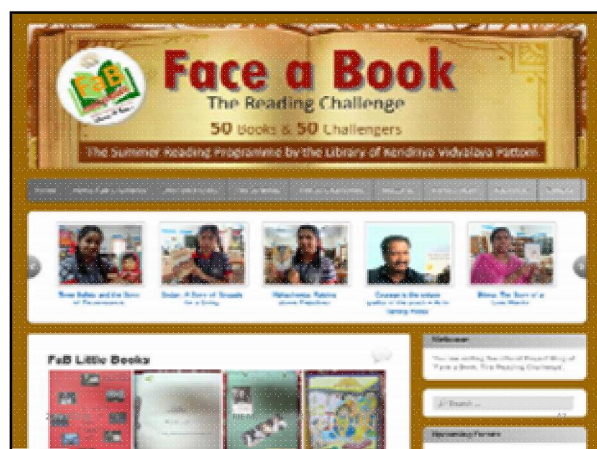
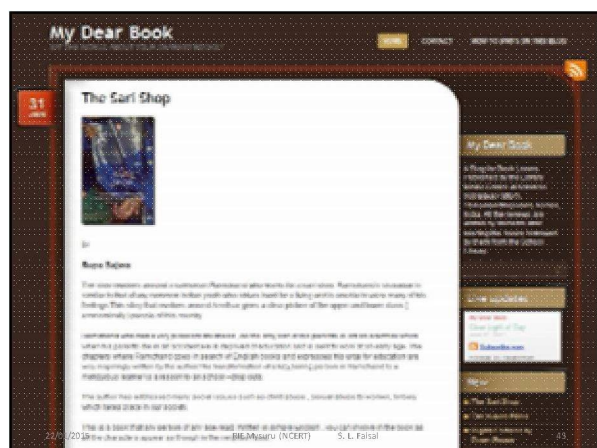
- To seek opinion on the library and its services for self-evaluation purposes, to encourage debate and to instigate an opportunity to respond to library user feedback;
- To reach library users in their homes or 'virtual spaces' as today's modern online library is no longer solely relying on its physical space as an access point;
- To publicize events, services, news and presence;
- To encourage collaboration, for example through collection development and building repositories of collaborative content specific to certain user groups;
- To increase usage of library collections by promoting new and existing content;
- To connect with other librarians and keep abreast of industry news;
- To build a sense of community with both users and also with





*"a frequently updated website consisting of dated entries arranged in reverse chronological order so the most recent post appears first. Typically weblogs are published by individual and their style is personal and informal".*

[illegible]



**Blogs can be used as**

- an information and communication medium: to inform, announce to, and communicate with the users and get their feedback on library resources and services.
- a library marketing and promotional tool: to market, promote and publicize new resources, events and services through RSS, email subscription and other features.
- a platform to share and create content collaboratively with users through messages, comments and forums.

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## Wiki

A "Wiki" is a website or database developed collaboratively by a community of users, allowing any user to add and edit content.

Think about 'Wikipedia'.

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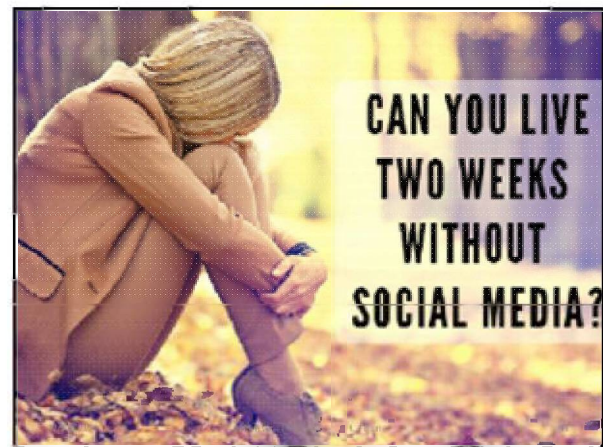


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## Social Networks

The main purpose of using social networking websites as library services is to,

- (i) publicize and promote library resources and activities
- (ii) provide current awareness service (new resources, journal alerts, library timing, etc.)
- (iii) Interact with users and get feedback and to
- (iv) reach out to the users at their own space and time.

