

# Report of PAC programme

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## Report of the PAC programme Design and Development of Online Certificate Course in School Librarianship (CCSL)

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2017

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## Preface

The library is the integral part of school education system. It plays an important role in teaching and learning activities. Many studies have proved that, when teachers and librarians work together, students achieve better levels of literacy, reading, learning, problem solving along with ICT skills. Therefore, each school whether private or public, need to set up a well-equipped library with a full-time qualified librarian with the aim of providing access to appropriate information and make education more meaningful.

The National Curriculum Framework 2005, emphasized that, the School library should be conceptualized as an intellectual space where teachers, children and members of the community can expect to find the means to deepen their knowledge and imagination. Further, it states that School libraries have been a subject of policy recommendations for a long time, but a functional library in the school continues to be a rarity. Owing to this the school children are deprived of good library facility.

Some of the secondary and senior secondary schools have a library and due to the non-availability of qualified school librarians, most of these school libraries are either unutilized or underutilized. Since there is no separate cadre of School librarians in almost all the state government of southern states, the school libraries are managed either by a teacher or by an administrative staff. Hence, the benefits of having a good collection of books and library services are not transferred to the school children. The best person who can effectively manage the school library activities and services is a professionally qualified librarian, but it is not possible to have a qualified librarian in each school in the immediate future. Alternatively, an interested and motivated school teacher can be professionally trained to manage the school library. From the previous experience of organizing a training programme of short term duration of a week for the school teachers, who are looking after the school library was not so successful and the desired results were not encouraging. In view of this, an Online Certificate Course in School Librarianship of six months' duration was conceived and proposed as a PAC programme to the NCERT. It is believed that the capacity building of teacher librarians/ in-charge librarians working in school libraries through this course to manage the school libraries in a scientific manner is very much useful in the changing ICT and web environment.

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Further, the school librarians are expected to possess certain specific skills and competencies to manage library and to successfully face the challenges of providing the library and information services to the young users in the school using latest digital technology is the need of the hour. Through this course, it is expected to achieve this ambitious goal.

The coordinator is very much thankful to the Director, Joint Director and other senior functionaries of NCERT for giving approval to conduct this programme at RIE, Mysuru. The Coordinator is highly grateful to Prof. D. G. Rao, Principal, Regional Institute of Education, Mysuru for his constant support and encouragement in conducting the programme successfully. The support and guidance extended by Prof. G. Vishwanathappa, Head, DEE, and the entire team of extension education is sincerely acknowledged. The coordinator is thankful to Smt. Mousumee Mahapatra, the Computer Assistant of the programme for her continuous tireless service and support in organizing the workshops, contact programmes and designing and in formatting and uploading the course materials on Moodle online e-learning platform. I am also thankful to all the staff of RIE library for their co-operation and support in conducting this programme.

It is expected that this course will be very much useful for the teacher librarians working at School libraries to manage and modernize the library by equipping themselves with required theoretical perspectives, essential professional skills and competencies to manage the school library in digital age.

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Mysuru

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## 1. Introduction

The school library plays an important role in knowledge enhancement, improving reading habit and overall personality of the students. Unfortunately, many of the school libraries in our country are either unutilized or underutilized. Since there is no separate cadre of School librarians in almost all the state government of southern states, the school libraries are managed either by an unqualified teacher or by an administrative staff. Hence, the benefits of having a library and its services are not transferred to the school children. The best person who can effectively manage the school library activities and services is a professionally qualified librarian, but it is not possible to have a qualified librarian in each school in the immediate future. Alternatively, an interested and motivated school teacher can be professionally trained to manage the school library.

The designing and development of such a professional course for a working school teacher and other administrative staff and to decide the platform of delivering the course was the biggest challenge. Even though there are multiple ways of delivering professional course, they are either expensive or cannot be pursued without disturbing the regular job. With this thought in mind, a PAC programme was proposed in RIE, Mysuru for designing, developing and try out an Online Certificate Course in School Librarianship.

## 2. Objectives of the programme

- Design and development of Online Certificate Course for School Librarianship.
- To tryout of online certificate course to develop essential professional skills and competencies among the participants to organize and manage school library effectively and efficiently in ICT and web based environment to provide better library service and facilities to school children.
- Evaluation and Implementation of Online Certificate Course at RIE, Mysuru.

## 3. Need and Justification

The School 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. In knowledge based education system – unlike exam oriented education system, the school libraries play a pivotal role. The importance of libraries in

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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 do have good collection of books but they were poorly managed due to non-availability of professionally trained library staff in the schools.

In the Southern states like Andhra Pradesh Karnataka, Kerala Tamil Nadu and Telangana, the 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 the post of librarians in the cadre of school education system in these states. Hence, there is an urgent need to train and equip the teacher librarians/administrative staff, who are managing the library in schools. This is very much justified and mentioned in NCF 2005, that the “training of teachers in library management and use is required to meet the demands of this situation”.

Further, the Bachelor degree and Post graduate degree in Library science offered by the Universities are mainly concentrating their curriculum aiming to prepare the library professionals for the higher education institutions and school library is totally neglected. In India not even a single university or institution is offering any specialized course or an optional paper for preparing the School librarian.

The school librarians are expected to possess certain specific skills and competencies to manage school library and the challenge to provide the library services to young users in the school in the digital era. Modernization of school library using ICT is the need of the hour. The capacity building of teacher librarians/ in-charge librarians working in school libraries through this course is very much useful in the changing ICT and web environment.

### 4. Methodology

- The Certificate Course in School Librarianship is intended to further the capabilities of participants in organizing, managing school library and providing effective library services in ICT and Web environment.
- This certificate programme will be conducted by using blended approach with online and face-to-face programme.
- For designing and developing the course and course materials two workshops of three days' duration will be conducted by involving Library professionals and teachers of library science from universities and institutions having expertise in the field of School librarianship.
- Twenty-five participants from five southern states and two Union Territories with a minimum of Bachelor degree will be admitted in to the course.
- The duration of the course is six months with two face to face interventions for 10 days' duration, which will include lectures from experts, demonstrations and hands on practice sessions.

After validation the finalized material will be offered as a certificate programme in School Librarianship (CCSL) through RIEM website using LMS and course will be revised based on the feedback obtained from participants of the course.

### 5. Workshop for design and development of CCSL

The design and development of Online Certificate Course in School Librarianship was developed through workshop mode. The first workshop of the programme was organised for three days' during 29-31 July 2015. The main purpose of this workshop is design and development of the course, its objectives, methodology, structure, contents, the outlines of the course and the evaluation procedure. A total of 10 resource persons for the workshop were identified from the universities, institutions and the constituent units of NCERT based on their expertise in the field of school library and in depth knowledge of Library and Information Science.

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### 5.1 List of Resource Persons

Sr. No.	Details
1	Dr. B. S. Maheswarappa Professor, Department of Library and Information Science, Gulbarga University, Kalaburagi-585106 Karnataka
2	Smt. Usha Mukunda School Librarian and Consultant, D.No-103, 6th Main Road, Malleswaram, Bangalore-560003 Karnataka
3	Dr. J. Manalan College Librarian (SG) Bishop Heber College Tiruchirappalli-620017 Tamil Nadu
4	Dr. Rashmi T. Kumbar Head IET Library, Institute of Engineering & Technology, Ahmedabad University, Commerce Six Roads, Navrangpura, Ahmedabad-380009 Gujarat
5	Mr. S. L. Faisal Librarian, Kendriya Vidyalaya (Shift-I) Pattom, Trivandrum-04 Kerala
6	Dr. B.K. Jha Librarian, Regional Institute of Education, (NCERT), Pushkar Road, Ajmer, Rajasthan
7	Dr. Moortimatee Samantaray Deputy Librarian & Head LDD, NCERT New Delhi-16
8	Dr. Pushpa Lata Negi Librarian, Regional Institute of Education, Sachivalaya Marg, Bhubaneswar-751022 Odisha
9	Dr. P.K. Tripathy Librarian, Regional Institute of Education, Shyamal Hills, Bhopal-462013 Madhya Pradesh
10	Dr. Sunil M.V Librarian SDM IMD, No1, Chamundi Hill Road, Siddharthanagar Mysuru-570011 Karnataka
11	Sri. S. Nagaraja Librarian Regional Institute of Education, Manasagangotri Mysuru- 570 006



### 5.2 Discussions and deliberation during the workshop

During the three days' workshop a detailed discussion about the need and justification of developing and offering the Certificate Course in School Librarianship, its objectives, the target group, the curriculum and the contents was discussed and deliberated in detail. Based on the discussions, the title of the course, its objectives, the target group, duration of the course, the outline of the course were finalized. It was also discussed, deliberated and finalized that the Certificate Course in School Librarianship will be organized under 2 modules, with 6 blocks each and each block will have 3 units.

The resource persons happily came forward to write the units of course materials of their choice. A brief account of the outlines of the units selected for the write up by the resource persons were discussed for making the units simple, effective and uniform in all respect.

### 5.3 Objectives of the course

The objective of CCSL is to develop essential professional skills and competencies among the participants to:

- plan and acquire good collection for school library
- organize and manage school library effectively and efficiently
- provide better library services to school children and teachers in web environment
- nurture reading among school children and initiate collaborative learning
- promote use of web resources among the school children and teachers
- organize Information literacy programmes for the benefit of students and teachers for the effective use of digital and web resources

### 5.4 Target group

- The Certificate Course in School Librarianship is meant for the librarians, in-charge librarians, teacher librarians, and administrative staff of various levels of school education and also for staff working at the block, district and state levels institutions such as BRC, DIET, CTE, IASE and SIE/SCERTs.
- Apart from the government sector, this certificate programme is intended for librarians, teacher librarians, In-charge Librarians, Administrative staff working in the non-governmental and private institutions and agencies.
- The programme is also useful to individuals who have an interest to select school librarianship as a profession.

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## 5.5 Duration

- The programme is of 6-month duration.
- During the course of the 6 months, there will be 2 contact programmes of 10 days each.
- Course work may also be spread out over a maximum period of two years for those who could not complete course work within six months.

## 5.6 Eligibility

- Initially, the certificate course will be for the deputed candidates from school education system with basic computer skills. Later on it will be open to non-deputed candidates.
- The candidates aspiring to join the certificate programme should have a Bachelor's degree in any discipline.

## 5.7 Programme Outline

The Certificate Course in School Librarianship is organized under 2 modules, 6 blocks and 18 units. Each module will be of 3 credits and would consist of 3 blocks with three units under each block.

<b>Module I: School Library: Collection, Organization and Management</b>	<b>Block I: Fundamentals of School Librarianship</b>	<b>Unit 1:</b> School Library: An introduction
		<b>Unit 2:</b> School Librarianship: Roles, Responsibilities, Skills and Competencies
		<b>Unit 3:</b> School Library Infrastructure: Standards, Policies and Practices
	<b>Block II: Collection Development in School Libraries</b>	<b>Unit 4:</b> Collection Development: Principles, Policies and Procedures
		<b>Unit 5:</b> Print and Electronic Resources for a School Library
		<b>Unit 6:</b> Selection Tools, Strategies and Acquisition Process
	<b>Block III: School Library Organization and Management</b>	<b>Unit 7:</b> Classification, Cataloguing and Physical Processing
		<b>Unit 8:</b> Automation of a School Library using e-Granthalaya

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		<b>Unit 9:</b> Library Collection Maintenance, Library Records, Stock Verification and Library Committee
<b>Module II: School Library: Activities, Services and Technologies</b>	<b>Block IV: School Library Activities</b>	<b>Unit 1:</b> Activities to inculcate and enhance Reading
		<b>Unit 2:</b> Collaborative Learning
		<b>Unit 3:</b> Promotion and Publicity
	<b>Block V: Planning and Designing of School Library Services</b>	<b>Unit 4:</b> School Library Services
		<b>Unit 5:</b> Web based Library Services
		<b>Unit 6:</b> Library Instruction and Information Literacy
	<b>Block VI: Technologies for a School Library</b>	<b>Unit 7:</b> Web Tools for a School Library
		<b>Unit 8:</b> Blogs and Social Networking for a School Library
		<b>Unit 9:</b> Digital Library for a School

### 5.8 Scheme of Evaluation

The Scheme of evaluation of the Certificate course was designed as follows:

1.Performance on Assignment Under Each Block	One Per Block (6×25)	<b>150</b>
2.Term End Written Test	2 × 75	<b>150</b>
3.Term End Viva-voce and Field Work	50	<b>50</b>
<b>Total</b>		<b>350</b>

Results will be announced as grade

### 5.9 Transaction Methodology

- The CCSL is offered as an online programme with two contact programmes, one at the beginning and the other at the end of six months.
- The gap of time between the two contact programmes is meant for completing assigned activities which form an essential part of the continuous assessment.
- A candidate who has enrolled for the CCSL would be provided an online access to the learning material specially designed for the programme.

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- The student has to complete the assigned activities under each of the units/modules as per the instructions provided from time to time.

### **6. Second Workshop for Review & Finalization of CCSL course material**

The second workshop in the series for the design and development of CCSL was organised during 28<sup>th</sup> to 30<sup>th</sup> September 2015. The main objective and purpose of this workshop is for the review of course materials developed by the resource persons and the finalisation of the same. The following resource persons attended the three-day workshop.

#### **6.1 Resource Persons**

- Sri. S. Nagaraja, Course Coordinator, Librarian, RIE Mysuru
- Prof. B. S. Maheswarappa, Professor, Gulbarga University, Kalaburagi
- Smt. Usha Mukunda, School Librarian and Consultant, Bangalore
- Dr. B.K. Jha, Librarian, RIE, Ajmer
- Dr. J. Manalan, Librarian, Bishop Heber College, Tiruchirappalli
- Dr. Pushpa Lata Negi, Librarian, RIE Bhubaneswar
- Mr. S. L. Faisal, Librarian, Kendriya Vidyalaya, Pattom
- Dr. Sunil M.V, Librarian, SDM/IMD , Mysuru

#### **6.2 Discussions and deliberation during the workshop**

In the first session of the workshop the CCSL Course Brochure was discussed in detail. Sri. S. Nagaraja, the Course Co-ordinator presented the draft copy of the CCSL course brochure. All the resource persons actively involved in the discussions and gave valuable inputs and suggestions for the improvement of the brochure. It was suggested to add URL of the CCSL e-courses in the front page of the brochure. The Question format for the evaluation of participants of CCSL course was also discussed and decided. The Marks and grade system proposed for the CCSL was discussed and finalized. The CCSL brochure was thoroughly reviewed and discussed and finalized.

In the afternoon session the work relating to the review of course materials developed by the resource persons was taken up. The Module I-Block I-Unit 3: School Library: Infrastructure, Standards, Policies and Practices, developed by Dr. B.K. Jha was taken up. Dr. B.K. Jha presented the unit developed by him through PPT. The unit was reviewed by all the resource persons and it was suggested to give photos of seating arrangement and circulation desk in the unit and other infrastructure required for the school library. Further, the review of

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Module I-Block I-Unit 1: School Library: An Introduction and Module I-Block I-Unit 2: School Librarian: Roles, Responsibilities, Skills and Competencies, prepared by Prof. B. S. Maheshwarappa, presented the two units. The resource persons reviewed the units and gave valuable suggestions for incorporation.

The second day of the workshop was beginning with the presentation and review of Module I-Block II-Unit 4: Collection Development: Principles, Policies and Procedures, and the Module I-Block II-Unit 5: Print and Electronic Resources for a School Library. Both the units prepared by Smt. Usha Mukunda, presented the same for review. All the resource persons discussed and deliberated on the units and gave valuable suggestions for the further improvements of both the units. The second session of the day begins with the presentation of Module I-Block II-Unit 6: Selection Tools, Strategies and Acquisition Process by Sri. S. Nagaraja, in the absence of writer of the unit Dr. Moortimati Samantaray. The write up was thoroughly reviewed by the resource persons. It was suggested to add Electronic resource and selection criteria in the unit. It is also suggested to make the unit simple, brief and revise the unit from the context of school library with suitable examples.

