

## **2. EMPLOYMENT OPPORTUNITIES FOR DIPLOMA HOLDERS IN LIBRARY AND INFORMATION SCIENCE**

The product of the polytechnics offering the two years diploma course in library and information science will find employment:

- i) In school, ITI and Polytechnic Libraries
- ii) Small public Libraries
- iii) Libraries maintained by small industrial and business houses
- iv) Departmental libraries
- v) Other small scale private sectors libraries
- vi) Degree colleges, public and private sectors

They are also expected to find employment as technical assistants, programming assistants, programming data entry operators and information assistants in:

- i) Computer centres
- ii) Information Centres
- iii) Different industries and organizations
- iv) Special libraries

The library science course has so far been purely an employment oriented course. For the first time an attempt has been made to give certain entrepreneurial inputs to the students to enable polytechnics product to be self-employed by opening

- Circular/Mobile libraries
- Information packaging units and marketing of journals and books etc

With this end in view certain inputs in the areas of marketing and information handling etc. have been provided in the course.

### **3. COMPETENCY PROFILE**

1. Acquisition of (print and non-print) reading/reference materials
2. Technical Processing – Classification, cataloguing, preparing shelf list, filing of cards and preparation of materials for use
3. Circulation: enrollment of members, keeping records, issuing borrower's cards, arranging the issue tickets, issue and return, maintaining statistics, reservations, fine and its accounts, procedure regarding these services, no due formalities and reminders etc.
4. Reference and information services
5. Shelf arrangements and book display: arrangements of books, standards and other materials, patents and specifications, professional publications, non-serial pamphlets and display of new arrivals
6. Stock verification: stock verification, rectification, writing off the materials
7. Book Bank services: Maintenance of records, farming of rules for fines, drafting and filing of forms, developing eligibility rules and identification of beneficiaries
8. Procurement of furniture, equipment, material etc.: Estimation and procurement of the quality and quantity of furniture, equipment and other items required in libraries

9. Maintenance of various items: Preservation and care of various items, identification and procurement of materials required, application techniques and regular checking
10. Resource Sharing: Resource sharing, document delivery and budgeting
11. Library committee meetings: preparing agenda, conducting meeting, preparing minutes of meeting, circulation of minutes, follow up of meeting
12. Statistics and report writing
13. Public relations: interacting with users, suppliers
14. Application of Computer
15. Ability to provide confidential information, storage and retrieval systems
16. Entrepreneurship: identification of areas of work, acquisition of resources, establishing and managing the unit, marketing etc
17. Serials control: Identification of serials, procurement, registration and checking
18. Bibliography