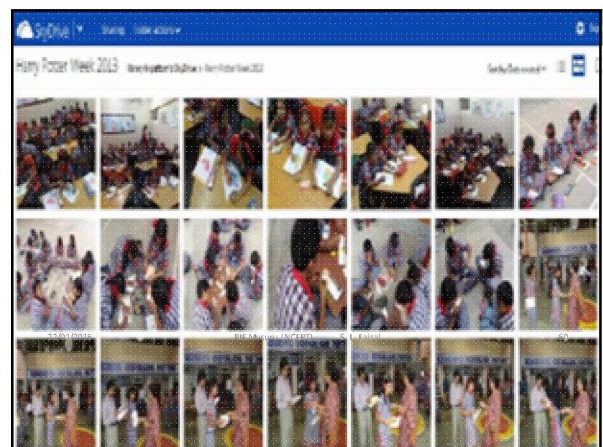
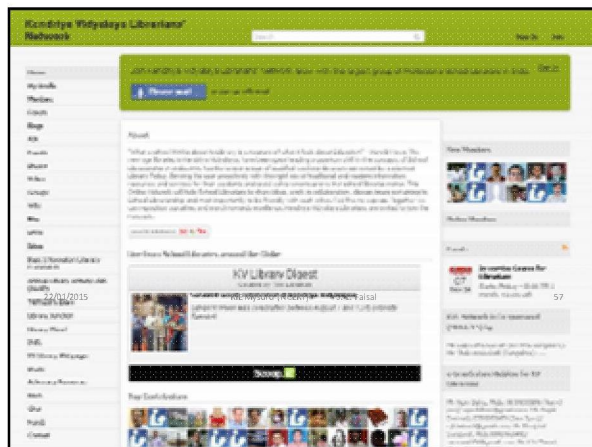
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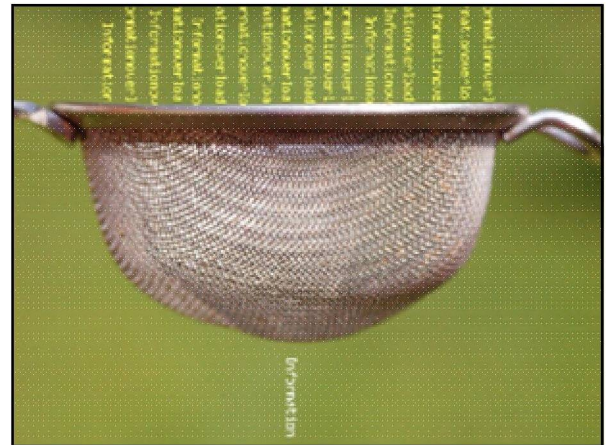
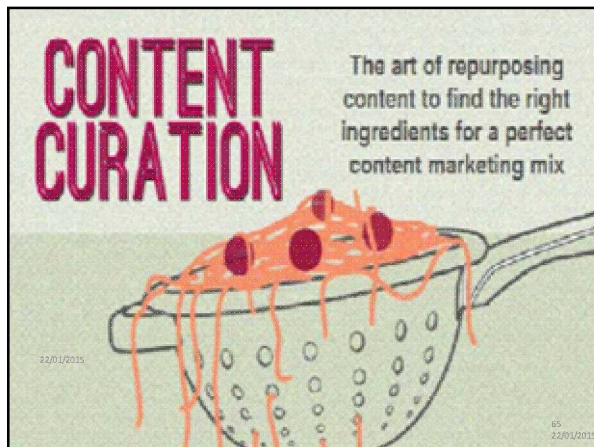
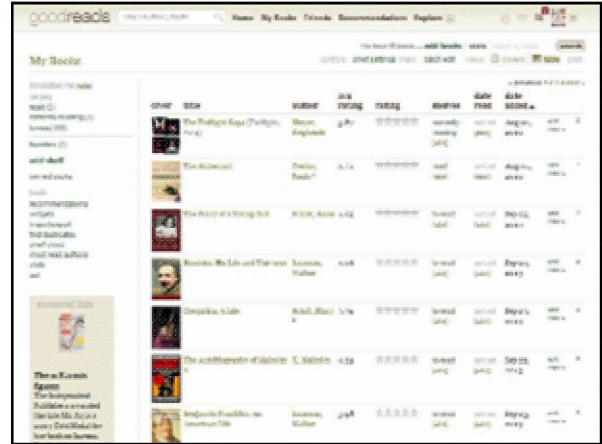
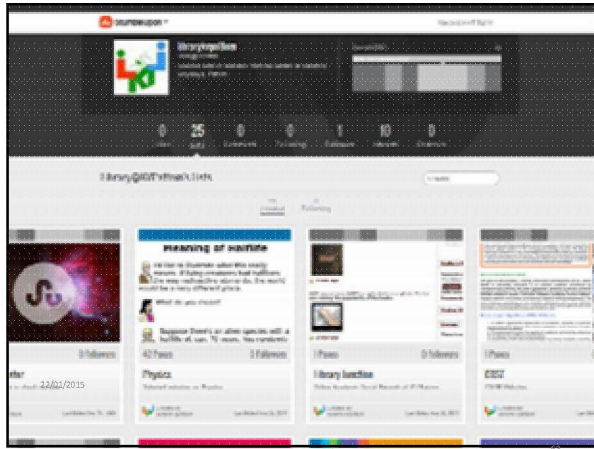
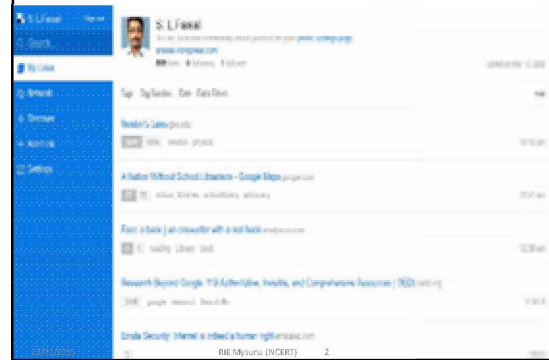
## Social Bookmarking & Tagging

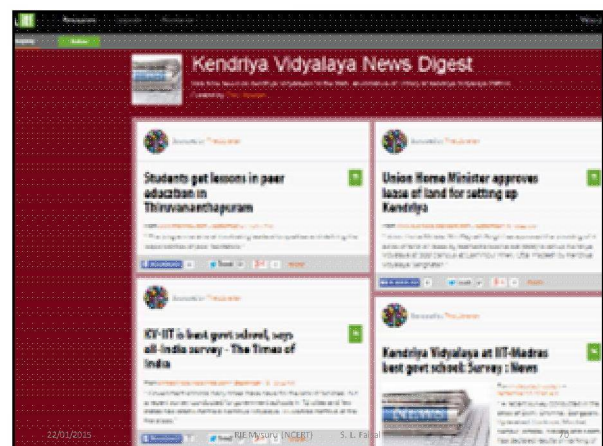
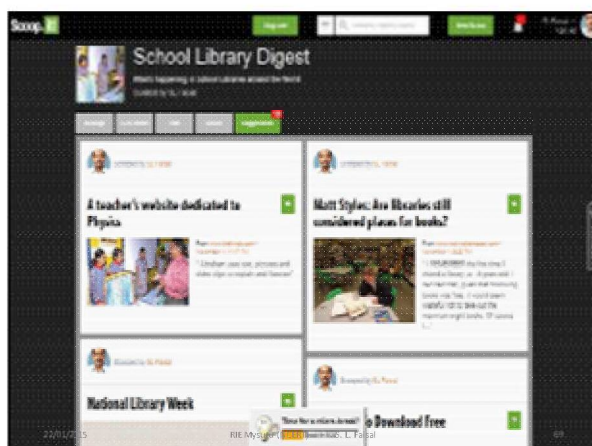
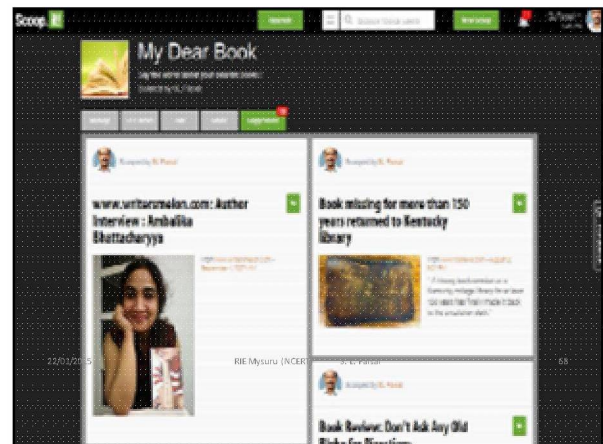
*An online social bookmarking service enable users to add, annotate, edit, and share bookmarks of web documents.*