The review of Module I-Block III-Unit 8: Automation of a School Library using e-Granthalaya, prepared and presented by Dr. M.V.Sunil. The resource persons reviewed the unit and suggested to reduce the content of the unit and to include user manuals of installation of e-Granthalaya in the unit.

The Review of Module I-Block III-Unit 9: Library Collection Maintenance, Library Records, Stock Verification and Library Committee prepared by Dr. Pushpa Lata Negi presented the unit and the same was reviewed by all the resource persons. The resource persons suggested to reduce the content, include images and examples from the school library.

The presentation and review of Module II-Block V-Unit 4: School Library Services and Module II-Block V-Unit 5: Web based Library Services prepared by Dr. P.K. Tripathy was presented by Mr. S. Nagaraja in the absence of the unit writer. It was suggested to enrich the unit with the audio and video materials in the web based library services unit. The presentation and review of Module II-Block V-Unit 6: Library Instruction and Information Literacy prepared by Dr. Jesudoss Manalan, presented unit Library Instruction and

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Information Literacy prepared by him. The resource persons reviewed the unit and gave valuable suggestions for its further enrichment improvement.

The third day of the workshop dated 30<sup>th</sup> September 2015, was began with the presentation of Module II-Block VI-Unit 7: Web Tools for a School Library and Module and II-Block VI-Unit 8: Blogs and Social Networking for School Library. Both the units written by Mr. S.L. Faisal presented the units for review. The resource persons reviewed the two units and suggested to reduce the contents of the units.

The next session of the day was the presentation of Module II-Block IV-Unit 1: Activities to inculcate and enhance Reading, Module II-Block IV-Unit 2: Collaborative Learning and Module II-Block IV-Unit 3: Promotion and Publicity. All the three units prepared by Dr. Rashmi T. Kumbar, presented the units. After the presentations, the resource persons gave their valuable inputs and suggestions for the improvement of unit. In the promotion and publicity of the school library it was suggested to include the examples of newspaper, blogs, brochure, book exhibition etc. in the unit.

Further, the discussion regarding the format of assignments of each unit of CCSL Modules was taken up. The types of questions in the assignment of each unit are discussed. It was decided that there should be 5 multiple choice questions and 3 assignments question of 500 words in each unit.

Later in the last session of the day, the discussion regarding the planning of 10 days' contact programme of the course was taken up. The resource persons discussed about the two contact programmes each of 10 days of the CCSL course. They also discussed about the test to be conducted at the end of each contact programme. The resource persons suggested to upload the PPT of each unit prepared by the resource person in the Moodle. It was also decided that after rectifying the changes in the CCSL units suggested by resource persons in the current workshop, all the units should be sent to the CCSL course coordinator before 10<sup>th</sup> November 2015. The workshop was concluded with the vote of thanks by the course co-ordinator.

### **7. Workshop for the editing of CCSL course materials**

After the successful completion of the preparation of CCSL course materials by the resource person, the course coordinator organised and formatted all the units. During the

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process of formatting the material, it was felt that the course materials need to be edited by the experts in the field to make it uniform, simple and easy to understand. The same was proposed to the authorities and request to give permission to engage two senior most professor of Library and Information Science to go through all the units thoroughly and edit the content as a subject expert in the field to make the material simple, uniform and easy to understand. The authorities approved the request to engage two senior most professors of Library and Information Science to visit the Institute and to work as resource persons to edit the course material. Accordingly, a three-day workshop was organised for editing the course materials during 5-7<sup>th</sup> November 2015. Prof. B. S. Maheswarappa of Department of Library & Information Science, Gulbarga University and Prof. Ashok Y. Asundi, Former Professor and Head, Department of Library & Information Science, Bangalore University were requested to do the editing work. Both professors accepted our invitation to participate in the workshop. During the three days' workshop, Prof. B.S. Maheshwarappa edited the Module I: School Library: Collection, Organization and Management consisting of eight units and Prof. Ashok Y. Asundi, has edited Module II: School Library: Activities, Services and Technologies consisting of remaining eight units.

### **8. Uploading of Course materials on to the Moodle e-learning Platform**

After the successful editing of course materials, as proposed work relating to the formatting of the course materials for uploading to the Moodle software was initiated in the locally installed Moodle e-learning software in the library. Mrs. Mousumee Mahapatra, Computer Assistant of the CCSL programme installed the Moodle software in one of the system in the library and all the units along with the assignments were uploaded. After testing and verification of its proper functioning, the same was uploaded to the online e-learning platform e-courses of Regional Institute of Education, Mysuru to make it available to all the participants enrolled in to the CCSL course.

### **9. Tryout of Online Certificate Course in School Librarianship**

The next important stage of programme was the try out and validation of the online Certificate Course in School Librarianship. As proposed in the programme, the participants for the first batch of the course are the deputed candidate from the state governments of Sothern state. A request letter was sent to authorities of school education of Southern states

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on 10<sup>th</sup> September 2015 with a request to depute the Librarian, In-charge librarian, Teacher Librarian and the administrative staff who are looking after the library at schools, DIETs, SCERTs for the admission to six months online cum face-to-face programme leading to award of Certificate Course in School Librarianship. In the first batch, the admission to the course was restricted to only 25 candidates, who are having a minimum qualification of a Bachelor degree in any subject, with a basic knowledge of handling computers and actively involved in organizing, managing and providing library services to the school students and teachers. It was proposed to enroll the candidates from Southern states as detailed below.

Sl.No	State / UT	In Take
1.	Andhra Pradesh	3
2.	Karnataka	5
3.	Kerala	5
4.	Tamil Nadu	5
5.	Telangana	3
6.	Lakshadweep	2
7.	Puducherry	2
	Total	25

It was also requested to the state governments to invite applications from those who are eligible, having sufficient service and voluntarily willing to take up the task of organization and management of school library to provide effective library services to students and teachers to join the Certificate Course in School Librarianship (CCSL).

In spite of several reminders and contact over telephone to authorities of state governments to request to depute the candidates for the course, by the end of November 2015, we could not receive the list of deputed candidates for the course from the state of Karnataka, Kerala and Andhra Pradesh. The Government of Karnataka deputed 5 DIET lecturers who are also in-charge of the DIET libraries. The Government of Andhra Pradesh has deputed 5 School Assistant Teachers and Kerala state has deputed 5 candidates for the course. Totally 15 candidates were enrolled to the course for try out. The list of participants along with other details of the candidates enrolled for the tryout of the course is given below:



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### 9.1 List of Participants

Sr. No.	Participants Name and address
1	Mr. P. N. Anchatageri Agri Assistant, Incharge Librarian DIET Dharwad-580008 Karnataka
2	Mr. Shivananda I. Badiger Lecturer (WE) DIET Kamalapur Kalaburagi (TQ & Dist.) Karnataka
3	Ms. Triveni, N. Y. Lecturer DIET Davanagere High School Field Karnataka
4	Mrs. Savithri B. B. Lecturer DIET-Kudige Kodagu Karnataka
5	Mr. I. B. Mahesh Lecturer DIET, Opp-Z.P Office Chitradurga-577501 Karnataka
6	Mr. Abdulla Koya Cheppilan UDC (HG) GVHSS Kizhuparamba Kizhuparamba P.O. Areacode, Malappuram-673639 Kerala
7	Mr. Abdurahiman M. T. Lab Assistant E.M.O.R. Girls H.S.S Palad Manimooly P.O Malappuram Dist.-679331 Kerala
8	Mr. Ratheeshan, T. H.S.S.T (Higher Sec. School Teacher) Mambaram Higher Secondary School Thalassery Kannur Dist. Kerala

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9	Mr. Athul Parasar LDC Directorate of VHSE Housing Board Building Fourth Floors, Thiruvananthapuram Kerala – 695001
10	Mrs. Yasara C. V. N. HSST (Jr) Computer Application Sirsyed H.S.S, Taliparamba Karimbam P.O. Taliparamba Kannur Dist.-670142 Kerala
11	Ms. T. Gnana Radhika School Assistant (English) Z.P. High School (Girls) V. Kota, Chittoor Dist. Andhra Pradesh – 517424
12	Mrs. B. Krishna Veni School Assistant (S.S) PCN Govt High School Nagari, Chittoor Dist. Andhra Pradesh – 517590
13	Mr. Athivarama Venkata Sudhakar School Assistant (Physical Science) Z.P High School Inukurthi, Podalakur (Md) SPSR Nellore Dist. Andhra Pradesh-524409
14	Mr. N. Butchaiah Babu School Assistant (Physical Science) ZPHS, Nunna, Krishna Dist. Andhra Pradesh
15	Mr. P. Ravi Prasad S.A Physical Science, ZPOHS Kuchipudi, Krishna Dist. Andhra Pradesh-521136

### 10. First Face to Face contact programme

After the successful enrolment of 15 candidates for the tryout of the Online Certificate Course in School Librarianship, the next important activity was the first 10 days face to face contact programme. The first 10 days face to face contact programme was organised during 11<sup>th</sup> -20<sup>th</sup> December 2015. The detail schedule of the 10 days contact programme is given below:

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## 10.1 Schedule of 1<sup>st</sup> Face to Face contact programme

Regional Institute of Education ,Mysore Online Certificate Course in School Librarianship First Face to Face Contact Program 11th to 20th December 2015	
DATE	9:30 AM to 11:15 AM
11-Dec-15	Registration (9:30 AM to 10:30 AM) Inauguration Introduction to CCSL (10:30 AM to 11:15 AM)
12-Dec-15	School Librarian: Roles, Responsibilities, Skills and Competencies (BSM)
13-Dec-15	Activities to inculcate and enhance Reading (RK)
14-Dec-15	Collaborative Learning (RK)
15-Dec-15	Professional image & Image building (RK)
16-Dec-15	Library Automation (NSH)
17-Dec-15	e-Granthalaya Cataloguing Module (Sunil & SN)
18-Dec-15	Web Tools for a School Library (SLF)
19-Dec-15	Blogs and Social Networking for a School Library (SLF)
20-Dec-15	Digital Library for a School (Sunil)
11:15 AM to 11:30 AM Tea Break	
11:30 AM to 1:00 PM	School Library: An Introduction (BSM)
Introduction to CCSL and Online Course Material (SN & MM)	Activities to inculcate and enhance Reading (RK)
Promotion and Publicity (RK)	Web based Library Services (AYS)
Library Automation Using e-Granthalaya: an Introduction (NSH)	e-Granthalaya Circulation Module (Sunil & SN)
Blogs and Social Networking for a School Library (SLF)	Blogs and Social Networking for a School Library (SLF)
Digital Library for a School (Sunil)	
1:00 PM to 2:00 PM Lunch Break	
2:00 PM to 3:30 PM	Collection Development: Principles, Policies and Procedures (UM)
Library Classification (NSH)	School Library: Infrastructure, Standards, Policies and Practices (KP)
School Library Services (AYS)	Web based Library Services (AYS)
e-Granthalaya Installation & Administration Module (Sunil & SN)	e-Granthalaya Report Generation & Serial Control Module (Sunil & SN)
Library Collection Maintenance (SIA)	Library Records, Stock Verification and Library Committee (SIA)
Test & Feedback	
3:30 PM to 3:45 PM Tea Break	
3:45 PM to 5:15 PM	Print and Electronic Resources for a School Library (UM)
Library Classification (NSH)	Library activities (RK)
Selection Tools, Strategies and Acquisition Process (KP)	Library Visit
e-Granthalaya Practical (Sunil)	Registration to CCSL Moodle (MM)
Cataloguing (SN)	Physical processing (SN)
Valedictory	

## 10.2 Brief report of the activities of 1<sup>st</sup> Face to Face Contact programme

A brief description of the 10 days Face to face contact programme of Online Certificate Course in School Librarianship is given below:

**Day 1:** Session 1: 9:30 AM – 11:15 AM: Registration & Inauguration

The Certificate Course in School Librarianship (CCSL) is programme designed for the target group working in the school education system as Teacher librarians/In-charge Librarians and Librarians working in school libraries with the following objectives:

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- to develop essential professional skills and competencies to organize and manage school library effectively and efficiently in digital environment
- to provide better library service and facilities to school children in ICT and web based environment,
- to inculcate and promote reading among school children and to promote the use of web resources among the school students and teachers.

The inauguration of programme was begun at 10.30 A.M after the registration of participants of the programme. Prof. D.G. Rao, Principal, RIE, Mysuru inaugurated and presided over the function. The following persons attended the inauguration function.

Prof. D.G. Rao, Principal RIE, Mysuru  
Sri. S. Nagaraja, Course Coordinator and Librarian, RIE, Mysuru  
Prof. B. S. Maheswarappa, Resource Person  
Smt. Usha Mukunda, Resource Person

### **Course Participant:**

A.V. Sudhakar  
Abdulla Koya Cheppilan  
Abdurahiman M. T.  
Athul Parasar  
B. Krishna Veni  
Mahesh I.B.  
P.N. Anchatageri  
P. Ravi Prasad  
N. Butchaiah Babu  
Ratheeshan, T.  
Savithiri. B. B.  
Shivananda I. Badiger  
T. Gnana Radhika  
Triveni. N.Y.  
Yasara. C.V.N.

Mr. S. Nagaraja, the Programme Co-ordinator welcomed the dignitaries and participants of the course and gave a brief outline of the online Certificate Course in School Librarianship, its need, objective and purpose of the course. In his welcome address, he mentioned that most of the schools in Southern India does not have good library and in the absence of post of School librarians, all the school libraries are managed either by a school teacher or an administrative staff, who does not have any professional knowledge and skills to manage school library and to provide better library services to school students. Due to this the school students are deprived of good library facility and services in their schools. Further, he mentioned that there is no cadre of school librarians in the state governments of Southern states and in the absence of the cadre, it is impossible to appoint the qualified librarians to

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schools in the near future. He mentioned that the Online Certificate Course in School Librarianship course (CCSL) is designed in such a way that the teacher librarians and the in-charge librarians of schools will be thoroughly trained to manage their school library efficiently and effectively in a professional way. He also mentioned that how ICT is inbuilt in to the course to manage library and provide library services using ICT and web technology in the digital age. He gave information about how the CCSL course, designed through series of workshops involving resource persons with expertise in the field from all over the country. He also mentioned that the CCSL course content is already made available through Moodle E-Learning platform. He also briefly explained about the activities for the 10 days contact programme. Finally, he thanked the authorities at NCERT, New Delhi and Prof. D.G. Rao, Principal of RIE, Mysuru for encouraging and approving to take up the programme at RIE, Mysuru.

After the welcome address and introduction about the course, all the participants introduced themselves. A total of 15 participants from Karnataka, Kerala, and Andhra Pradesh had participated in the 1<sup>st</sup> batch of CCSL course. The participants are mainly teachers from different higher secondary school, and lecturers from DIETs.

Prof. B. S. Maheswarappa, Resource Person of the programme, congratulated Principal of RIE, Mysuru, Extension Head and Sri. S. Nagaraja for the proposal of CCSL course. He told that he does not find any such specific programme for the development of School Libraries in the country. He spoke about how the CCSL programme was developed, how discussion was done regarding the structure of the course and the duration of the course. He also spoke about how resource persons prepared the materials for CCSL course. He briefed about how the designing and preparation of the CCSL course went through 2 workshops and 1 workshop for editing the course material. He said that this batch is for experimental basis and he asked for further support and cooperation from the Principal.

Smt. Usha Mukunda started with speaking about her experience and told how a person can have live long relationship with book. She said that the School Library is the heart of the school. She mentioned that the CCSL course has become feasible due to the hard work and foresight of Mr. Nagaraja, Vision of Prof. Rao and the wisdom of NCERT. She told that the resource persons have given their best they could give. She gave emphasis on the importance of School Library, interaction with children and in writing article. She told participants to switch their focus to School Librarianship.

