

Markanda National College

Ladwa Road Shahabad Markanda



Value Added Course

Session: 2021-22

Title	:	Certificate Course in Library Operations
Code	:	LO22
Certification	:	Grading Pattern
Duration	:	30 Hours
Mode of Assessment	:	Pen and Paper
Offered By	:	The MNC Library Markanda National College Shahabad

Course Coordinator: Dr. Ajay Kumar Arora



CERTIFICATE COURSE IN LIBRARY OPERATIONS

Course Duration: 30 hours

Maximum Marks: 100

Pass Marks: 40

Course Description:

This intensive 30-hour certificate program provides students with essential knowledge and skills for entry-level library positions. Students will learn about library organization, collections, cataloging, reference, and technology through classroom instruction and hands-on training.

Course Learning Outcomes:

1. Describe library operations and services
2. Perform basic technical services functions
3. Utilize reference resources to assist users
4. Apply customer service principles for library users
5. Use integrated library systems and technologies

Course Content

1. Introduction to Libraries

Overview of library types, roles, and services. Library ethics and philosophies.

2. Library Technical Services

Acquisition, processing, cataloging, and organization of library materials. Introduction to classification systems.

3. Reference and Research Services

Reference interviewing. Using print and digital reference sources. Basic database searching strategies.

4. Library Systems and Technologies

Integrated library systems (ILS), online public access catalog, Introduction to library automation.

5. Library Services

Circulation, reserves, interlibrary loan policies and procedures. Reference Service, Reading room Services, IT Based Services



MARKANDA NATIONAL COLLEGE
SHAHABAD MARKANDA
Dist. Kurukshetra (Haryana) – 136118 INDIA

20.01.2022

NOTICE

Subject: Enrolment for Certificate Course in Library Operations.

Dear Students,

The MNC Library is commencing Value-Added Course – Certificate Course in Library Operations, essential knowledge and skills for entry-level library positions. Students will learn about library organization, collections, cataloging, reference, and technology through classroom instruction and hands-on training.

Enrollment Deadline: February 1, 2022

Duration of the Course: 30 Hrs

For any queries, please feel free to contact Dr. Ajay Kumar Arora.

We look forward to your active participation.

(Dr. Ajay Kumar Arora)

Course Coordinator

(Dr. Ashok Kumar)

Principal
Markanda National College
Shahabad Markanda (Haryana)



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Dist. Kurukshetra (Haryana) – 136118 INDIA

26.04.2022

NOTICE

All the students enrolled in 30 Hrs Certificate Course titled "Certificate Course in Library Operations" conducted by the MNC Library during session 2021-22 are informed that their course exam will be held on 28.04.2022.

(Dr. Ajay Kumar Arora)
Course Coordinator

Principal
(Dr. Ashok Kumar)
Markanda National College
Shahabad, Markanda (Haryana)
Principal

**ATTENDANCE AND RESULT REPORT OF
CERTIFICATE COURSE IN LIBRARY OPERATIONS**

ROLL NO.	NAME	CLASS	ATTENDANCE	MARKS	GRADE
1222112002010	KHUSHBOO	B.A. I	92%	92	A+
1222112002014	KAJAL DEVI	B.A. I	77%	78	A
1222112002015	SHEETAL SAINI	B.A. I	90%	86	A+
1222112002025	DIKSHA RANI	B.A. I	78%	86	A+
1222112002030	RAJAN	B.A. I	75%	75	A
1222112002032	ABHISHEK	B.A. I	75%	75	A
1222112002046	KOMAL	B.A. I	76%	84	A
1222112002047	PALAK	B.A. I	76%	81	A
1222112002202	TANIYA	B.A. I	90%	93	A+
1222112002214	VISHAL	B.A. I	82%	84	A
1222112002215	DALJIT SINGH	B.A. I	78%	88	A+
1222112002241	HIMANSHU	B.A. I	82%	82	A
1222112002263	AMANDEEP SINGH	B.A. I	80%	82	A
1222112002278	VIKASH KUMAR	B.A. I	78%	81	A
1222112002281	PARVEEN KUMAR	B.A. I	75%	76	A
1222112002287	ANKUSH KUMAR	B.A. I	83%	79	A


(Course Coordinator)



(Principal)

Principal
Markanda National College
Shahabad Markanda (Haryana)





MARKANDA NATIONAL COLLEGE

SHAHABAD MARKANDA, DIST. KURUKSHETRA, HARYANA (INDIA)

(Affiliated to Kurukshetra University, Kurukshetra)

<https://mnsc.ac.in>

email: mncshahabad@yahoo.co.in

Ph: +91-01744-240152

Sr. No. 09

Dated: 29/04/2022

CERTIFICATE

This is to certify that Mr./Miss TANIYA

S/D/O GYAN CHAND

has completed the value Added Certificate course titled


CERTIFICATE COURSE IN LIBRARY OPERATIONS

conducted by THE MNC LIBRARY

from February 2022 to April 2022 for 30 hours.

He/She secured grade 'A+


Course Coordinator


Principal Signature & Seal
Principal
Markanda National College
Shahabad Markanda (Haryana)

Marks Percentage
Grade

85% above
A+

75-84%
A

65-74%
B

50-64%
C

40-50%
D



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email:mncshahabad@yahoo.co.in

Ph: +91-01744-240152

Sr. No. 14

Dated: 29/04/2022

CERTIFICATE

This is to certify that Mr./Miss VIKASH KUMAR

S/D/O SUKHVINDER SINGH

has completed the value Added Certificate course titled


CERTIFICATE COURSE IN LIBRARY OPERATI

conducted by THE MNC LIBRARY

from February 2022 to April 2022 for 30 hours.

He/She secured grade 'A'.


Course Coordinator


Principal Signature & Seal
Principal
Markanda National College
Shahabad Markanda (Haryana)

Marks Percentage	85% above	75-84%	65-74%	50-64%	40-50%
Grade	A+	A	B	C	D