*In tagging, a user assigned tags (keywords or terms or subject headings) to a piece of information on the web, like a picture, a blog entry, a video clip, an audio file, etc.*

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## Social Bookmarking

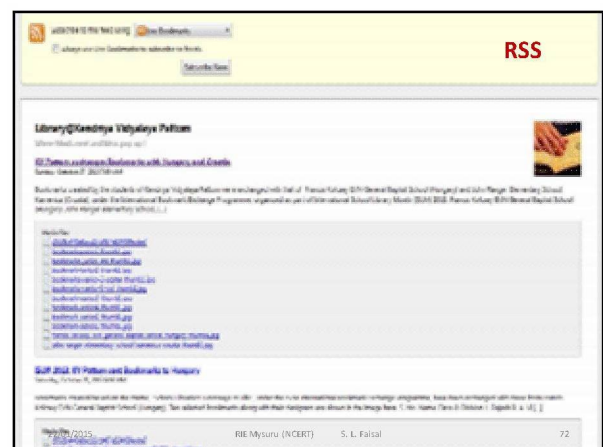




**RSS**

*RSS stands for Really Simple Syndication or Rich Site Summary. This is a family of (XML based) data formats which allow users to find out the updates to the content of RSS enabled websites, blogs, or podcasts without actually having to go and visit the website.*

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## Why 'Library 2.0' is happening?

- Open platforms
- Countless tools & applications •
- Free but provides great reach
- No programming skills required •
- Learning through exploration
- Device independent
- Connected users everywhere

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## Why in School Libraries??

### The Users are..

- Digital Natives
- Digital/Media literates
- 'Networked' Age Group (11-17)
- Reluctant to be guided
- Like to remain in self created hide-outs
- Open to cyber threats

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## Advantages

- Financially the costs of using social media are perceived to be low;
- It requires little training;
  - It promotes library services and disseminates news quickly, delivering this information more directly to library users;
- It increases engagement and interactions with library users;
- It helps gather feedback to enhance user services;
- The promotion of library holdings via social media can help increase usage of content;
- It enhances communication both within the library and with other departments;
- It can be used for outreach activities through onward sharing, well beyond the institution itself, helping build connections and reputation more broadly.

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## Tips to sustain

- Decide the purpose
- Planning and Preparation
- Think big and start small
- Decide on what to post
- get the tone right
- Combine Content Creation & Content Curation:

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- Create your brand
- Take Part in the Conversation
- Promote Library Events
- Claim your location
- Try Out Visual Social Media
- Engage Patrons with Contests
- Feature patrons

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## USER EDUCATION /ORIENTATION PROGRAMME

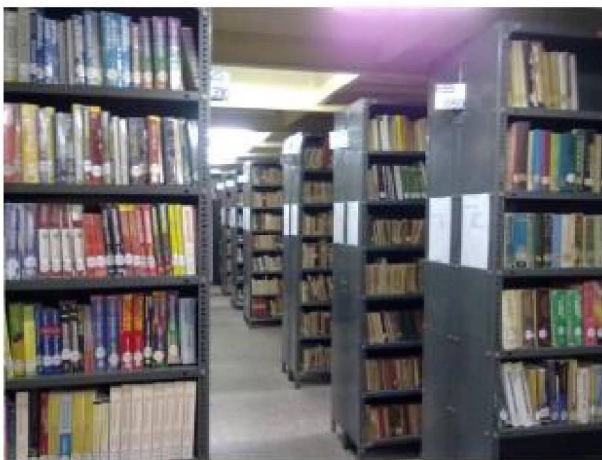
### Of Your Library

Ronald Prakash Cutinha  
Librarian,  
St. Philomena's College (autonomous)  
Mysore

## What is a Library ?

A Library is a collection of information sources and services and the structure in which it is housed. It is organized for use and maintained by a public body, an institution, or a private individual.

Source: Wikipedia, the free encyclopedia





### Information sources

- Any document which provides the users of libraries with the information sought.
- The data or records providing the basis for an information search.
- An information source is a data or document available in many forms.

### Types of Information sources

- | Primary sources
- | Secondary sources
- | Tertiary sources

### Primary sources

- Journals/Periodicals/Serials
- Reports
- Patents
- Standards
- Trade literature
- Thesis/dissertation

### Secondary sources

- Textbooks, treatises
- Dictionaries
- Encyclopedias
- Bibliographies
- Review Monographs
- Biographical/geographical sources
- Handbooks and Manuals

### Tertiary Sources

- Directories
- Yearbooks
- Almanacs

### Audio-Visual Sources

- Microfilms
- Magnetic Tapes
- Video Cassettes

### Computerized Information Sources

- CD-ROMs
- DVDs
- Online databases
- INTERNET

### Library Services

- Borrowing Service
- Reference Service
- Periodicals/Newspaper Service (Reading Room)
- Reprographic Service
- E- Resources Service
- Any other

### E - resources

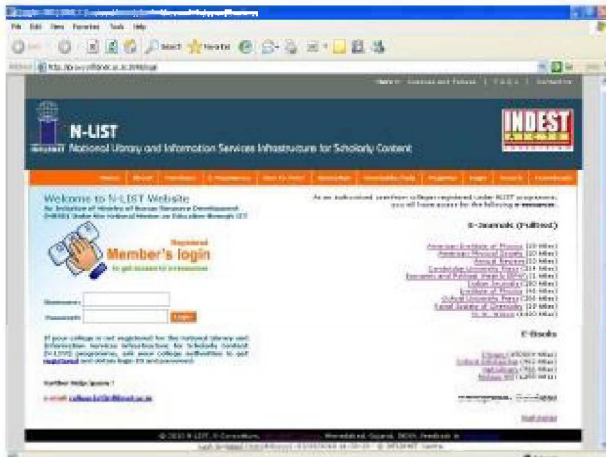
Electronic resources comprises

- Library Online Catalog,
- CD-ROMs,
- Online Journals,
- Databases, e-Newspapers, e-Magazines
- E-Reference Materials like dictionaries, Encyclopedias etc
- Open Access Journals,
- e-books, etc.