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Professor D.G. Rao, Principal expressed his happiness for the CCSL course. He mentioned about the importance of reading habit among school students in the present day. He said that many schools in the country have no qualified librarian. So through this CCSL course one can get professional training on School librarianship. He asked for best feedback from the participants for the further improvement of the course. He also emphasized that the participants of the 1<sup>st</sup> batch are the brand ambassador of this course and requested them to spread the information about CCSL course in their states. Further, he asked the participants to go through with the course material, assignments and fulfil all the requirements for the final exam. He also gave the idea how to increase the volumes of books in the School library by donation of books from senior students, parents and teachers. He informed the participant to develop their School libraries based on the knowledge and skills gained from this course. The Inaugural sessions ends with a vote of thanks from the course co-ordinator.

### **Day 1: Session 2: 11:30 AM – 1:00 PM**

Topic: School Library: An Introduction

Resource Person: Prof. B. S. Maheswarappa

Prof. Maheswarappa begins his talk with the problems of school library and how CCSL course will help and contribute for the significant development in School Librarianship. Further he mentioned that how library can play an important role and contribute very much for the improvement of education in the country. He mentioned that 60% schools in the country are functioning without a library. He also explained about the importance of school library in lower level and expressed that School library plays a significant role in teaching and learning programme in the school. He also explained about different types of Library (Academic, Public and Special Library). He talked about demerits of Text book centric teaching and told that Independent and self-learning should be included in the curriculum.

### **Day 1: Session 3: 2:00 PM – 3:30 PM**

Topic: Collection Development: Principles, Policies and Procedures

Resource Person: Smt. Usha Mukunda

Smt. Usha Mukunda started her talk with purpose of Collection Development (Why-What-How). She explained about essential elements of the Collection and the diversity of languages and diversity of forms. She talked about how books are learning source for the children. She explained about foundation of Collection and mentioned about users of

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different prospective and interests. She explained about the types of books should be kept in the collection like curricular, extracurricular, books of outstanding qualities etc. She explained how to improve the collection of library by donation of books by teachers, parents, old student. She also explained about role of Library committee in the Collection Evaluation. Further, she asked questions to participants on Collection Evaluation. She asked the participants how to evaluate collection. She explained about different process of Evaluation of collection. She talked about how User opinion survey, User collaboration, performance of students in academic and non-academic competition, Self-Review, suggestion from external experts, exposure of students etc. helps in evaluation of collection.

### **Day 1:** Session 4: 3:45 PM – 5:15 PM

Topic: Print and Electronic Resources for a School Library

Resource Person: Smt. Usha Mukunda

Smt. Usha Mukunda explained about Physical resources and digital resources for the school library. She also talked about how to know the right resources. She explained how visit the website, visiting other library sites, reading reviews, reading books helps in finding the right resources. She gave a list of some good publishers' name. She did some activities on print and digital resources to make the session more interactive. All the participants involved in the activities.

### **Day 2:** Session 1: 9:30 AM – 11:15 AM

Topic: School Librarian: Roles, Responsibilities, Skills and Competencies

Resource Person: Prof. B. S. Maheswarappa

Prof. B. S. Maheswarappa started session with the role and functions of the school librarian. He explained about duties and responsibilities of the School librarian. He spoke about school community and mentioned that the Librarian plays leadership role in the school. During the session he explained about how to manage school libraries. He spoke about Identification, Selection, Procurement, Technical processing works in the library. Further, he asked the participants to take lead and initiation to take support and cooperation of others from the school. He emphasized on cooperation of teachers and support of students. He told that collaboration is an essential part of the school librarian's work. He talked about Community engagement and promotion of library services. And he mentioned that promotion of library services can be done through Volunteer Library workers, Teachers, Students etc. He explained about Collection development policies, Classification and Cataloguing. He

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talked about improvement of reading habits, evaluation of library services and preparation of budget for the library. He also explained about the knowledge, competencies and skills required for a school librarian.

### **Day 2:** Session 2: 11:30 AM – 1:00 PM

Topic: School Librarian: Introduction to CCSL and Online Course Material

Resource Person: Sri. S. Nagaraja and Mrs. Mousumee Mahapatra

Sri. S. Nagaraja discussed about the development of Library Science in India. He told about S. R. Ranganathan and his contribution to Library Science in India. He explained about the CCSL programme and informed that it is designed for the target group working in the school education system as Teacher librarians/In-charge Librarians and Librarians working in school libraries. He also explained the objectives, duration and eligibility of CCSL (Certificate Course in School Librarianship) course. A brief description of the programme outline of the CCSL, the scheme of evaluation of the course. Mrs. Mousumee Mahapatra explained how the Learning Management Software -Moodle is used in developing the CCSL course. She mentioned that Moodle is used by many Indian and foreign universities to prepare online education programme. She informed the participants to use the IP address to access the online course. She explained how the participant can access to the CCSL course online using authenticated User name and password. She also explained and demonstrated how to access the different Units of CCSL, how to download course materials, how to submit Assignment etc.

### **Day 2:** Session 3: 2:00 PM – 3:30 PM

Topic: Library Classification

Resource Person: Dr. N.S. Harinarayana

Dr. N.S. Harinarayana discussed about why classification is needed in the library. He explained about how to do classification. He also explained about Class Number, Book Number and Scheme of Classification. He discussed about DDC Scheme of Classification. He mentioned that the Classification Scheme should be revised regularly. He also talked about Colon classification and 5 Laws of Library Science of Dr. S.R. Ranganathan.

### **Day 2:** Session 4: 3:45 PM – 5:15 PM

Topic: Library Classification

Resource Person: Dr. N.S. Harinarayana



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Dr. N.S. Harinarayana explained the 10 main classes of Dewey's Decimal System. He also explained how to use the OCLC Classify. He told about Abridged edition. He discussed about Cutter numbers.

**Day 3: Session 1: 9:30 AM – 11:15 AM**

Topic: Activities to inculcate and enhance Reading

Resource Person: Dr. Rashmi T. Kumbar

Dr. Rashmi T. Kumbar spoke about Reading skills and different reading resources. She explained about benefits of reading and gave every participant a sheet of paper and asked them to identify themselves with their favorite story character and introduce themselves. She displayed so many different types of books. She told that Library is a knowledge resource center. She also explained about process of reading i.e. Pre-reading (1<sup>st</sup> stage), Reading, Responding, Exploring (2<sup>nd</sup> stage), Applying (3<sup>rd</sup> stage). She discussed about different types of reading and reading strategies. She did couples of activities to make the session more interactive. She asked the participants to read the article given to them and share their understanding of the topic. She explained about scheduling reading sessions & events. She mentioned that National Library Week, World Book, Copyright Day, Children's Literature Day, International School Library Month etc. can be observed in the school. She emphasised that librarian should do some activities like reports, reviews and character sketches and design front cover of book by the students, so that students will be interested to read books. She asked the participant to assign small research projects to students to accustom them to literature search & use reference sources. She explained about Periodicals, print materials, book reports, book reviews etc.

**Day 3: Session 2: 11:30 AM – 1:00 PM**

Topic: Activities to inculcate and enhance Reading

Resource Person: Dr. Rashmi T. Kumbar

In this session the Resource person used activity method to explain the topic and asked the participants to design a Book Report on the story they read. She gave examples of reading activities. She told that Librarian can do some activities like Treasure Hunt in library, Storytelling & reading out, Memory Games, Display board activity, Reference games etc. for the students. She talked about activities like Book Talks, Journal review, Book Auction, Repair of books & making of book jackets, Book Acrostics, Prediction charts etc. She discussed about projects & activities for different level of students, like creating

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bibliographies, Making, map & guide of library, Reader surveys & reader profiles, Mini-seminar presentations, preparing indexes of useful articles in journals etc which Librarian can do in his/her school. She also discussed about Standards, Best Practices and Benchmarks. She talked about American Association of School Librarians (AASL), Canadian Association of School Librarians (CASL), Australian School Library Association (ASLA), School Library Association UK etc. She also spoke about International Children's Digital Library and National Science Digital Library.

### **Day 3:** Session 3: 2:00 PM – 3:30 PM

Topic: School Library: Infrastructure, Standards, Policies and Practices

Resource Person: Dr. K. Prakash

Dr. K. Prakash explained about school infrastructure required for the school library. He discussed about Library premises, library lay-out and usage. He talked about BIS standard. He told that planning for optimum utilization of space in a school library is an important job and mentioned that Ranganathan's Five Laws of Library Science must be used as fundamental principles in planning library buildings. He spoke about IFLA/UNESCO, 2015 school library guidelines. He showed diagrammatic picture of relation between various parts of school library. He discussed about the basic furniture required in a school library gave list of names of Library Furniture Vendors. He talked about school library plan. He also mentioned the library equipment required for physically challenged users. He told that Assistive technology, Magnifier, hearing aids, Braille etc. can be used for differently abled students. He talked about JAWS talking software for the blind students.

### **Day 3:** Session 4: 3:45 PM – 5:15 PM

Topic: Activates for inculcation and enhancement of reading among the school students.

Resource Person: Dr. Rashmi T. Kumbar

The resource person did different activities with the participants in RIE Mysuru Library. Participants involved and showed interest in these activities.

### **Day 4:** Session 1: 9:30 AM – 11:15 AM

Topic: Collaborative Learning

Resource Person: Dr. Rashmi T. Kumbar

The resource person explained the need, benefits and purpose of Collaborative Learning of Collaborative learning. She mentioned that each child has a particular learning

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style. She discussed about Collaboration life cycle and talked about paired activity. She explained the collaborative learning between library, teachers and students, library and teacher, teachers and library staffs, library and students. She mentioned that the occasions like International School Library Month, National Library Week can be more meaningful if collaborative learning sessions are held. She explained about implementation of collaborative learning. She gave example of different activities that can be done in school like design an action plan for organizing Bookmark Exchange Project. She told that school can share book mark with schools of other countries. She explained about the planning phase, execution phase and documentation phase. She discussed about the tool that can be used in the events organized in the collaborative learning process. She gave an example of activity to create a travel poster that contains information about your state, festivals, food, places etc. She said that Collaborative Learning is successful when interactions are productive & positive.

### **Day 4:** Session 2: 11:30 AM – 1:00 PM

Topic: Promotion and Publicity

Resource Person: Dr. Rashmi T. Kumbar

Resource person discussed about need for Promotion & Publicity in school library. She told that students & teachers unable to explore all resources available. Promoting collection can help reach out to students & teachers. She explained about the purpose and benefits of promotion & publicity. She asked the participants to create an image of library among users and highlight all activities of library and also to make best use of reading material acquired by library. She explained how to designing promotional materials. She talked about Library Newsletter, Library Blogs, Library Brochure, Book exhibition etc. She also told about word jar, word bank etc. She spoke about Implementation of promotional activities. She told that different activities can be conducted on World Read Aloud Day, World Book & Copyright Day, World Literacy Day, International School Library Month etc. She gave brief idea of technological tools and standards & best practices for promotion of school libraries. She also explained about SWOT analysis in the school library.

### **Day 4:** Session 3: 2:00 PM – 3:30 PM

Topic: School Library Services

Resource Person: Prof. Ashok Y. Asundi

Resource person started with five laws of Library science and discussed about the need of library services. He explained about basic services of the library and explained in

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detail the importance of Reference service, types of Reference Services, Reference Desk and the qualities of Reference Librarian.

**Day 4:** Session 4: 3:45 PM – 5:15 PM

Topic: Selection Tools, Strategies and Acquisition Process

Resource Person: Dr. K. Prakash

He explained the main factors involved in book selection and Five Laws of Library Science. He explained about collection development and discussed about book selection tools. He spoke about the role of Library Advisory Committee and discussed the Book Selection Policy and Procedure and the acquisition process. He also discussed the evaluation of collection and Weeding out.

**Day 5:** Session 1: 9:30 AM – 11:15 AM

Topic: Professional image & Image building: A school librarian's experience

Resource Person: Dr. Rashmi T. Kumbar

She explained how to create professional image in the workplace. She spoke about Library & Librarian's Image and conducted an activity with the participant to build Professional Image and how to project Library. She gave many examples of her experience as a librarian.

**Day 5:** Session 2: 11:30 AM – 1:00 PM

Topic: Web based Library Services

Resource Person: Prof. Ashok Y. Asundi

The resource person explained different Internet Tools and Web Resources that can be used in Library to provide library services in the digital environment.

**Day 5:** Session 3: 2:00 PM – 3:30 PM

Topic: Web based Library Services

Resource Person: Prof. Ashok Y. Asundi

The resource person explained the web portals and some open access resources which can be used to provide web based library service.

**Day 5:** Session 4: 3:45 PM – 5:15 PM

Topic: Library Visit

Resource Person: S. Nagaraja, Librarian

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All the participants accompanied to the RIE library, Mysuru explained various activities, functions and services offered at the library.

**Day 6:** Session 1: 9:30 AM – 11:15 AM

Topic: Library Automation

Resource Person: Dr. N.S. Harinarayana

Dr. N.S. Harinarayana discussed concept of library automation, its need, objectives and the purpose of library automation was explained in detail.

**Day 6:** Session 2: 11:30 AM – 1:00 PM

Topic: Library Automation Using e-Granthalaya-An Introduction

Resource Person: Dr. N.S. Harinarayana

The resource person explained the features and functions of e-Granthalaya and discussed how e-Granthalaya can used in the school library for the Automation of Library activities and services.

**Day 6:** Session 3: 2:00 PM – 3:30 PM

Topic: e-Granthalaya-Installation and Administration Module

Resource Person: Dr. Sunil M.V.

Dr. Sunil M.V. explained and conducted demonstration of the Installation of e-Granthalaya and various Modules and explained in detail the Administration Module of e-Granthalaya.

**Day 6:** Session 4: 3:45 PM – 5:15 PM

Topic: e-Granthalaya Practical session

Resource Person: Dr. Sunil M.V

Resource person showed step by step demo of how to install e-Granthalaya software and participants installed e-Granthalaya software in the system.

**Day 7:** Session 1: 9:30 AM – 11:15 AM

Topic: e-Granthalaya: Cataloguing Module

Resource Person: Dr. Sunil M.V.

In this session the resource person explained the Cataloguing module of e-Granthalaya. The practical session of e-Granthalaya Cataloguing Module was conducted and the participants were exposed to cataloguing module and how to create catalogue for the books and other documents were demonstrated.

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### **Day 7:** Session 2: 11:30 AM – 1:00 PM

Topic: e-Granthalaya: Circulation Module

Resource Person: Dr. Sunil M.V.

The step by step and practice of Circulation module of e-Granthalaya was held during this session.

### **Day 7:** Session 3: 2:00 PM – 3:30 PM

Topic: e-Granthalaya Report Generation Module & Serial Control Module

Resource Person: Dr. Sunil M.V.

In this session the resource person demonstrated and explained about the Report Generation module of e-Granthalaya. He also explained about Serial Control Module and the participants practiced both the module in the systems allotted to them.

### **Day 7:** Session 4: 3:45 PM – 5:15 PM

Resource Person: Mrs. Mousumee Mahapatra

The process of registration of the CCSL course in <http://riemysore.ac.in/ecourses/> to access the online course material of CCSL course was explained to the participants. All the participants registered their name in the CCSL course for the online access of the course materials.

### **Day 8:** Session 1: 9:30 AM – 11:15 AM

Topic: Web Tools for a School Library

Resource Person: Mr. S. L. Faisal

In this session the resource person introduced different web tools for available for the school library to provide web base library services.

### **Day 8:** Session 2: 11:30 AM – 1:00 PM

Topic: Blogs and Social Networking for a School Library

Resource Person: Mr. S. L. Faisal

The resource person discussed how to use Blogs and Social Networking sites for a School Library to provide library services in the web environment. He explained the process of to creating a blog to the participants. All the participant created blog for their school using wordpress.com.

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**Day 8:** Session 3: 2:00 PM – 3:30 PM

Topic: Library Collection Maintenance

Resource Person: Dr. M. Sithi Jagannara

The maintenance of Library collection, organization of Stack Rooms, conservation of books and supervision work was discussed during the session.

