

Training programme on modernisation of library services of Teacher Education Institutions.

A report on “Two-day workshop with experts to vet & edit the
contents of the Training Manual”.

PROGRAMME COORDINATOR

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PROCEEDINGS OF THE PROGRAMME

The **Session** began at 9.30 a.m. with welcome to the editors of the manual for the workshop on the 3rd of February at IUCTE, RIEM. It was informed in detail to the editors regarding the information on the chapters written by the Resource Persons. The chapters were thoroughly looked into by the editors. The chapters written by the Resource Persons was in the unit wise format. Prof. A Y Asundi one of the Key editors felt that the chapters should not be given in the form of Unit or chapters in a manual. Thus it was decided by the editors to revamp the chapters in topic wise format. According to the instruction of the editors the topics were rearranged under the suitable headings. The content of the manual was also rescheduled. As the editors felt that some of the important topics were left out in the materials given by the Resource Persons, the information on such topics were gathered and added in the manual.



Discussion with the editors and the changes were implemented

The format of representing the chapters through modules was changed. The chapter number which extended up to 8 chapters were minimised to 5 chapters (Appendix I) by rearrangement of topics. It was advised that the unit of KOHA not to be added as a part of the manual, but to separately give as a hand out along with the draft manual. The references of each chapter was pooled up in one place and checked for the duplication.

To mention few -

Rules and norms for TE libraries
Finance & Budgeting
Collection Development & Management
Staff formula
ICT Developments.

After the through study of the chapters for the manual drastic changes were made to bring the content of the manual topic wise. It was decided to give a draft manual for the training programme as the editors felt that feedback of the participants was essential before the final copy of manual is brought out.

On the 4th February, 2nd day of the editing workshop the topics which were to be added were finalised the same was fit in to the manual. As the editors felt that the time is not enough to completely go through the manual in the span of two days, it was decided that the editors would take the soft copy of the material to go through thoroughly. And also that the edited materials would be sent to us within one week.

OUTCOMES

- The format of the manual along with the content and reference was finalised.
- Content material for the draft manual was drawn out.
- The detailed contents of the manual (Appendix II) was framed with preliminary information and references

APPENDIX I

Contents of the manual (Restructured)

Chapter 1

Teacher Education in India

- 1.1 Introduction
 - 1.2 NCERT
 - 1.3 Teacher Education institutions
 - 1.3.1 National Council for Teacher Education
 - 1.4 Teacher Education Institutional Libraries –An overview
 - 1.4.1 Libraries in Education
 - 1.4.2 Academic libraries
 - 1.5 Role of librarians in Teacher Education Institutions
 - 1.5.1 Traditional Roles
 - 1.5.2 ICT oriented roles
- (Google search Strategy, Plagiarism, Reference management)

Chapter 2

Collection Development and Management

- 2.1 Introduction
- 2.2 Budgeting (to add)
- 2.3 Collection Development-Electronic Resources
- 2.4 Collection Management
 - 2.4.1 Library Classification
 - 2.4.2 Library Cataloguing

Chapter 3

Library and information services in Teacher education institutions

- 3.1 Introduction
- 3.2 Library Services-Traditional
 - 3.2.1 Best Practices
- 3.3 Computerization information services
- 3.4 Web tools services
- 3.5 Web Education & information literacy programme

Chapter 4

Functional management of libraries

- 4.1 Introduction
- 4.2 Library rules and regulation
- 4.3 Stock inventory in libraries
- 4.4 Manpower planning and development (to add)
 - 4.4.1 Manpower estimation (to add)
 - 4.4.2 Staff formula (to add)
 - 4.4.3 Skills and competencies for library modernization

Chapter 5

ICT applications in Teacher Education institutions

- 5.1 Introduction
- 5.2 ICT development (to add)
- 5.3 Library Automation and Management
 - 5.3.1 Hardware and software selection
- 5.4 digital library: Concept and Technique
 - 5.4.1 Digital libraries
- 5.5 Digital libraries for Teacher education
- 5.6 Open institutional Repositories
 - 5.6.1 Open Educational Resources
 - 5.6.2 Open Access Resources (IR)
- 5.7 Website development for libraries
 - 5.7.1 Web tools – search engine & web browsers
- 5.8 Social media for libraries

APPENDIX II

CONTENT

Chapter - 1: Teacher Education Institutions in India

- 0.1 Need for the Manual on Libraries
- 1.1 Introduction
- 1.2 National Council on Educational Research and Training(NCERT)
- 1.3 Teacher Education Institutions (TEI)
- 1.4 Teacher Education Institutions Libraries: An Overview
- 1.5 Role of Librarian in Teacher Education Institutions

Chapter - 2: Collection Development and Management

- 2.1 Introduction
- 2.2 Collection Development Process
- 2.3 Issues and Challenges
- 2.4 Teacher Education Institutes Library
- 2.5 Criteria for Selection
- 2.6 Selection Tools
- 2.7 Methods of Purchase
- 2.8 Document Ordering
- 2.9 Terms and conditions of supply
- 2.10 Good Offices Committee
- 2.11 E- Resources: Collection of IT resources
- 2.12 User Needs and Services
- 2.13 Budgeting
- 2.14 Collection Organisation and Management
- 2.15 Subject Cataloguing and Indexing

Chapter - 3: Library and Information Services in Teacher Education Institutions

- 3.1 Introduction
- 3.2 Library Services-Traditional
- 3.4 User Education & Information Literacy.

Chapter – 4: Functional management in libraries

- 4.1 Introduction
- 4.2 Library Authority and Committees
- 4.4 Manpower planning and development
- 4.5 Library Infrastructure Facilities

Chapter – 5: ICT applications in Teacher Education institutions

- 5.1 Introduction: Summary of ICT Revolution
- 5.2 Library Automation: Introduction to Basic Concepts
- 5.3 Digital library: Concept and Technique
- 5.4 Digital libraries for Teacher Education
- 5.5 Open Access Resources
- 5.6 Website development for libraries
- 5.7 Social Media for Libraries

References

Website Links