<http://nlist.inflibnet.ac.in>





## Open Access Journals

Open-access (OA) literature is digital, online, free of charge and free of most copyright and licensing restrictions. To access Full text electronic journals click on the following links:

<http://www.doaj.org/>  
<http://www.openj-gate.com/>  
<http://www.allacademic.com/>  
<http://www.bioline.org.br/journals>  
<http://www.netsci-journal.com/>  
<http://www.newscientist.com/>  
<http://econlitn.ilt.bris.ac.uk/cheer.htm>  
<http://www.opendoar.org/>

## Featured Magazines



## E-Newspapers



## Reading Habits

The ALA observes that:

"Reading is a foundational skill for 21<sup>st</sup> century learners. Learners must read for enjoyment as well as for information."  
Much of what you learn in and out of school comes to you through reading

## Reading Habits

- The United Nations has identified a few core skills that are essential in individuals who can become globally competent. Of this language competence, computer skills, knowledge of cultural mores and team building capacity are given primacy.

## Library

Library does not have to teach children to read but to provide them with a reason to read.

- Update and customize.
  - Create friendly zones.
  - Role of teacher-librarians.
  - Apprenticeship for students at the library.
  - Student-led campus library.
  - If possible introduce individual dashboards to help evaluation of credits.
- Library time helps on a long-term basis.

## SUMMARY AND REFLECTION

- Librarians must partner with teachers to ensure sound reading habits.
- Provide space and integrate "Reading Programmes" into the stated curriculum
- "Reading furnishes the mind with only materials of knowledge; it is thinking that makes what we read, ours" John Locke

## Additional Skill

- In addition to having good basic and technical **skills**, today's world demands workers to have good interpersonal or **soft skills**, as well. A study conducted by the Stanford Research Institute and Carnegie Melon Foundation found that 75 percent of long-term job success depended on interpersonal or **soft skills**, and only 25 percent on technical knowledge.

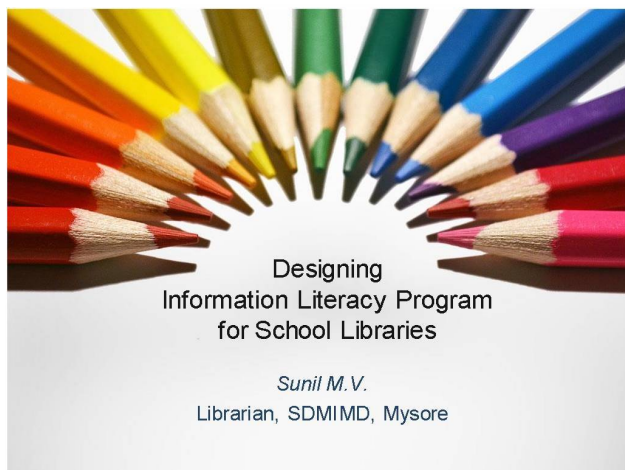
- **Soft skills** are the cluster of personality traits, social graces, language **skills**, friendliness, and optimism that mark each of us to varying degrees. **Soft skills** are about projecting oneself and one's Professional **skills** in the best possible way.

An investment in knowledge

Always pays the best interest

- Benjamin Franklin

*From Heritage roots to Global Excellence*



## Agenda

1. To understand the concept of information literacy, its importance and need in school environment
2. To appreciate the different dimensions of information literacy and applicability in children lifelong learning
3. To figure out how to design the information literacy program in school library environment



## Why Information Literacy?

- To clear the 'Data Smog'
- To understand how to use information
- To use information ethically
- To adhere to the best practices of academic world

Zurkowski (1974) who introduced the phrase 'information literacy' says 'information literacy incorporate competencies that an informed citizen of an information society ought to possess to participate intelligently and actively in that society'.



## Data Smog

- \* David Shenk coined the word 'Data Smog' in 1984
- Volume available, speed of flow, authenticity of source, unease to use information, resulting in failing to use the information and decision-making.
- The data smog has impacted on the reading habit, identification of information, locating the information source and lifelong learning of our children.



## What is Information Literacy?

Paul G. Zurkowski introduced the concept of 'Information Literacy' in the report of the National Commission on Libraries and Information Science in 1974.

Zurkowski introduced the concept of Information Literacy while differentiating between a 'literate' and 'information literate'.

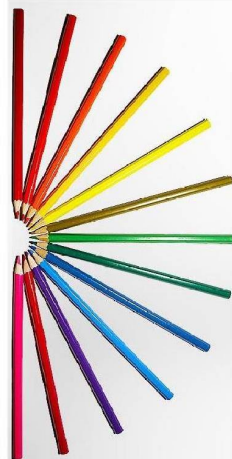
He defines the concept as 'techniques and skills required for utilizing the wide range of information tools as well as primary sources in molding information solutions to a problem'.



## Definition we adopt

Information literacy is all about knowing when and why you need information, where to find it, and how to evaluate, use and communicate it in an ethical manner.

The skills that are required to be information literate call for an understanding of: a need for information; the resources available; how to find information; the need to evaluate results; how to work with or exploit results; ethics and responsibility of use; how to communicate or share your findings; and, how to manage your findings.





## Dimensions of IL

Intellectual Property Right

- Industrial Property Right
- Copyright

Digital Rights Management  
Creative Commons

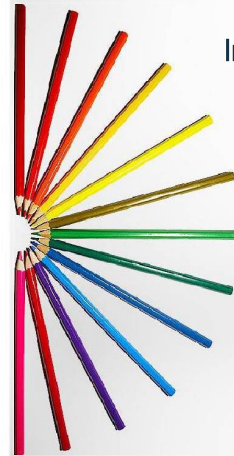
Reference & Referencing Styles



## Intellectual Property Rights

Intellectual property rights are the rights given to persons over the creations of their minds.

- literary, artistic and scientific works,
- presentations of performing artists, phonograms and broadcasts,
- inventions in all fields of human endeavor,
- scientific discoveries,
- industrial designs,
- trademarks, service marks and commercial names and designations,
- protection against unfair competition,
- and all other rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields



## Industrial Property Right

Trademark and Patent are the two component which are widely discussed under this right.

a trademark is a recognizable sign, design or expression which distinguishes products or services of a particular trader from the similar products or services of other traders;

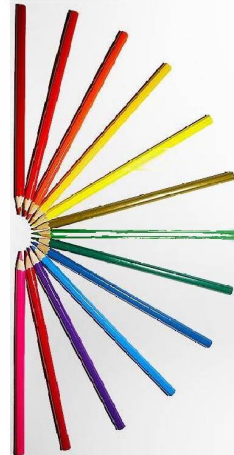
a patent is a grant by the government honoring exclusive rights for a new, useful and non-obvious invention in exchange for the disclosure of that invention.