**Day 8:** Session 4: 3:45 PM – 5:15 PM

Topic: Cataloguing

Resource Person: Sri. S. Nagaraja

The resource person explained the concept of library catalogue, its meaning, objectives, need and purpose of library catalogue. The types of catalogue and explained the Call Number, Book Number and Collection Number. He also explained about different form of catalogue and OPAC-Online Public Access Catalogue.

**Day 9:** Session 1: 9:30 AM – 11:15 AM

Topic: Blogs and Social Networking for a School Library

Resource Person: Mr. S. L. Faisal

Resource person discussed Blogs and Social Networking for a School Library.

**Day 9:** Session 2: 11:30 AM – 1:00 PM

Topic: Blogs and Social Networking for a School Library

Resource Person: Mr. S. L. Faisal

The practical session of creating Blogs and social networking was conducted during the session.

**Day 9:** Session 3: 2:00 PM – 3:30 PM

Topic: Stock Verification and Library Committee

Resource Person: Dr. M. Sithi Jagannara

Dr. M. Sithi Jagannara discussed about the need of stock verification and different methods of Stock Verification and she explained about Library committee and its role and functions.

**Day 9:** Session 4: 3:45 PM – 5:15 PM

Topic: Physical processing

Resource Person: Sri. S. Nagaraja

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Sri. S. Nagaraja discussed about physical processing work of books in the library. He spoke how to do Stamping, Labeling, Date Slip, Book Pocket, Book Card, Barcode Labels etc.

### **Day 10:** Session 1: 9:30 AM – 11:15 AM

Topic: Digital Library for a School

Resource Person: Dr. Sunil M.V.

Dr. Sunil M.V. explained about digital library for school. He demonstrated the use of GSDL (Greenstone Digital Library) software for the development of Digital library for school.

### **Day 10:** Session 2: 11:30 AM – 1:00 PM

Topic: Digital Library for a School

Resource Person: Dr. Sunil M.V.

The resource person explained and demonstrated the installation of GSDL. All the participants were given hands on practice in the installation of GSDL software in the system. All the participants successfully trained to install the GSDL software in the system allotted to them.

### **Day 10:** Session 3: 2:00 PM – 3:30 PM

Topic: Test and Feed Back Session

A summative test was conducted for the participants. The test contains question from all the topics covered and discussed in the 1<sup>st</sup> contact programme. All the participants wrote the test.

After the test, the Participants were asked give feedback about the CCSL course and the 10 days Contact programme. A feedback questionnaire was specially designed for obtaining feedback from the participants. All the participants filled up the feedback form.

### **Day 10:** Session 4:3:45 PM – 5:15 PM Valedictory Session

**The following persons were present during the valedictory session.**

Prof. D.G. Rao, Principal RIE, Mysuru presided over the function.

Dr. G. Viswanathappa, Head DEE, RIE Mysuru

Mr. S. Nagaraja, Course Coordinator, Librarian, RIE Mysuru

- Dr G. Viswanathappa welcomed the guest and participants and expressed his happiness over the successful completion of first 10 days' contact programme.



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- Mr. S. Nagaraja the Course coordinator gave a brief outline of how the 10 days programme was organized and expressed his sincere thanks to the Principal, Prof. D.G. Rao, for all his support and encouragement for the successful completion of the programme.
- Dr. D.G. Rao told that as this batch is experimental batch of CCSL course, the participants' feedback will be very much helpful. He also told the participants to propagate the importance of CCSL course.
- The participants spoke about their experience of the 1<sup>st</sup> Face to Face contact programme of the CCSL. The participant certificates and e- Granthalaya and GSDL software CDs were given to the participants by Prof. D.G. Rao, Principal, RIE, Mysuru.

First face to face contact program of ten days was concluded with first term end examination and feedback from the participants. Clear expectation was set for online use of study materials, timely submission of assignments, field work and the expectation from each participant before the next face to face program. The participants were given regular instructions and follow ups through online Moodle e-learning platform to encourage them to participate actively in the programme.

### 11. Feedback Analysis

The Feedback analysis is the important criteria to assess the impact and usefulness of the course and the further scope for improvement of the various aspect of the course. A well-structured feedback form was designed and distributed among the participants to gather necessary input from the participants about the course for further analysis. The findings are done through detail analysis for further improvement in the course.

#### Feedback Analysis of CCSL 1st Face to Face Contact Programme

##### I. Usefulness of the Course

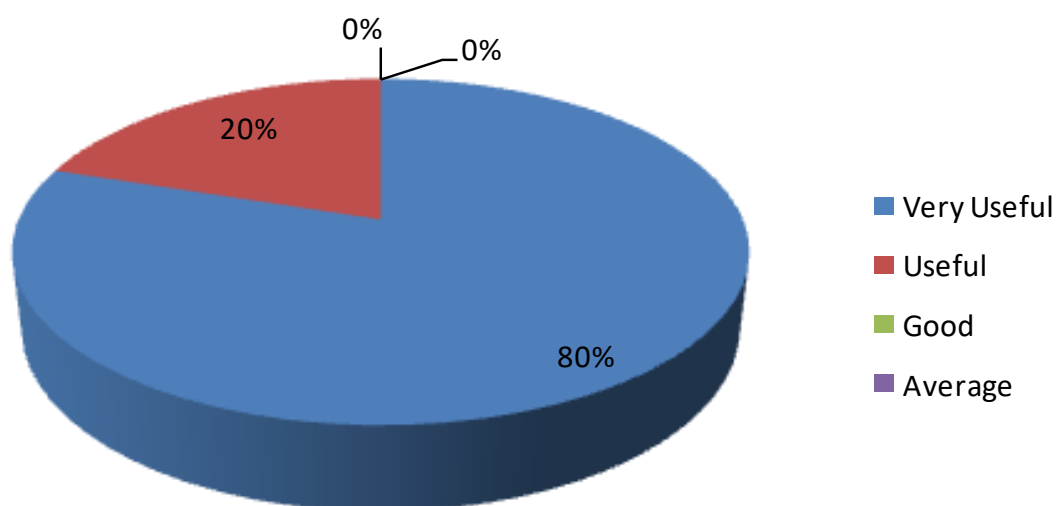
Usefulness of the course	Number of Responses
Very Useful	12
Useful	3
Good	0
Average	0

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Majority of the participants agrees that the course is excellent or very useful, and there is no negative feedback by any participant.

### Usefulness the course after completion of 10 days contact program

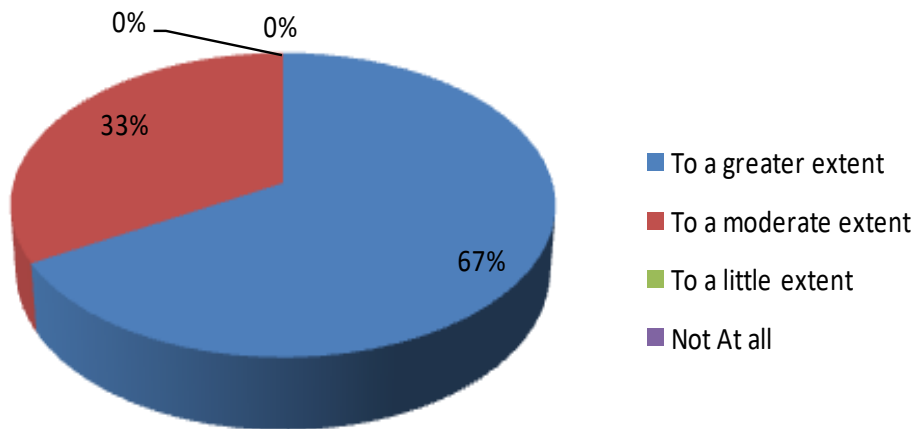


### II. The extent of Influence and Motivation of the course to take up Professional Library activities in the school:

The extent of Influence and Motivation of the course to take up Professional Library activities in the school	Number of Responses
To a greater extent	10
To a moderate extent	5
To a little extent	0
Not At all	0

Majority of the participants are motivated to a greater extent or moderately to take up the library professional activities in their school. None of the participant has expressed about their disagreement in this context.

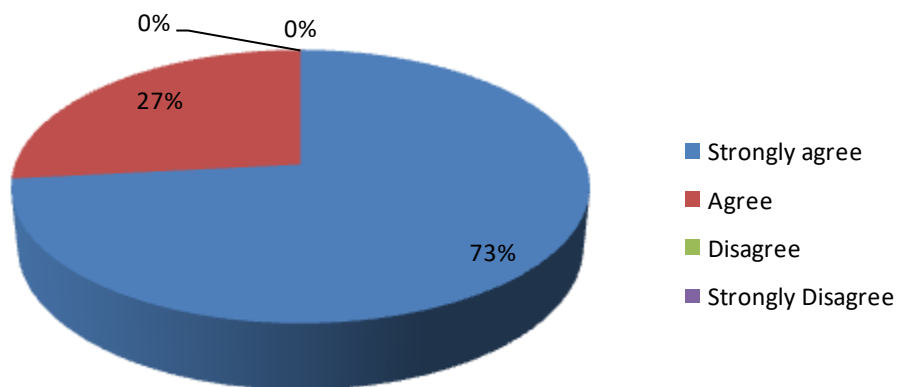
**Extent this course is influenced and motivated to take up the library professional activities in School**



**III. The extent of agreement regarding the content of course to realize the objectives of the course**

Extent of agreement	Number of Responses
Strongly agree	11
Agree	4
Disagree	0
Strongly Disagree	0

**Extent of agreement that the content of the course is helpful to realize the objectives the course**



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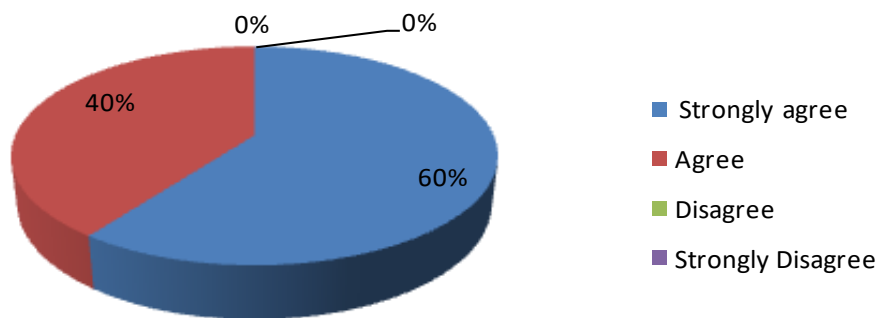
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Majority of the participants strongly agree or agree that the content of the course is very much helpful to realize the objectives and there is no negative feedback by any participant.

### IV. The helpfulness of the course to improve the regular teaching and learning activities in the school

The helpfulness of the course to improve regular teaching and learning activities in the school	Number of Responses
Strongly agree	9
Agree	6
Disagree	0
Strongly Disagree	0

### Helpfulness of the course to improve regular teaching and learning activities in the school



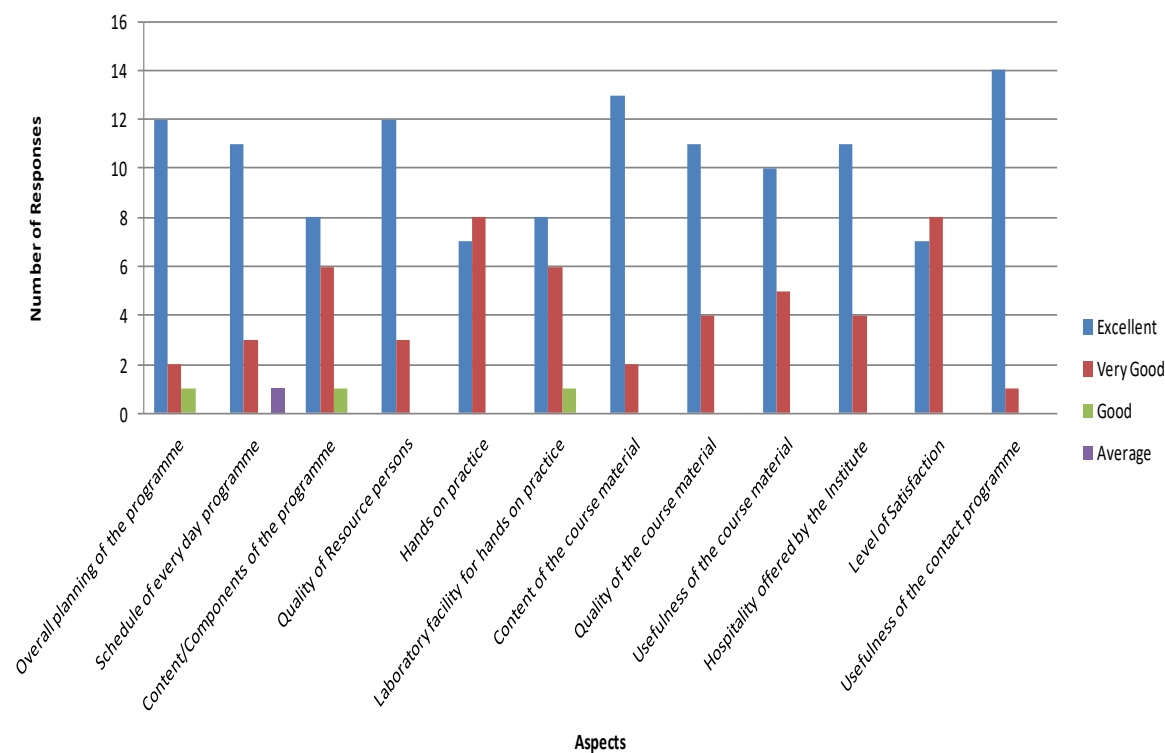
Majority of the participants strongly agree or agree that the content of the course is very much helpful to improve their regular teaching and learning activities in the school, and there is no negative feedback by any participant.

## Report of PAC programme

### V. General Aspects of the Certificate Programme:

Aspect of the Certificate programme		Number of Responses			
		Excellent	Very Good	Good	Average
I	Overall planning of the programme	12	2	1	0
II	Schedule of every day programme	11	3	0	1
III	Content/Components of the programme	8	6	1	0
IV	Quality of Resource persons	12	3	0	0
V	Hands on practice	7	8	0	0
VI	Laboratory facility for hands on practice	8	6	1	0
VII	Content of the course material	13	2	0	0
VIII	Quality of the course material	11	4	0	0
IX	Usefulness of the course material	10	5	0	0
X	Hospitality offered by the Institute	11	4	0	0
XI	Level of Satisfaction	7	8	0	0
XII	Usefulness of the contact programme	14	1	0	0

**General aspect of the Certificate program**

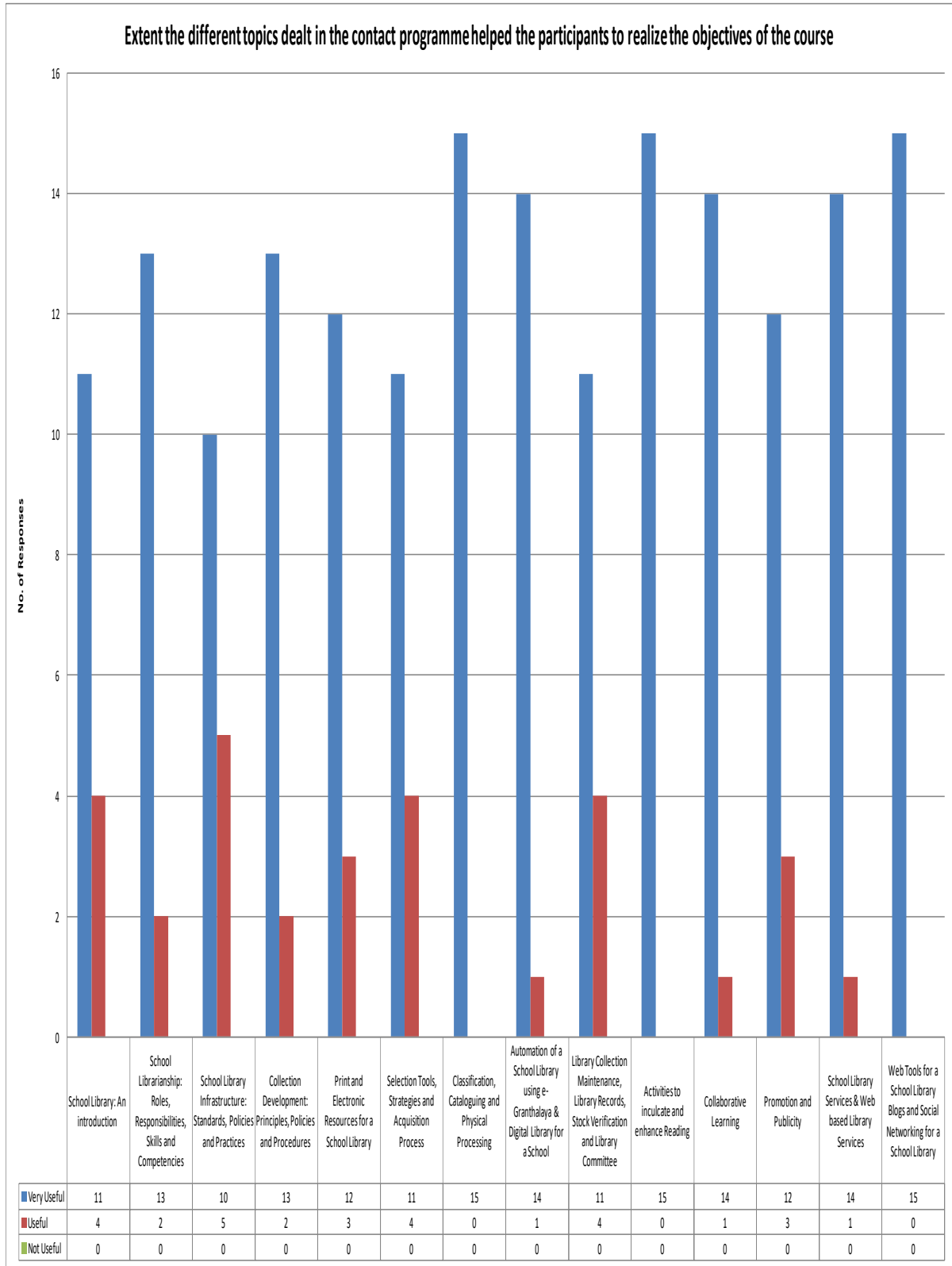


## Report of PAC programme

### VI. Extent the different topics dealt in the contact programme helped the participants to realize the objectives of the course

Extent the different topics dealt in the contact programme helped the participants to realize the objectives of the course				
Topics		Number of Responses		
		Very Useful	Useful	Not Useful
i	School Library: An introduction	11	4	0
ii	School Librarianship: Roles, Responsibilities, Skills and Competencies	13	2	0
iii	School Library Infrastructure: Standards, Policies and Practices	10	5	0
iv	Collection Development: Principles, Policies and Procedures	13	2	0
v	Print and Electronic Resources for a School Library	12	3	0
vi	Selection Tools, Strategies and Acquisition Process	11	4	0
vii	Classification, Cataloguing and Physical Processing	15	0	0
viii	Automation of a School Library using e-Granthalaya &	14	1	0
ix	Library Collection Maintenance, Library Records, Stock Verification and Library Committee	11	4	0
x	Activities to inculcate and enhance Reading	15	0	0
xi	Collaborative Learning	14	1	0
xii	Promotion and Publicity	12	3	0
xiii	School Library Services & Web based Library Services	14	1	0
xiv	Web Tools for a School Library	15	0	0

# Report of PAC programme



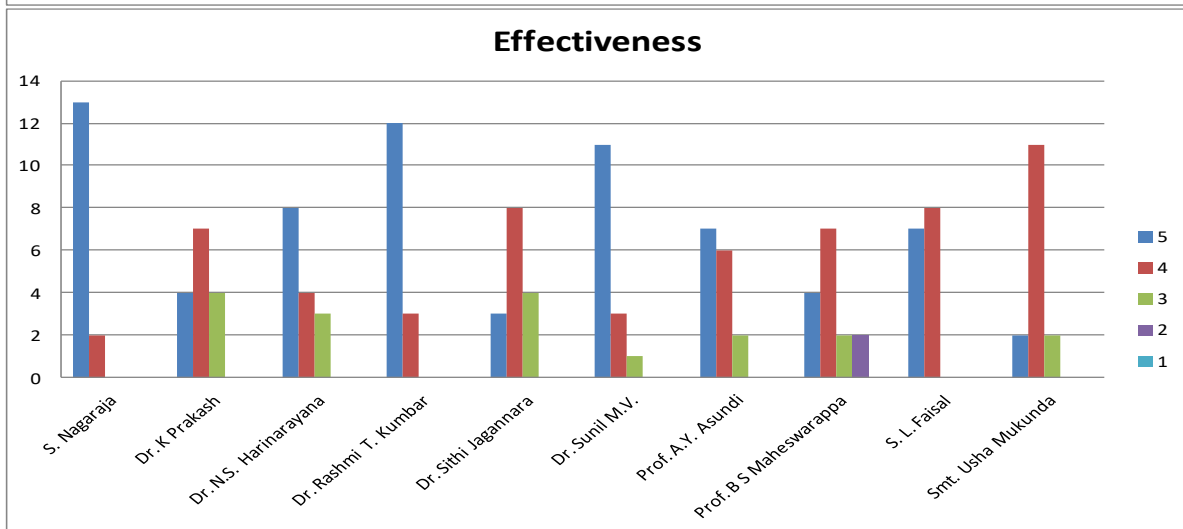
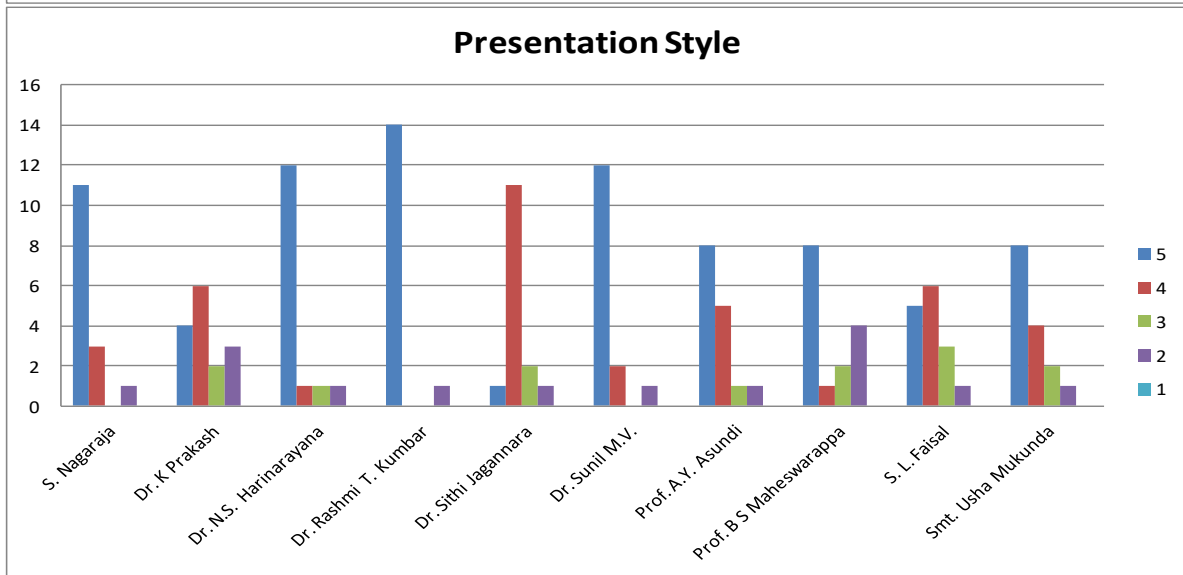
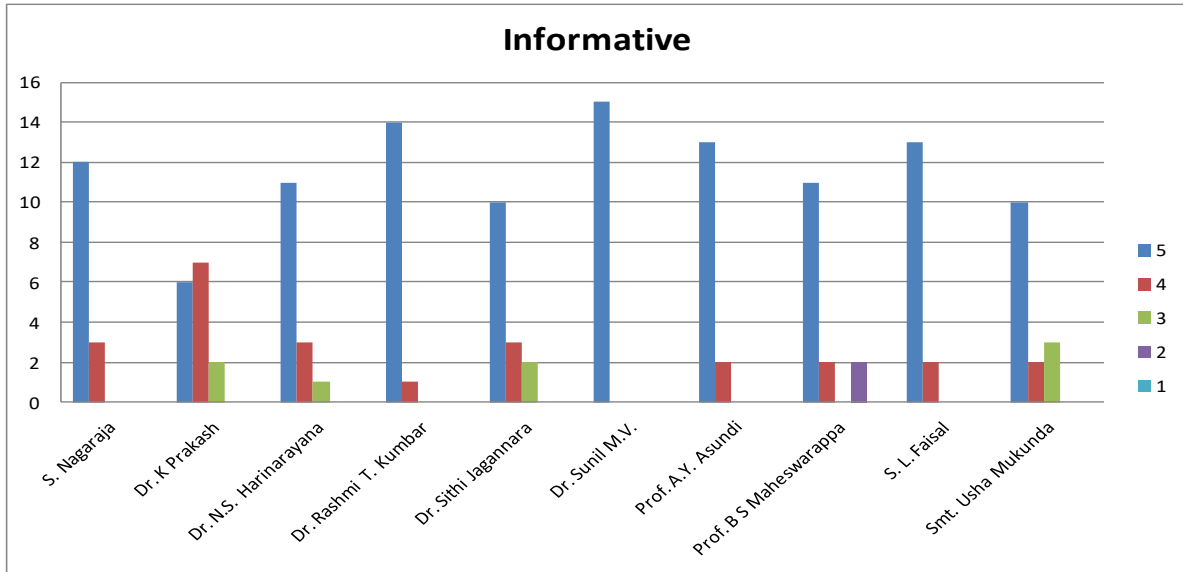
## Report of PAC programme

### VII. Rating of the different aspects for each resource person on a scale of 1 (low) - 5 (high)

<b>Coverage of topic</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
S. Nagaraja	13	1	1	0	0
Dr. K. Prakash	9	4	2	0	0
Dr. N.S. Harinarayana	9	4	1	1	0
Dr. Rashmi T. Kumbar	11	3	1	0	0
Dr. Sithi Jagannara	5	7	3	0	0
Dr. Sunil M.V.	13	1	1	0	0
Prof. A.Y. Asundi	9	4	2	0	0
Prof. B. S. Maheswarappa	7	5	2	1	0
S. L. Faisal	9	5	1	0	0
Smt. Usha Mukunda	3	10	2	0	0
<b>Effectiveness</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
S. Nagaraja	13	2	0	0	0
Dr. K. Prakash	4	7	4	0	0
Dr. N.S. Harinarayana	8	4	3	0	0
Dr. Rashmi T. Kumbar	12	3	0	0	0
Dr. Sithi Jagannara	3	8	4	0	0
Dr. Sunil M.V.	11	3	1	0	0
Prof. A.Y. Asundi	7	6	2	0	0
Prof. B. S. Maheswarappa	4	7	2	2	0
S. L. Faisal	7	8	0	0	0
Smt. Usha Mukunda	2	11	2	0	0
<b>Informative</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
S. Nagaraja	12	3	0	0	0
Dr. K. Prakash	6	7	2	0	0
Dr. N.S. Harinarayana	11	3	1	0	0
Dr. Rashmi T. Kumbar	14	1	0	0	0
Dr. Sithi Jagannara	10	3	2	0	0
Dr. Sunil M.V.	15	0	0	0	0
Prof. A.Y. Asundi	13	2	0	0	0
Prof. B. S. Maheswarappa	11	2	0	2	0
S. L. Faisal	13	2	0	0	0
Smt. Usha Mukunda	10	2	3	0	0
<b>Presentation Style</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
S. Nagaraja	11	3	0	1	0
Dr. K. Prakash	4	6	2	3	0
Dr. N.S. Harinarayana	12	1	1	1	0
Dr. Rashmi T. Kumbar	14	0	0	1	0
Dr. Sithi Jagannara	1	11	2	1	0
Dr. Sunil M.V.	12	2	0	1	0
Prof. A.Y. Asundi	8	5	1	1	0
Prof. B. S. Maheswarappa	8	1	2	4	0
S. L. Faisal	5	6	3	1	0
Smt. Usha Mukunda	8	4	2	1	0



# Report of PAC programme



## Report of PAC programme

### 12. Overall Opinion and suggestions about the training programme

#### 1<sup>st</sup> Face to Face contact programme

Sl.No.	Suggestions given by the participants after completion of First 10 days contact Programme
1	Very good training
2	Very useful programme
3	Valuable course
4	Excellent programme
5	Learned how to improve our library with the help of ICT.
6	We came to know how library convert into resource center by doing different educational activities.
7	We need more time for practical classes.
8	You would introduce Moodle on the 2 <sup>nd</sup> day so that we could have practice better in the evening (10 days).
9	Programme was conducted and coordinated very well.
10	Very good hospitality
11	Excellent faculties
12	Wonderful and innovative course.
13	Through this class I have decided to do something for my school library.
14	It is the promotion of reading and publicizes the library.
15	Time and schedule is very hectic and participants are virtually exhausted at the evening.
16	By personal image framing class we get a positive attitude.
17	E-Granthalaya software will help us to make a systematic library.
18	Include a session on career guidance.
19	We got idea about Blog, Social Networking, E-Book etc.
20	Now we have confidence that we can do something in this new world.
21	Include programme on student psychology.
21	Actually We are in need of this type of training programme.
22	Course material is great.
23	Requested to Concentrate more on digital library.
24	Give chance for discussions and group discussion.
25	This course is more useful to our school.
26	Resource persons are very worthy and gave us more knowledge
27	The coordinator has planned this programme in a systematic way by utilizing the resource persons.
28	The programme was run in effective way.
29	Include Librarians to participate in the programme.
30	Give some leisure time to spent and enjoy in Mysuru.

### **Participants' feedback on the Usage of the knowledge gained from this contact programme in the work place by participants**

- Making our library as a resource center and model for other schools covered by our DIET.
- Using ICT information in my teaching and learning process.
- From this training we have developed in our personalities and how to adopt in our professional field.
- I will enrich and update my computer knowledge.
- To visit schools and motivate the teachers to update their library.
- I will have a meeting with my colleague in the leadership of our principal to share my learning experience in CCSL.
- I use this knowledge not only for the improvement of my school library and also for my professional skills.
- I will try to collect maximum books for the students in my school library.
- I will try to make change my school library.
- I will use E Granthalaya in my school library.
- All the 398 libraries under VHSE will be revitalized using the tools and new technique acquired from this programme.
- I will personally take initiative to provide e-Granthalaya installed computer to schools and to create a centralized library at directorate at VHSE Trivandrum.
- Physical set of my school library is very poor. So we can make aware of the importance of library and inform the Principal to make some arrangements.
- The information received from this programme can be applied in my school library.
- Using e-Granthalaya I can change my school library.
- This training programme is very useful to develop school library with effective mode.
- Rural areas schools will also gain some knowledge through this contact programme.
- This contact programme is very helpful to change my school library.
- My school and the students will surely get benefit not only in the sense of library but also in all aspects.
- I will use it in the best way in my school library.
- I have gained so much knowledge from this contact programme and I will motivate other teachers of my school about automation of library.
- This programme was conducted in a systematic approach which we can apply in our school library.
- I can approach sponsors for having books for our school as our school is having few books only.
- Now I can manage my school library in a systematically and effectively by utilizing our school children, teachers, parents and school management committee members.
- I will utilize the knowledge gained by this contact programme in school activities, blog creation.
- I will use e-Granthalaya in my school library to distribute books and to increase the reading habit.