## Copyrights

A copyright gives the creator/author of original work exclusive rights to it.

The authors of literary and artistic works (such as books and other writings, musical compositions, paintings, sculpture, computer programs and films) are protected by copyright, for a minimum period of 50 years after the death of the author



## Digital Rights Management

DRM is a set of access control technologies that are used to impose the usage policies framed by the copyright holder of the content or information product.

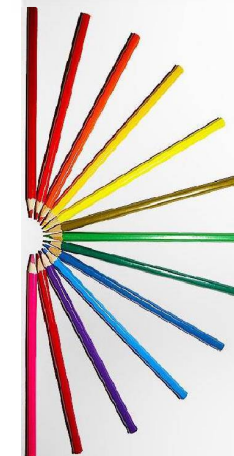
The Digital Rights Management (DRM) was introduced initially with an intent is to control copying; with the demand from the creator / authors, publishers, aggregators and distributor of information products the further research aimed at controlling the users in terms of - executing, viewing, copying, printing, and altering of works or devices.



## Creative Commons

A Creative Commons (CC) license is one of several public copyright licenses that enable the free distribution of an otherwise copyrighted work.

A CC license is used when an author wants to give people the right to share, use, and build upon a work that they have created.



## Creative Commons (Contd.)

Icon	Description	Acronym
	Attribution alone	BY
	Attribution + NoDerivatives	BY-ND
	Attribution + ShareAlike	BY-SA
	Attribution + Noncommercial	BY-NC
	Attribution + Noncommercial + NoDerivatives	BY-NC-ND
	Attribution + Noncommercial + ShareAlike	BY-NC-SA

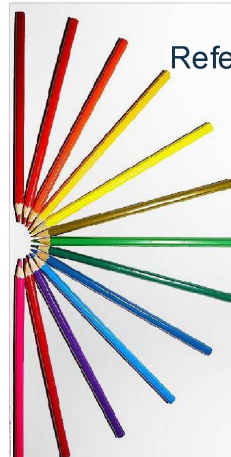


## Reference & Referencing Style

Acknowledging the creator / author of the information source material from which we have gained the knowledge is the ethical practice followed and appreciated in the academic world.

The method or style for acknowledgement is called referencing.

The 3 main reasons for referencing is - to give credit to the original author; to indicate the writer's own research credibility; and to enable others to locate the original work, or actual words.



## Benefits of ILP

This basic Information literacy curriculum is aimed at developing the skills of students to:

- recognize their information needs;
- locate and evaluate the quality of information;
- store and retrieve information;
- make effective and ethical use of information; and
- apply information to create and communicate knowledge



## Expected Outcomes

### Standard 3. Define the Information Need

Students will be able to define problems competently and identify information needs.

### Standard 4. Develop Information Seeking Strategies

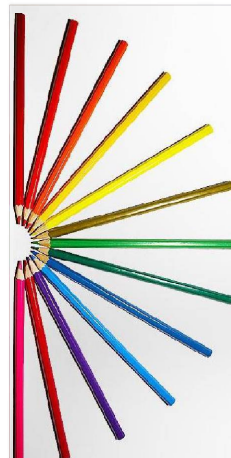
Students will be able to develop strategies to find information relevant to their question or personal need.

### Standard 5. Locate and Access Information

Students will be able to access and gather information efficiently and effectively.

### Standard 6. Use Information

Students will be able to evaluate resources for their appropriateness, select the best and extract the most relevant information.



## Expected Outcomes

### Standard 7. Synthesize Information

Students will organize new information from multiple sources to construct a product that communicates the results of their research.

### Standard 8. Participate in Collaborative Activities

Students will participate effectively in groups to pursue and generate information.

### Standard 9. Evaluate the Process and the Product

Students will evaluate both the research process and the final product. This may include both self and peer evaluation.

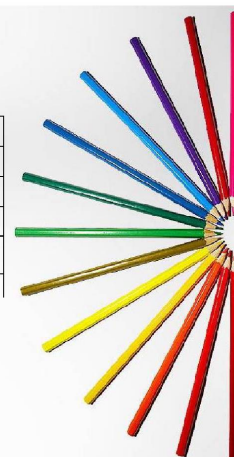
### Standard 10. Appreciate Literature

Students will gain an increased enjoyment of literature and grow in their abilities to locate and select appropriate reading materials independently.



## Big6 IL Model

Stage 1: Task Definition	Step 1: Define the information problem Step 2: Identify information needed
Stage 2: Information Seeking Strategies	Step 1: Determine all possible sources Step 2: Select the best sources
Stage 3: Location and Access	Step 1: Locate sources (electronically, physically) Step 2: Find information within sources
Stage 4: Use of Information	Step 1: Engage (e.g., read, hear, view, touch) Step 2: Extract relevant information
Stage 5: Synthesis	Step 1: Organize from multiple sources Step 2: Present the information
Stage 6: Evaluation	Step 1: Judge the product (effectiveness) Step 2: Judge the process (efficiency)





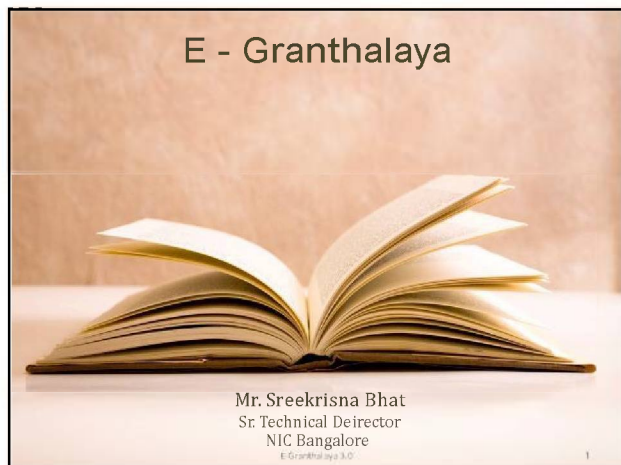
- Group Activity Sheet
- Pen
- Pencil

## Activity

## Conclusion

Schools that are truly committed to preparing their students for information world libraries should take notice of the need of information literacy initiative and move further.





## Contents

- Installation Guide
- Creating Library
- Taking backup
- Restoring backup
- Cataloguing Module
- Circulation Module
- Install IIS Server and WebOPAC
- Email Integration
- FAQ

## Installation Guide

- E-Granthalaya runs only on Windows platform.