# Report of PAC programme

## 13. Second Face to Face Contact programme

The second face to face program started after a gap of six months from 13-22 July 2016. During the gap of six months the participants were given regular instructions and follow ups through online Moodle e-learning platform to encourage them to participate actively in the programme.

### 13.1 Schedule of 2nd Face to Face contact programme

Regional Institute of Education ,Mysore Online Certificate Course in School Librarianship Second Face to Face Contact Program 13th to 22nd July 2016	
DATE	9:30 AM to 11:15 AM
13-Jul-2016 Wednesday	Registration (9:30 AM) to 10:30 AM) Inauguration (10:30 AM to 11:15 AM)
14-Jul-2016 Thursday	School Librarian: Roles, Responsibilities, Skills and Competencies (BSM)
15-Jul-2016 Friday	Activities to inculcate and enhance Reading (RK)
16-Jul-2016 Saturday	Collaborative Learning (RK)
17-Jul-2016 Sunday	Acquisition Process (RK)
18-Jul-2016 Monday	Library Collection Maintenance (SJA)
19-Jul-2016 Tuesday	Library Records, Stock Verification and Library Committee (SJA)
20-Jul-2016 Wednesday	Selection Tools, Strategies and Acquisition Process (KP)
21-Jul-2016 Thursday	Library Instruction and Information Literacy (JM)
22-Jul-2016 Friday	Presentation on GSDL (PDS)
11:15 AM to 1:30 AM Tea Break	
11:30 AM to 1:00 PM	Library Classification (NSH)
1:00 PM to 2:00 PM	Library Cataloguing (SN)
2:00 PM to 3:30 PM	Activities to inculcate and enhance Reading (RK)
3:30 PM to 3:45 PM	Blogs and Social Networking for a School Library-Practice (SLF)
3:45 PM to 5:15 PM	Web Tools for a School Library (SLF)
1:00 PM to 2:00 PM Lunch Break	
2:00 PM to 3:30 PM	DDC Practice (NSH)
3:30 PM to 3:45 PM	School Library: Infrastructure, Standards, Policies and Practices (KP)
3:45 PM to 5:15 PM	Promotion and Publicity (RK)
5:15 PM to 5:30 PM	Blogs and Social Networking for a School Library-Practice (SLF)
5:30 PM to 5:45 PM	Web Tools for a School Library-Practice (SLF)
5:45 PM to 6:00 PM	e-Granthaalaya Practical (MVS & SN)
6:00 PM to 6:15 PM	e-Granthaalaya –Online Test (MVS)
6:15 PM to 6:30 PM	Presentation on GSDL (SN)
6:30 PM to 6:45 PM	Library Automation (NSH)
6:45 PM to 7:00 PM	Test & Feedback (PDS)
3:30 PM to 3:45 PM Tea Break	
3:45 PM to 5:15 PM	School Library: Infrastructure, Standards, Policies and Practices (KP)
5:15 PM to 5:30 PM	Promotion and Publicity (RK)
5:30 PM to 5:45 PM	Blogs and Social Networking for a School Library-Practice (SLF)
5:45 PM to 6:00 PM	Web Tools for a School Library-Practice (SLF)
6:00 PM to 6:15 PM	Library Cataloguing (SN)
6:15 PM to 6:30 PM	Greenstone Digital Library Practical (MVS)
6:30 PM to 6:45 PM	Library Visit
6:45 PM to 7:00 PM	Print and Electronic Resources for a School Library (PDS)
7:00 PM to 7:15 PM	Valedictory

### 13.2 Brief report of the activities of 2<sup>nd</sup> Face to Face Contact programme

#### **Day 1: Session 1: 9:30 AM – 11:15 AM: Registration & Inauguration**

##### **Attendee:**

Dr. D.G. Rao (Principal RIE, Mysuru)

Sri. S. Nagaraja (Course Coordinator, Librarian, RIE Mysuru)

Dr. G. Viswanathappa (Head DEE, RIE Mysuru)

Prof. B. S. Maheswarappa (Resource Person)

All the 15 participants of CCSL first batch.

- Registration of the participants. After the registration of participants the second contact programme begins with the welcome by S. Nagaraja, Course co-ordinator.
- Principal Dr. D.G. Rao inaugurated the programme and spoke about use of ICT in schools and said some good schools are doing wonder. He invited the participants to speak on the experience after completion of the first contact programme and how they utilized the knowledge and skills gained from this programme in their respective schools.
- The participants spoke about their experiences and how they have developed their school library after getting knowledge from the 1<sup>st</sup> CCSL face to face contact programme. The participants expressed how the course helped them to do some changes in their schools and library.
- Prof. B. S. Maheswarappa in his talk expressed that a lot of effort has taken to develop the course. He expressed his thanks to the Principal for all his support and encouragement to initiate this course in RIE, Mysuru. He spoke about the different phases of developed CCSL through a series of workshops and mentioned how resource persons were identified and course content has been developed. He also talked about the support of NCERT and resource persons' effort for the development of the CCSL course. The Inaugural session ends with the vote of thanks from Sri. S. Nagaraja, Course coordinator.

#### **Day 1: Session 2: 11:30 AM – 1:00 PM**

Topic: Library Classification

Resource Person: Dr. N.S. Harinarayana

The following points were covered in the session.

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- Library Classification, Classification number and Class number. Demonstration of using DDC volumes and giving class number to the books.

### **Day 1: Session 3: 2:00 PM – 3:30 PM**

Topic: Library Classification

Resource Person: Dr. N.S. Harinarayana

- Practical session of DDC Classification with introduction to the use of different tables of Volume 1 of DDC.

### **Day 1: Session 4: 3:45 PM – 5:15 PM**

Topic: School Library: An Introduction

Resource Person: Prof. B. S. Maheswarappa

The following points were covered in the session.

- Aim of education.
- Relation of education and library
- Role of school library
- Objectives of school library
- Functions of school library

### **Day 2: Session 1: 9:30 AM – 11:15 AM**

Topic: School Librarian: Roles, Responsibilities, Skills and Competencies

Resource Person: Prof. B. S. Maheswarappa

The following points were covered in the session.

- Roles and function of the school librarian
- Skills and competencies required for school librarian.
- Primary functions of the school library.
- Duties and responsibilities of school librarian.
- Leadership and collaboration, Community engagement.

### **Day 2: Session 2: 11:30 AM – 1:00 PM**

Topic: Library Cataloguing

Resource Person: Sri. S. Nagaraja

The following points were covered in the session.

- The Concept of Catalogue, Need and purpose of library catalogue
- Objectives of Library catalogue.

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- Different forms of catalogue.

### **Day 2:** Session 3: 2:00 PM – 3:30 PM

Topic: School Library: Infrastructure, Standards, Policies and Practices

Resource Person: Dr. K. Prakash

The following points were covered in the session.

- School infrastructure.
- Various parts of school library.
- Library layout.
- BIS standard for school library.

### **Day 2:** Session 4: 3:45 PM – 5:15 PM

Topic: School Library: Infrastructure, Standards, Policies and Practices

Resource Person: Dr. K. Prakash

The following points were covered in the session

- IT based infrastructure.
- Activity clubs.
- Class room library.
- Library equipment for differently-abled users and assistive devices etc.

### **Day 3:** Session 1: 9:30 AM – 11:15 AM

Topic: Activities to inculcate and enhance Reading

Resource Person: Dr. Rashmi T. Kumbar

The following points were covered in the session.

- Need of information literacy.
- Inculcation of reading habits.
- Extensive reading.
- Some activities on Extensive reading with the participants.
- Showing of some learning videos.

### **Day 3:** Session 2: 11:30 AM – 1:00 PM

Topic: Activities to inculcate and enhance Reading

Resource Person: Dr. Rashmi T. Kumbar

The following points were covered in the session.

- Intensive reading strategies.

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- Techniques of Reading
- Oral reading.

Activities on intensive reading. Like scanning Newspaper, activities for skimming etc. were conducted.

### **Day 3: Session 3: 2:00 PM – 3:30 PM**

Topic: Promotion and Publicity

Resource Person: Dr. Rashmi T. Kumbar

The following points were covered in the session.

- Features that can be involved in promotion and publicity.
- Enhancement of promotion and publicity of library.
- Challenges in promotion and publicity.
- Traditional ways and modern ways of promotion and publicity of school library.

Some promotional activities with the participants.

### **Day 3: Session 4: 3:45 PM – 5:15 PM**

Topic: Promotion and Publicity

Resource Person: Dr. Rashmi T. Kumbar

The following activities were conducted in the session.

- Creation of poster to promote an activity in the library
- All the participants were actively participated in the activity.

### **Day 4: Session 1: 9:30 AM – 11:15 AM**

Topic: Collaborative Learning

Resource Person: Dr. Rashmi T. Kumbar

The Resource person covered the following points in the session.

- Scope for innovation in school library.
- Benefit of collaborative learning.
- Implementation of collaborative learning.
- Collaborative functions.
- Outcome of collaborative learning initiatives.
- Planning tools for collaboration.
- Collaborative learning techniques.
- Collaborative planning aspects.



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- Role of collaborator.

### **Day 4:** Session 2: 11:30 AM – 1:00 PM

Topic: Blogs and Social Networking for a School Library

Resource Person: Mr. S. L. Faisal

Practical hands on session on wordpress.com.

Creation of library blogs by the participants.

### **Day 4:** Session 3: 2:00 PM – 3:30 PM

Topic: Blogs and Social Networking for a School Library

Resource Person: Mr. S. L. Faisal

Practical session on Blogs and social networking

### **Day 4:** Session 4: 3:45 PM – 5:15 PM

Topic: Blogs and Social Networking for a School Library

Resource Person: Mr. S. L. Faisal

Practical session on Blogs and social networking.

### **Day 5:** Session 1: 9:30 AM – 11:15 AM

Topic: Acquisition Process

Resource Person: Dr. Rashmi T. Kumbar

The following points were covered in the session.

- Library Acquisition Section
- Principles for acquisition
- Acquisition Methods
- Book selection
- Book Purchasing Procedure
- Allocation of library funds
- Book Acquisitions Criteria for the school library

### **Day 5:** Session 2: 11:30 AM – 1:00 PM

Topic: Web Tools for a School Library

Resource Person: Mr. S. L. Faisal

Practical session on Wordpress and Creation of Library blog.

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**Day 5:** Session 3: 2:00 PM – 3:30 PM

Topic: Practice session

Participants practiced on their library blog.

**Day 5:** Session 4: 3:45 PM – 5:15 PM

Topic: Practice session

Participants practiced on their library blog.

**Day 6:** Session 1: 9:30 AM – 11:15 AM

Topic: Library Collection Maintenance

Resource Person: Dr. M. Sithi Jagannara

The following points were covered in the session.

- Role of Management in Library Collection Maintenance
- Library Records, Accession Register
- Service Records
- Process of Library Collection Maintenance

**Day 6:** Session 2: 11:30 AM – 1:00 PM

Topic: Library Automation Using e-Granthalaya

Resource Person: Dr. Sunil M.V.

Hands on practical session on the use of e-Granthalaya

**Day 6:** Session 3: 2:00 PM – 3:30 PM

Topic: e-Granthalaya

Resource Person: Dr. Sunil M.V.

Hands on practical session on the use of e-Granthalaya

**Day 6:** Session 4: 3:45 PM – 5:15 PM

Topic: Library Cataloguing

Resource Person: Sri. S. Nagaraja

The following points were covered in the session.

- Library Catalogue and its use
- Classified Catalogue
- Alphabetical or Dictionary Catalogue
- Practical session of cataloguing of books using Anglo-American Cataloguing Rules-II

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### **Day 7: Session 1: 9:30 AM – 11:15 AM**

Topic: Library Records, Stock Verification and Library Committee

Resource Person: Dr. M. Sithi Jagannara

The following points were covered in the session.

- Stock Verification
- Methods of Stock Verification
- Withdrawal
- Weeding
- Rules regarding the loss of books etc.

### **Day 7: Session 2: 11:30 AM – 1:00 PM**

Topic: e-Granthalaya

Resource Person: Dr. Sunil M.V.

The participants were asked to give the presentation on different modules of e-Granthalaya.

### **Day 7: Session 3: 2:00 PM – 3:30 PM**

Topic: e-Granthalaya –Online Test

Resource Person: Dr. Sunil M.V.

Online Test on e-Granthalaya was conducted using Moodle.

### **Day 7: Session 4: 3:45 PM – 5:15 PM**

Topic: Greenstone Digital Library

Resource Person: Dr. Sunil M.V

Practical session on creation of Digital library for school library using Greenstone Digital Library (GSDL)

### **Day 8: Session 1: 9:30 AM – 11:15 AM**

Topic: Selection Tools, Strategies and Acquisition Process

Resource Person: Dr. K. Prakash

The following points were covered in the session.

- Factors involved in Book Selection
- Book selection policy and procedure
- Book selection tools
- Acquisition process

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- Methods of acquisition
- Evaluation of collection etc.

### **Day 8:** Session 2: 11:30 AM – 1:00 PM

Topic: Library Instruction and Information Literacy

Resource Person: Dr. Jesudoss Manalan

The following points were covered in the session.

- User education
- Library instruction
- Information literacy
- Need for user education
- Structure of user education and Library orientation

### **Day 8:** Session 3: 2:00 PM – 3:30 PM

Topic: Presentation from the participants

Resource Person: Sri. S. Nagaraja

The digital library created by all the participants using GSDL were asked to give the presentation on their digital library.

### **Day 8:** Session 4: 3:45 PM – 5:15 PM

Topic: Visit RIE Library Visit

All the participants visited the RIE Library and exposed to the work of different sections of the library

### **Day 9:** Session 1: 9:30 AM – 11:15 AM

Topic: Library Instruction and Information Literacy

Resource Person: Dr. Jesudoss Manalan

The following points were covered in the session.

- Aim of Library orientation
- Library procedure
- Information literacy
- Advantages of information literacy
- Digital rights management

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### **Day 9:** Session 2: 11:30 AM – 1:00 PM

Topic: School Library Services

Resource Person: Sri. S. Nagaraja

The following points were covered in the session.

- Library Services in School
- Traditional Library Services
- Reference Service
- Documentation Services
- Web based Services etc.

### **Day 9:** Session 3: 2:00 PM – 3:30 PM

Topic: Library Automation

Resource Person: Dr. N.S. Harinarayana

The following points were covered in the session.

- Library Automation
- Koha as a case study

### **Day 9:** Session 4: 3:45 PM – 5:15 PM

Topic: Print and Electronic Resources for a School Library

Resource Person: Mrs. Prabha Sudagade

The following points were covered in the session.

- Main Functions of a Library
- Parts of a Book
- Different types of book
- Print and electronic resources for a school library

### **Day 10:** Session 1: 9:30 AM – 11:15 AM

Topic: Presentation of GSDL

Resource Person: Mrs. Prabha Sudagade and Sri. S. Nagaraja

Participants gave the presentation on the digital library created by the participants using GSDL

### **Day 10:** Session 2: 11:30 AM – 1:00 PM

Topic: Field Report Presentation

Resource Person: Sri. S. Nagaraja and Mrs. Prabha Sudagade

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All the participants presented their field report of what they have done in their school libraries while doing the CCSL course.

### **Day 10: Session 3: 2:00 PM – 3:30 PM Test & Feedback Session**

Invigilator: Mrs. Prabha Sudagade

All the participants wrote the test.