### 1. Hardware Requirements

One Server PC

- i. Standard Configuration with Minimum 2GB RAM
- ii. 80GB or above HDD
- iii. Network/Internet Connectivity

Client

- i. P-4 PC with standard configuration
- ii. Minimum 2GB RAM
- iii. Minimum 40 GB HDD
- iv. Network/LAN /Internet Connectivity

### 2. Software Requirements

Server PC

- i. Windows Server 2008/R2 Higher
- ii. MS SQL Server 2005/2008/2008 R2[Standard Edition] for Client/Server Mode

Client

- i. Windows XP/Vista/Windows 7

## Installation Guide

- Run Setup to Install **MS SQL Server 2005**(Express Edition) from CD to install s Server.
- Run **eG3 Client Program** Setup from CD to install e-Granthalaya Data Entry Program.
- Egranthalaya can be implemented in 2 Modes.
  - I. Stand-Alone Mode (one PC)
  - II. Client/Server Mode (One Server PC and many Client)
- If it is installed in Client/Server Mode then make Database Connectivity.
  - i. Database Server : (Local)\SQLEXPRESS or IP Address of server name of SQL Server Instance
  - ii. Database : GRANTH3
  - iii. User : garnth3
  - iv. Password : granth3

## Creating Library

- Adding Library Details
- Adding User Details

Creating Library

→

Adding Library Details

- Code
- Name
- Location
- City
- Parent Body
- Address

→

Adding User Details

- Code
- Name
- Password
- Retype Password

## Taking Backup

- E-granthalaya uses MS SQL Server database management system to store the data of the library. So it is essential to keep backup of database of the library and that can be restored later at any time.
- Database must be backup on the hard disk and later backup file must be stored in CD ROM or pen drive.
- Follow the steps to perform backup
  - i. Create Library Folder in C/D drive of the server PC where the database is residing.
  - ii. Go to Database Utilities --> Database backup and Recovery menu under ADMIN module.
  - iii. Select Drive/Folder from the dropdown.
  - iv. Press backup button to perform backup.
  - v. Once the backup process is complete, it gives message about the path of backup and its name.

## Restoring Backup

- Database Restore Facility will Restore your current Database from last backup file. In this existing records will be replaced with the records available in your backup file.
- Main Purpose of Restoring is if the Database has been corrupted or if the data is not accessible.
- Follow the steps to perform restore
  - Go to Database Utilities -->Database backup and Recovery menu under ADMIN module.
  - Press Browse database backup file and window will pop up
  - Select the backup file
  - Press Restore Database over current Database



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## Cataloguing Module

This module is used to add Book Details in cataloging record to generate full catalog records.

The module consist of following menu.

- [Retro Conversion](#)
- [Full Catalog](#)
- [Change Copy Status](#)
- [Update Holding Info](#)
- [Status Wise Collection](#)
- [Stock Verification](#)
- [Bar code Labels](#)



Cataloging Module

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### **1. Retro Conversion**

- Form is used to add book records for existing collection / new books directly without using ACQUISITION Module.
- Retro Conversion utility is the shortcut where you can add the book data directly without adding Purchasing details of the book like Cost, Vendor, Bill No etc.



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### **2. Full Catalog**

- Form is used to add library records for existing collection of the library. It has Three parts.
  - Catalog Info – Catalog Details of the Books
  - Acquisition Info – Purchasing Details(Optional)
  - Holding Info – Copy Details of the titles with Accession Numbers



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### **3. Change Copy Status**

- Form is used to change the status of the copy of a title.
- There are various status of the copies in a library such as Available, Issued, Damaged, Lost etc.
- You can add Number of Status in Admin Module Master Data -->Copies Status Form



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### **4. Update Holding Info**

- Form is used to update Holding /modify the Records.
- Using Accession Number can retrieve the holding record.



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### 5. Status Wise Collection

- Form is used to view report of the collection in library depending on the Status of the copies such as Issued, Lost, Missing, and Damaged etc.
- User can take the report by selecting desired "Status" from drop down menu.
- Records can also be searched on the basis of Title, Accession Number, Cat Number and also user can select order by/ sort by option to display results in particular manner.



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### 6. Stock Verification

- Form is used to carry out "Stock Verification" of the existing collection of the Library. Following steps are there in SV.  
**STEP1:** Initiate SV Process by just typing YEAR in 'yyyy' format and press Initiate button. It will create SVYEAR name in HOLDING Table.  
**STEP2:** Click the button to 'Transfer Existing Holding Record Status except 'Available' of all accession number to newly created column. Refresh the GRID.  
**STEP3:** Update the current status of each copy Available by typing Accession Number and keep the Status Available from drop down before pressing Update button.  
**STEP4:** Click button 'Get Un-Traced Books' for those holding records in the above Grid without any status under SV column. Click Generate Report to take print of the Un-Traced Books.



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### 7. Barcode Label Labels

- Form is used to generate Bar Code Labels and to print the same on Bar Code / Thermal Printer or Laser Printer.
- To print the barcode labels on Bar Code Printer you need to PRN File for that particular model of printer to integrate it with e-Granthalaya Software.
- Profile is a text file which contains Programming Code/Settings for each printer.
- Barcode Labels prints the Bar code Lines from Accession Number, Class No, Book No, Library Code etc.
- Bar code Labels can also be printed by Laser Printer.



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## Circulation Module

Form is used to automate circulation activities such as making memberships, issue and return of documents generating over due notice reminders etc., The module consist of following menu.

- [1. Add Member Groups/Faculties/Division](#)
- [2. Add Designation/Sub-Categories](#)
- [3. Register Members](#)
- [4. Issue/Reserve](#)
- [5. Return/Renew](#)
- [6. View Circulation Transactions](#)
- [7. Generate Over due Notice](#)
- [8. Workflow](#)



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### 1. Add Member Groups/Faculties/Division

- Form is used to add/edit/delete the groups/faculties/division exists in the particular Library.
- Categories may be in School/College Libraries.  
For ex: Teachers, Non-Teachers, Students, Admin, and Account Section.