All the participants filled up the feedback form

### **Day 10: Session 4:3:45 PM – 5:15 PM Valedictory**

**The following persons were present during the valedictory session.**

Prof. Ramaa (In charge Principal)

Dr G. Viswanathappa (Head DEE, RIE Mysuru)

Sri. S. Nagaraja (Course Coordinator, Librarian, RIE Mysuru)

Mrs. Prabha Sudagade (Librarian, DSERT Bangalore)

- Dr G. Viswanathappa, Head, Department of Extension welcomed all the participants and gave a brief introduction of CCSL and the contact programme.
- Sri. S. Nagaraja, the programme co-ordinator gave a brief account of the all the activities conducted during the 10 days' contact programme of CCSL, the practical training given to the participants and the evaluation of participants through Online test and written test were reported.
- Dr. Ramaa, In charge Principal, expressed the concern about the decreasing reading habit among the school students and mentioned that the school library can play a greater role in this direction to promote the reading habits.

The certificates were distributed to all participants.

## **14. Evaluation of participants of Online Certificate Course in School Librarianship**

Since, the evaluation is a key factor for determining the success of any course, a special care was taken to make it as effective as possible. Since CCSL itself was an innovative way of delivering high quality education to a different type of participants, it was equally important to make evaluation process also innovative. Hence the traditional way of conducting exam and grading the participants was discarded and a new evaluation process was designed. The new evaluation process is divided into six components, two term end tests

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after the completion of each face to face contact programs, viva-voce, assignments, field work report and online tests. Each component carried different weightage to calculate the final score and grading.

In order to have an unbiased and accurate evaluation proposal, it was decided to invite an external faculty in the field of library science from the university. Accordingly, the proposal was submitted to the principal invite an external subject expert for the purpose and the same was approved. As per the approval of the Principal, Dr. N. S. Harinarayana, Associate Professor of Department of Library and Information Science of University of Mysuru, was identified and invited to Regional Institute of Education to evaluate the test papers, Assignments and Field reports submitted by the participants of CCSL. It was a day long engagement on 17<sup>th</sup> January, 2017 and after the successful evaluation of all the test papers, assignments and field work report, the results were announced as Grades as decided in the workshops.

Dr. Harinarayana, conducted a thorough evaluation of examination papers, assignments and field reports and submitted the marks secured by the participants. Depending on the marks secured by the participants on each component of the evaluation scheme, weighted average method was adopted to assign grade to each participant. After tabulation of marks and grade obtained by the participants the final rank list was prepared. The following is the final grade list assigned to the participants of first batch of CCSL course.

Sl. No.	NAME	Grade
1	Abdulla Koya Cheppilan	A+
2	Abdurahiman M. T.	A
3	P. N. Anchatageri	B
4	Athul Parasar	A
5	N. Butchaiah Babu	A
6	T. Gnana Radhika	A+
7	B. Krishna Veni	A+
8	I. B. Mahesh	B
9	Ratheeshan, T.	A
10	P. Ravi Prasad	A
11	Savithri B. B.	A
12	Shivananda I. Badiger	B
13	Athivarama Venkata Sudhakar	A
14	Triveni. N.Y.	A+
15	Yasara C. V. N.	A+

### 15. Feedback Analysis

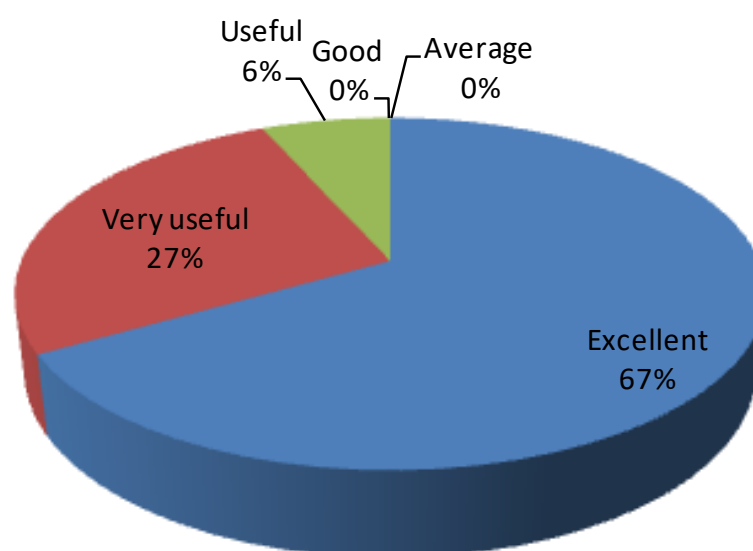
The Feedback analysis is the important criteria to assess the impact and usefulness of the course and the further scope for improvement of the various aspect of the course. A well-structured feedback form was designed and distributed among the participants to gather necessary input from the participants about the course for further analysis. The findings are done through detail analysis for further improvement in the course.

#### Feedback Analysis for CCSL 2<sup>nd</sup> Face to Face Contact Programme

##### I. Usefulness of the Course:

Usefulness of the course	Number of Responses
Excellent	10
Very useful	4
Useful	1
Good	0
Average	0

#### Usefulness of the course after completion



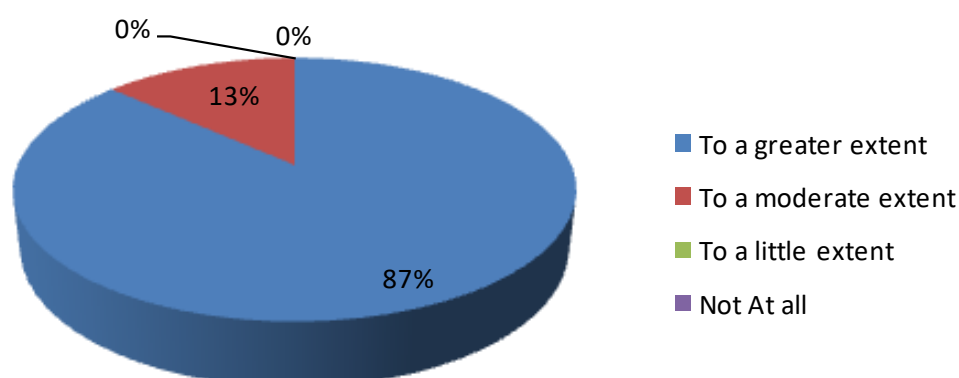
Majority of the participants agrees that the course is excellent or very useful, and there is no negative feedback by any participant.



### II. The extent of Influence and Motivation of the course to take up Professional Library activities in the school:

The extent of influence and motivation of the course to take up the library professional activities in School	Number of Responses
To a greater extent	13
To a moderate extent	2
To a little extent	0
Not At all	0

#### Extent CCSL course influenced and motivated to take up the library professional activities in School

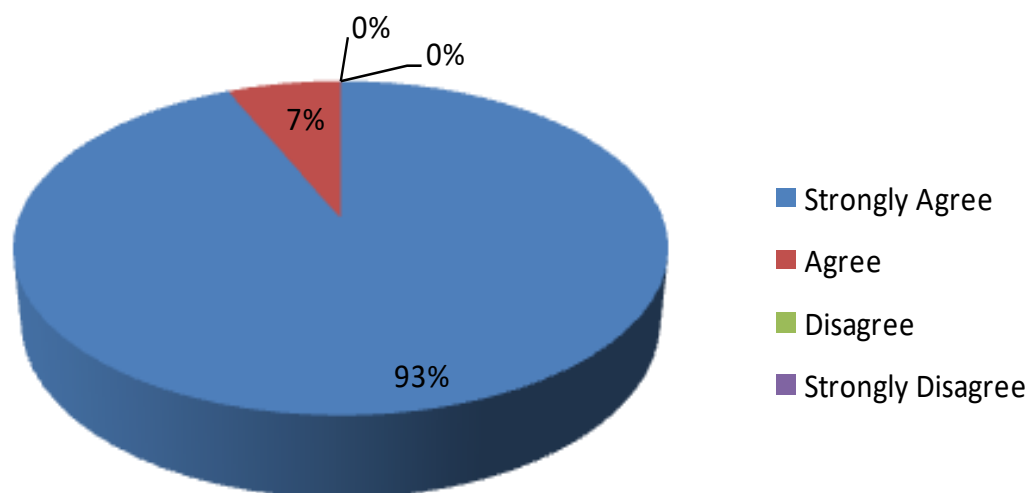


Majority of the participants are motivated to a greater extent or moderately to take up the library professional activities in their school. None of the participant has expressed about their disagreement in this context.

### III. The helpfulness of the course to improve the regular teaching and learning activities in the school

The helpfulness of the course to improve regular teaching and learning activities in the school	Number of Responses
Strongly Agree	14
Agree	1
Disagree	0
Strongly Disagree	0

## Helpfulness of the course to improve regular teaching and learning activities in the school

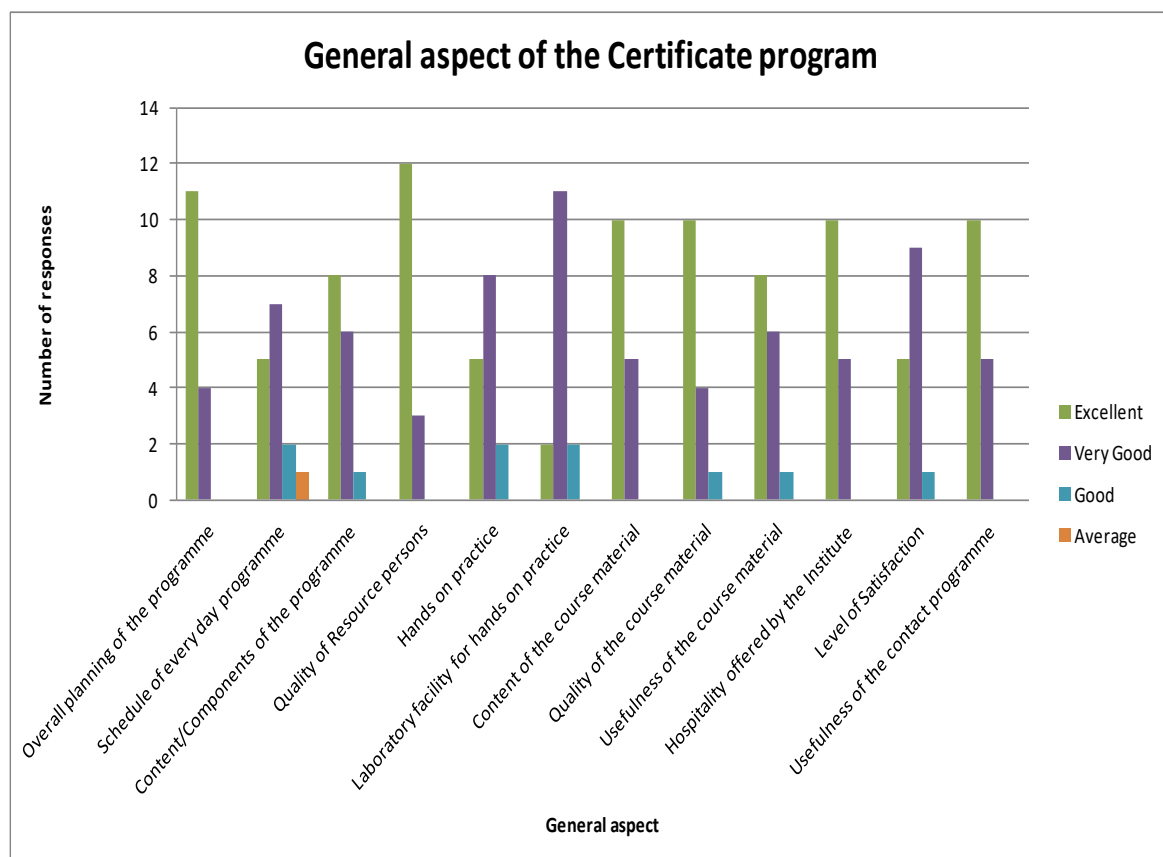


Majority of the participants strongly agree or agree that the content of the course is very much helpful to improve their regular teaching and learning activities in the school, and there is no negative feedback by any participant.

### IV. General aspect of the Certificate programme

General aspect of the Certificate programme	Number of Responses			
	Excellent	Very Good	Good	Average
Aspects/Items				
Overall planning of the programme	11	4	0	0
Schedule of every day programme	5	7	2	1
Content/Components of the programme	8	6	1	0
Quality of Resource persons	12	3	0	0
Hands on practice	5	8	2	0
Laboratory facility for hands on practice	2	11	2	0
Content of the course material	10	5	0	0
Quality of the course material	10	4	1	0
Usefulness of the course material	8	6	1	0
Hospitality offered by the Institute	10	5	0	0
Level of Satisfaction	5	9	1	0
Usefulness of the contact programme	10	5	0	0

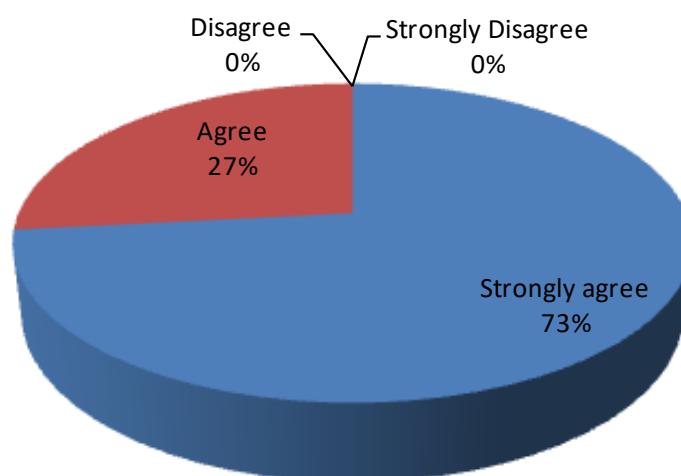
## Report of PAC programme



### V. The extent of agreement regarding the content of course to realize the objectives of the course

Extent of agreement	Number of Responses
Strongly agree	11
Agree	4
Disagree	0
Strongly Disagree	0

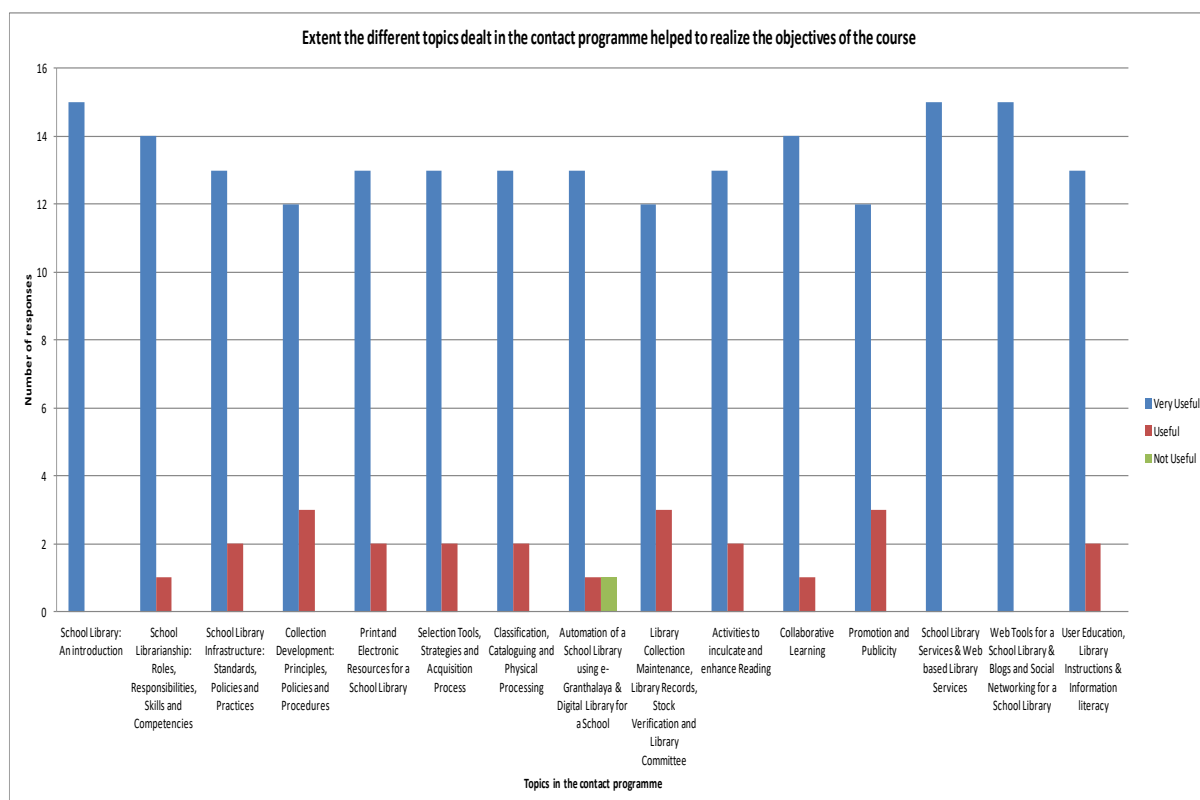
### Extent of agreement that the content of the course is helpful to realize the objectives the course