### 2. Add Member Sub-Categories

- Form is used to add/edit/delete the designations and categories of the members.
- Sub-Categories may be
  - Lectures, Asst Professors(Colleges)
  - Class X, XI, XII (Students Class)



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### 3. Member Registration

- Form is used to add/edit/delete the Membership Record to whom books will be circulated.
- Existing Member records will be displayed in the Data Grid.
- To add new member record press Add New button. Type the contents in the corresponding fields. Fields in Red colors are mandatory.
- If member want to access online services of the library using Web OPAC, then library needs to create a password for every member.
- User is having the option to add the member photo to the individual record.(during Add New or Edit Process)
- Members Cards can also be printed in e-Granthalaya by pressing Print Card button.
- Reports can be generated by pressing print button.



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#### 4. Issue and reserve

- Form is used to issue the library documents to the library members. So Before issuing the book, please verify the identity of the library members.
- Three kinds of documents can be issued on this form i.e., Books, Loose Issues, Bar Code given on the form.
- To issue or Reserve documents follow the below steps
  - Type "Membership No" in the field on the left top corner. Press Tab button. That will display member information.
  - Select Type of documents in radio button on top of the screen.
  - Type Accession Number in the Accession No Field.
- Press Issue or Reserve button.
- Email and SMS is integrated in e-Granthalaya. So Before issue, select the Send Mail option from the bottom of the form to send the mail to member. Also you must set the email account in MS Outlook.



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#### 5. Return and Renew

- Form is used to "Return" the issued documents.
- To return the issued documents follow the steps
  - Select type of document from Radio button on the top of the screen.
  - Type the Accession No of the book to be returned in the field of Accession Number. Press TAB button to display the record.
  - If there is any time to be collected, check it.
  - Press return Button
- While Returning the copy, user can also send email to the member.
- User can also send SMS to the member Mobile No while returning the book just by checking Send SMS Alert on the bottom of the screen.
- Generate Receipt if any fine is there



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#### 6. View Circulation Transaction

- Form is used to view Circulation Transaction done in the library. It shows the details of various kinds about the transaction.
- Transaction can be filtered based on various inputs available i.e.
  - Based on Material Type
  - Accession No
  - Library Member
  - Library Staff
  - Designation
  - Group wise
  - Date Wise
- To search type text in any of the fields and Press Search button.
- Results will be displayed in the Data Grid.
- User can take the print Results by pressing Print Button.



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#### 7. Generate Over Due Notice

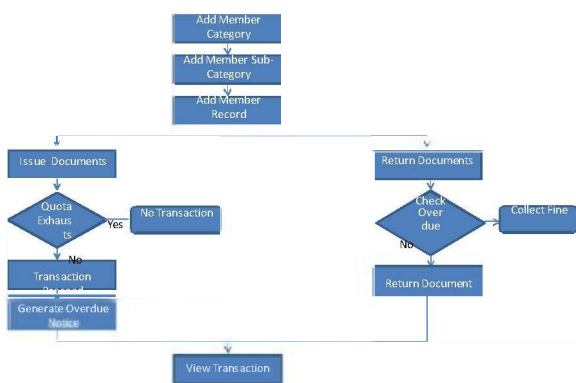
- Form is used to generate the "Over Due Notice" to the library member to request them to return the books in the Library.
- Over Due Notice will be generated to the individual member.
- To generate overdue notice follow the steps.
  - Add Text Message for Over due Notice using "Message and Text" under Master Data in ADMIN Module.
  - Type the Member Number in the field of Member No and Press TAB button.
  - If any over due, list of books will be displayed in the Data Grid.
  - Select "Text Message From" from the dropdown of "Text Message"
  - Press Print Button.



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#### Workflow



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#### Install IIS Server and Web OPAC

- "Web-OPAC" is a web based search interface to access the library catalogs over Internet/Intranet.
- Web-OPAC is a "Server-Based" component and must be installed in Server PC.
  - e-Granthalaya software in Client-Server Mode, then install Web PAC interface in Server PC.
  - e-Granthalaya in Stand-alone mode on Single PC then install Web PAC in these PC only.
- For Installing Web PAC Interface, make sure that PC must be installed with "Internet Information Server(IIS)".



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### Email Integration

- E-Granthalaya is integrated with Email facility where many of the communications generated from the software can be sent direct to the users E-mail Account.
- Communication include Order form, Overdue Notice ,Issue and returns etc.
- Setup Email Account using Gmail Account  
**STEP1:** Start MS Outlook 2007/2010 from All Programs list under Microsoft Office.  
**STEP2:** In case no E-Mail Account, type your Gmail address with password and press Next button.  
**STEP3:** Your Gmail Account will be set automatically and in last press Finish button.



### FAQ

- Find the below PDF file for FAQ List





## 5. Valedictory session and Feedback Session

The last session of the training programme was the feedback and valedictory session. The session was chaired by Prof. D.G.Rao Principal, Regional Institute of Education and Prof. B.S. Upadhyaya, Head, Dept. of Extension Education was present during the session. The session begins with welcome by Dr. B.S. Upadhyaya and Sri. S. Nagaraja, Programme Coordinator, presented a brief report of the five days training programme. Later all the participants gave their feedback about the training programme and expressed their happiness and satisfaction over the planning and conducting of such a useful training programme. Further, the participants expressed that they learnt a lot about the recent developments taken place in the field and use of ICT and web technology for providing improved library services to their clients. Dr. D.G.Rao addressed the participants and Dr. B.S.Upadhyaya rendered vote of thanks.



Valedictory session chaired by Prof. D.G. Rao, Principal, Prof.B.S. Upadhyaya, Head, DEE and Mr. S. Nagaraja, Programme coordinator.



Valedictory session chaired by Prof. D.G. Rao, Principal, Prof.B.S. Upadhyaya, Head, DEE and Mr. S. Nagaraja, Programme co-ordinator.