### VI. Extent the different topics dealt in the contact programme helped to realize the objectives of the course

Extent the different topics dealt in the contact programme helped to realize the objectives of the course	Number of Responses		
	Very Useful	Useful	Not Useful
Module/Topics			
School Library: An introduction	15	0	0
School Librarianship: Roles, Responsibilities, Skills and Competencies	14	1	0
School Library Infrastructure: Standards, Policies and Practices	13	2	0
Collection Development: Principles, Policies and Procedures	12	3	0
Print and Electronic Resources for a School Library	13	2	0
Selection Tools, Strategies and Acquisition Process	13	2	0
Classification, Cataloguing and Physical Processing	13	2	0
Automation of a School Library using e-Granthalaya & Digital Library for a School	13	1	1
Library Collection Maintenance, Library Records, Stock Verification and Library Committee	12	3	0
Activities to inculcate and enhance Reading	13	2	0
Collaborative Learning	14	1	0
Promotion and Publicity	12	3	0
School Library Services & Web based Library Services	15	0	0
Web Tools for a School Library & Blogs and Social Networking for a School Library	15	0	0
User Education, Library Instructions & Information literacy	13	2	0

## Report of PAC programme



### 16. Overall Opinion and suggestions about the training programme

<b>Overall Opinion and suggestions about the CCSL programme after 2<sup>nd</sup> Face to Face contact programme</b>
Please inform our SCERT's of this particular course CCSL so that it will reach the very base level.
Visit our institutions to see how we are involved in school library.
When comparing with developed world India is lagging behind. The panacea for this problem is education and learning. So I found some true educators here. They are dreaming about a good new generation.
This helps us to know the value of library and use information technology in our profession.
3 Face to face contact programme is needed.
Very good hospitality.
Very cooperative, highly effective and resourceful resource persons.
Learned many things along with school library information.
Excellent in every manner.
Need to give importance to the manual approach. Because automation, digitalization is a great effort and much needed. But as you said Google can give many options but a librarian can give a right option.
Need concern for rural school where there is electricity problem.
Very useful

## Report of PAC programme

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Very good
CCSL course should be include as a compulsory subject for DEd and Bed .
Every teacher should compulsorily do training on CCSL.
It is very useful for school teachers.
20 days contact programme is not enough and need some more days to learn about automation of library.
Give permission to accompany family, especially small baby, if needed.
It is a very good programme to improve our knowledge.
It made me to learn computer and also created interest to learn computer more and to visit many websites.
Programme is very good but the duration of the programme is very short.
Include some more practical sessions for e-Granthalaya and Greenstone Digital library.

### 16.1 Suggestion received from the participants about the contact programme

#### Content:

- Some more content is needed about preservation methods used in the library.
- Theory and practical sections should have equal importance.
- Here theory dominant.
- Enough
- No change
- It is highly professional. We are not full time librarian. So please make it simple.
- Should consider rural area schools and their facilities.
- Suggestion to do contact programme of 30 days.
- Reduce the content.

#### Length

- Sufficient
- Ok
- Enough
- Should give one session for one unit and give more sessions on practical class.
- Optimum
- More practical class.
- Orientation programme is needed.
- Three or Four Face to Face contact programme.

#### Format

- Good
- Half session theory and afternoon practical.
- Enough
- After completing 1 block, should give 1 assignment. Then only we may know the things clearly.
- Nice

### Method

- Good
- Should include more library visit.
- Enough
- Very good

### Resource Persons

- Excellent
- 80% of resource persons are high standard.
- Enough
- Highly resourceful
- Good
- Some of the resource persons take class, just look PPT and reading and not good.

### Any other aspect

- A chapter should be included about future library.
- For every unit, one test should be conducted (Unit test).
- Should give more time for practical class.
- The course should reach the base level teachers also.
- One day for trip.
- Everything is very excellent. A little elaborate and individual care while practicing to get the results.
- Internet facilities are to be improved.
- Include more practical session.

## 16.2 Opinion on the usage of the knowledge gained from the programme in the work place by the participants

- Introduce e-Granthalaya and GSDL.
- Create a blog.
- To enlarge my school library.
- Can include more activities in our school library.
- To know something about card cataloguing and its uses and advantages.
- To know the other states library works and activities.
- Familiarizes others library work.
- I will promote my work place library as a learning center.
- I will select some school (5 schools) this year and I will try to share my knowledge to improve the libraries of those schools.
- I will conduct the library activities as a curricular activity and make our students to use it as a learning center.
- Make the students to come and sit in library.
- Try to assign a library period per week.
- I gained so much knowledge. This helps me to know about services, activities etc. about library.
- I want to open my school library and give better services.
- I will do cataloguing of library books in my school.
- This course is helpful to improve day today teaching and learning activities in the school.

## Report of PAC programme

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- This will help to function the library in a systematic way.
- I will discuss all the matters with the head of the institution and to introduce digital library.
- It is a very much added content to me to make my class, my school, my library a very beautiful and useful.
- This programme has given many thoughts and generated my technical awareness to maximum level.
- I stepped into a digital, automated environment which I am going to extend to my students, to my colleague and to my whole school. I also meet my village library which I already approached.
- I am highly motivated through this programme, I will use this knowledge and experience to renovate our school library and make as a resourceful.
- I will do my best.
- By converting our library as a “Resource center” and by using Information technology in my work place.
- This knowledge is very useful to my school and also very useful to entire state to conduct library smoothly.
- We are living in a digital world. So new generation gains information through digital ways. But learning from books has its own charm and beauty. So I will take conscious effort to bring new generation to the world of library. Once they stated then that will become a habit.
- I, myself already started working what I learnt in the 1<sup>st</sup> contact programme onwards with the help of our staff members.
- I used to open the shelves and made release of books to reach the students.
- I gave e-Granthalaya software CD to our school’s head to use in the school.
- I inculcated book reading among students and staff very well which effected our library is to open always during the school timing.



# Report of PAC programme

## Photo of First Workshop (Workshop for design and development of CCSL)





# Report of PAC programme

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## Photo of Second Workshop (Review & Finalization of CCSL course material)



(Resource persons reviewing the course material)



(Resource persons giving their suggestions after reviewing the course material)

### Photo of First Face to Face Contact programme



Prof. D.G. Rao, Principal of RIE, Mysuru addressing the participants in the inauguration of CCSL 1<sup>st</sup> Face to Face contact programme



(Participants of CCSL 1<sup>st</sup> Face to face contact programme)



## Report of PAC programme

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(Dr. N.S. Harinarayana, resource person taking the session)



(Prof. Ashok Y. Asundi, resource person taking the session)

## Report of PAC programme

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(Smt. Usha Mukunda, resource person conducting activity for the participants)



(Participants involving in the activity)

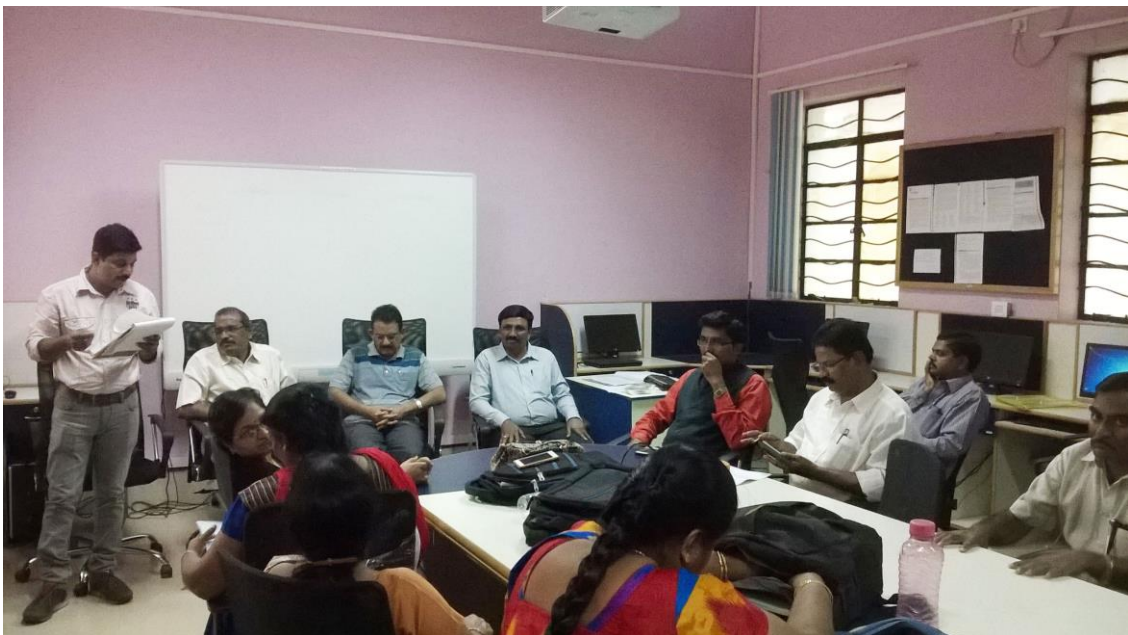


## Report of PAC programme

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(Participant receiving certificate from the Principal of RIE, Mysuru)



(Participant sharing his experience about the CCSL 1<sup>st</sup> Face to Face contact programme)

# Report of PAC programme

## Photo of Second Face to Face Contact programme



(Inauguration of CCSL 2<sup>nd</sup> Face to Face contact programme)



(Dr. K. Prakash, resource person interacting with participants)



## Report of PAC programme

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(Participants during the session)



(Participants interacting with Librarian of RIE, Mysuru during the RIE, Library visit )



## Report of PAC programme

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(Dr. J. Manalan interacting with the participants)



(Dr. N.S. Harinarayana interacting with the participants)

## Report of PAC programme

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(Smt. Prabha Sudagade conducting the final test)



Mr. S. Nagaraja programme coordinator presenting the report of the CCSL programme in the Valedictory function



## Report of PAC programme



### Media coverage of beginning of the Online Certificate Course in School Librarianship programme

# Online certificate prog. in School Librarianship begins at RIE



**Prof. D.G. Rao, Principal, RIE, Mysore (RIEM), is seen addressing the participants as (from left) Usha Mukunda, Prof. B.S. Maheshwarappa and Nagaraju, Librarian, RIEM, look on.**

Mysuru, Dec. 17- A six-month online certificate programme in School Librarianship was inaugurated by Prof. D.G. Rao, Principal, Regional Institute of Education, Mysore (RIEM), on Dec.11 at the Technology Block of RIE Campus in city.

In his inaugural speech, Prof. Rao highlighted the importance of online programme and called upon beneficiaries to use this programme for improving School Library.

This certificate programme in School Librarianship is meant for the librarians, in-charge Librarians, Teacher Librarians, Administrative Staff of Primary, Upper Primary, Secondary and Senior Secondary Schools. The main objective of the programme is to develop essential professional skills and competencies among the participants.

After completing the programme, participants will have to plan and acquire good collection for school library, organise and manage school library effectively and efficiently, provide

better library services to school children and teachers in web environment, nurture reading among school children and initiate collaborative learning,

and organise information literacy programmes for the benefit of students and teachers for the effective use of digital and web resources.

Prof. B.S. Maheshwarappa, Professor of Library Information Science Department, Gulbarga University and Usha Mukunda, Consultant and pioneer in School Library from Bengaluru, spoke about the importance of the online programme.

A total of 15 participants from AP, Karnataka, and Kerala are attending a ten-day programme where they will be oriented on the online certificate prog. in School Librarianship. Nagaraju, Librarian, RIE, welcomed.

**(Star of Mysore 17-12-2015)**



## Online certificate programme in school librarianship begins

**MYSURU:** With an objective to boost essential professional skills and competency among librarians, the city-based Regional Institute of Education (RIE) launched a novel initiative 'Online Certificate Programme in School Librarianship' (CCSL) on Tuesday.

The six-month programme is specially designed for librarians, in-charge librarians, teacher librarians, administrative staff of primary, upper primary, secondary and senior secondary schools. After completing the programme, the participants will have to plan and acquire a good collection for their school libraries, organise and manage the libraries effectively and efficiently, provide better library services to schoolchildren and

teachers in web environment, nurture reading habits among schoolchildren and initiate collaborative learning, and organise information literacy programmes for the benefit of students and teachers for the effective use of digital and web resources, RIE principal D G Rao said.

He highlighted the importance of the online programme and called upon the beneficiaries to use it for improving their school libraries.

B S Maheshwarappa from Gulbarga University and Usha Mukunda, a consultant from Bengaluru, explained the significance of the programme. A total of 15 participants from Andhra Pradesh, Karnataka, and Kerala will undergo training in the ten-day programme.

**DH News Service**



**RIE Mysuru principal D G Rao addresses participants of an online certificate programme in school librarianship at RIE in Mysuru on Tuesday. Library consultant Usha Mukunda, B S Maheshwarappa and librarian Nagaraju are seen. DH PHOTO**

**(Deccan Herald 17-12-2015)**

Media coverage of end of the Online Certificate Course in School Librarianship programme

Online Certificate Course in School Librarianship conducted at RIE



S. Nagaraja, Librarian, RIE Mysore and Online Course Coordinator, seen explaining the contours of the ten-day contact at RIE here recently as Prof. D. G. Rao, Principal, RIE, Prof. G. Viswanathappa, Head DEE, RIE, Prof. B. S. Maheshwarappa, Department of Library and Information Science, Kalburgi University and participants look on.

Mysuru, July 31- A six-month Online Certificate Course in School Librarianship (CCSL) was conducted at RIE Mysore under the co-ordinatorship of S. Nagaraja, Librarian, RIE.

The following are the objectives of the online course:

- To develop essential professional skills and competencies in the participants to plan and acquire good collection of materials for School Library.
- Organise and manage school library effectively and efficiently.
- Provide better library services to school children and teachers in Web environment.
- Nurture culture of reading

among school children and initiate collaborative learning.

- Provide web resources and organize information literacy programmes for effective use of digital and web resources.

The target group of this online course was school librarians, in-charge librarians, Teacher librarians, Administrative staff of primary, upper primary, secondary and senior secondary schools. Also individuals who have an interest to opt for school librarianship as a profession can join.

The duration of the course is six months. Participants have to attend two contact programmes of 10 days each.

The first batch of online course students underwent two contact programmes from Dec.11-20 and July 13-22. The course was developed by a team of experts in school librarianship invited from all over the country at RIE.

The entire course material is made available on moodal e-learning platform for the benefit of the participants. The first batch of 15 students from Karnataka, Kerala and Andhra Pradesh completed their Online Course on July 22.

The Second Contact Programme was inaugurated by Prof. D. G. Rao, Principal, RIE on July 13.

(Star of Mysore 31-07-2016)

**Online course on school librarianship**

SPECIAL CORRESPONDENT

**MYSURU:** A six-month online Certificate Course in School Librarianship (CCSL) was inaugurated at RIE on Friday.

S. Nagaraja, librarian, RIE, coordinated the workshop, which aims to develop essential professional skills and competencies in participants to plan and acquire good collection of material for school libraries, organise and manage libraries effectively and efficiently, provide better services to schoolchildren and teachers in web environment, nurture culture of reading and initiate collaborative learning, and organise information literacy programmes.

(The Hindu 31-07-2016)