During the Valedictory session participants giving the feedback

## 6. Feedback and Evaluation of the Training programme:

For the systematic assessing and evaluation of the planning, design, implementation of the training programme a set of questionnaire was distributed to the participants at the end of the programme. All the participants were given a free hand to give their opinions and suggestions on different aspects of the training programme. At the end an analysis was made based on the answer and suggestions given by the participants. The feedback form given to the participants is given below:

**REGIONAL INSTITUTE OF EDUCATION**  
**(National Council of Educational Research & Technology)**  
**MYSORE-570006**

Five days Training Programme  
“Capacity Building of SCERT, DIET and School Librarians to Modernize the Libraries”  
19<sup>th</sup> to 23<sup>rd</sup> January 2015-01-23

### FEEDBACK ANALYSIS

There are three section in this feedback developed for obtaining feedback, opinions and suggestions from the participants attended the training programme. There were 17 participants attended the training programme and all the participants were very much happy about the training programme and response given by them is given below. The first section is about the general aspect of the training programme. The following items were included in the section and response given to four point scale is as follows:

1. General aspect of the training program:

Sl. No.	Aspect/Items	Excellent	Very Good	Good	Average
1	Overall planning of the programme	12	3	2	
2	Schedule of every day programme	8	6	3	
3	Content/Component of the training programme	11	3	2	1
4	Quality of Resource persons	10	6	1	
5	Hands on practice	4	10	3	
6	Laboratory facility for hands on practice	5	9	3	
7	Content of the resource material	7	7	3	
8	Quality of the resource material	10	5	2	
9	Useful of the training material	8	7	2	
10	Hospitality offered by the Institute	9	7	1	
11	Level of Satisfaction	7	8	2	
12	Usefulness of the training programme	6	9	2	



2. What extent the different topics dealt in the training programme helped you to realize the objectives of the training?

Sl. No.	Module/Topics	Very Useful	Useful	Not Useful
1	Collection: Development and Management in School Library	11	6	
2	Designing Information Literacy Programme for School Library	9	8	
3	Activities for the promotion of Reading Habit	13	4	
4	Library Automation	11	6	
5	Social Media and Libraries	8	9	
6	An Overview of eGranthalaya and Installation Procedure	11	6	
7	eGranthalaya -Hands on Practice	8	9	
8	School Library System	10	7	
9	Application of Social Media for School Library System	6	11	
10	Online Resources for School Teachers and Students	9	7	1
11	School Library Infrastructure	8	9	
12	User Orientation Programme	7	10	

3. Overall Opinion and suggestions about the training programme:

Some of the opinions and suggestion given by the participants are:

1. The training programme is organised systematically
2. This training programme is very much useful
3. This programme widens our concept of conventional mode of library to modern advanced stage library and learned many new concepts
4. It helps us to develop our professional skills and in turn helps to improve library services
5. Resource persons selected for this training programme are excellent

Suggestions:

1. Organise such training programme more frequently
2. Increase the duration of the training programme
3. Reduce number of topics to minimum to lessen the burden
4. Give more time for hands on practice
5. Organise exclusive training programme on library automation and eGranthalaya.

Signature:  
Name & Address

## List of Participants

Sl. No.	Name, Designation, Address	Category	Contact Number, & E-mail
		SC/ST/ OBC/Gen	
1	K Puzhpanathan Librarian DIET, Cuddalore Dist Tamilnadu	Gen	9486225459
2	Premnath A R Librarian DIET, Kumulur Tiruchy Dist Tamilnadu 621 712	OBC	9488293826 <a href="mailto:Premlib90@gmail.com">Premlib90@gmail.com</a> <a href="mailto:diettry@en.nic.in">diettry@en.nic.in</a>
3	S Ramakrishna Librarian DIET, thirumurthi Nagar Tirpur/ Coimbatore Dist-642 112	OBC	9443441040 <a href="mailto:dietcbe@nic.in">dietcbe@nic.in</a>
4	B Satyanarayana Lecturer Incharge Librarian Government DIET, Vikorabad Ranga Reddy (Dist) Telangana State	OBC	9908488712 08416-252220 <a href="mailto:dietrangareddy@gmail.com">dietrangareddy@gmail.com</a>
5	Sayedmohammed R P Junior Librarian DRKKMK GSSS Kalpeni Lakshadweep	ST	94461334224
6	Abdul Nazir U P Librarian Mahathma Gandhi Senior Secondary School, Androth Island Lashadwep	ST	9495841707
7	Salahudheen S Librarian J N S S School Kadmath Lakshadweep	ST	9447586031 <a href="mailto:salahchinna@gmail.com">salahchinna@gmail.com</a>
8	Abdul Rahiman M P Librarian DIET, Kavaratti Lakshadweep	ST	9447725937 <a href="mailto:abdumpagt@gmail.com">abdumpagt@gmail.com</a>

9	Ummer Farook K K Jr Librarian GSSS Chettat U T of Lakshadweep	ST	9447372698 <a href="mailto:farookcomrade@gmail.com">farookcomrade@gmail.com</a> <a href="mailto:Farook.comrade@gmail.com">Farook.comrade@gmail.com</a>
10	R Jayanthi Librarian State Council of Educational Research and Training DPI Campus College Road Chennai- 600 006 Tamil Nadu	OBC	9444802771 <a href="mailto:scert@tn.com">scert@tn.com</a>
11	R Parvathy Librarian DIET, Tirur-602025 Tiruvallur Dist Tamilnadu	OBC	9840087622 <a href="mailto:sunilsushil2008@gmail.com">sunilsushil2008@gmail.com</a>
12	B Jaya Raj S A (Biological Sciences) Z. P. H. S. Bollepally, Bhongir, Nalgonda (Dt), Telangana.	OBC	9502644637 <a href="mailto:Ujwal.banala@gmail.com">Ujwal.banala@gmail.com</a>
13	V K Anil Kumar Librarian DIET, Pathanamthitta at Thiruvalla, Kerala.	General	9446070526 <a href="mailto:anilvaipuvila@gmail.com">anilvaipuvila@gmail.com</a>
14	Abdul Rasak Puthiyottil Librarian DIET, Kozhikode Po, Puthur, Vatakara Dt Calicut, Kerala- 673104.	OBC	9846395468 <a href="mailto:kallerirasak@gmail.com">kallerirasak@gmail.com</a>
15	Surekha K R Librarian DIET, Palakkad, Anakkara P. O, Palakkad dt, Kerala.	OBC	9846351426 <a href="mailto:surekhalib@gmail.com">surekhalib@gmail.com</a>
16	Mohamed Ashraf V Librarian DIET, Malappuram, Tirur-2 Malappuram dt, Kerala	OBC	9846169445 <a href="mailto:mdashrafv@gmail.com">mdashrafv@gmail.com</a>
17	Bindu P P Librarian DIET, Kannur, Palegad (P.O), Kannur (Dt), Kerala.	OBC	9495186840 <a href="mailto:bindubabudiet@gmail.com">bindubabudiet@gmail.com</a>





**REGIONAL INSTITUTE OF EDUCATION, MYSORE**  
**Capacity Building of SCERT, DIET and School Librarians to Modernize the Library**

from 19th to 23rd January 2015

