# Value added Course Syllabus

**Course Title: ICT Applications in Libraries (ICTAL02)**

**Course Duration: 30 Hours**

**Course Objectives:**

1. Understand the role of ICT in modern libraries.
2. Develop skills in library management software and systems.
3. Learn to create and manage digital content.
4. Gain proficiency in information retrieval technologies.
5. Explore social media and communication tools for libraries.
6. Understand data management and analytics in libraries.
7. Familiarize with mobile technologies and apps for library services.
8. Learn about user training and support in ICT.
9. Address security and privacy issues in digital environments.
10. Examine future trends and innovations in library ICT.

**Course Outline:**

**Week 1: Introduction to ICT in Libraries (3 hours)**
- Overview of ICT's role in library services
- Historical context and evolution of technology in libraries
- Reference Source: *Technology and the Future of Libraries* by James M. McGowan

**Week 2: Library Management Systems (LMS) (3 hours)**
- Overview of popular LMS (e.g., Koha, Alma)
- Hands-on training in basic LMS functionalities
- Reference Source: *Library Management Systems: A Practical Guide* by John D. McDonald

**Week 3: Digital Content Creation and Management (3 hours)**
- Types of digital content (e-books, databases, multimedia)
- Tools for content creation (e.g., Canva, Adobe Spark)
- Reference Source: *Managing Digital Assets* by Richard A. Brown

**Week 4: Information Retrieval Technologies (3 hours)**
- Understanding search engines and databases
- Advanced search techniques and strategies
- Reference Source: *Fundamentals of Information Retrieval* by Christopher D. Manning et al.

**Week 5: Social Media and Communication Tools (3 hours)**
- Utilizing social media for library promotion and engagement
- Overview of communication tools (e.g., Slack, Zoom)

- Reference Source: *Social Media for Libraries* by Kathryn E. L. L. S. G. H. Crumpton

## Week 6: Data Management and Analytics (3 hours)
- Introduction to data management practices in libraries
- Using analytics tools to assess library services
- Reference Source: *Data-Driven Decision Making for Librarians* by Phil Turner

## Week 7: Mobile Technologies in Libraries (3 hours)
- Overview of mobile apps for library services
- Designing mobile-friendly library resources
- Reference Source: *Mobile Technologies and Libraries* by Jennifer L. Smith

## Week 8: User Training and Support (3 hours)
- Developing user training programs for ICT tools
- Best practices for providing technical support
- Reference Source: *User Education in Libraries* by Barbara J. Smith

## Week 9: Security and Privacy in Digital Libraries (3 hours)
- Understanding cyber security risks in libraries
- Best practices for protecting user data and privacy
- Reference Source: *Cyber security for Libraries* by Joe Murphy

## Week 10: Future Trends in Library ICT (3 hours)
- Emerging technologies (AI, block chain, VR)
- Preparing for future challenges and opportunities in libraries
- Reference Source: *The Future of Libraries: A Global Perspective* by Michael A. Keller

## Assessment Methods:
- Participation in discussions and hands-on activities
- Weekly quizzes to reinforce learning
- Final project: Develop a proposal for an ICT initiative or service for a library, detailing implementation, goals, and expected outcomes.

## References:
1. McGowan, J. M. (2016). *Technology and the Future of Libraries*. ALA.
2. McDonald, J. D. (2018). *Library Management Systems: A Practical Guide*. Rowman & Littlefield.
3. Brown, R. A. (2013). *Managing Digital Assets*. Rowman & Littlefield.
4. Manning, C. D., Raghavan, P., & Schütze, H. (2008). *Fundamentals of Information Retrieval*. MIT Press.
5. Crumpton, K. E. L. L. S. G. H. (2017). *Social Media for Libraries*. ALA.
6. Turner, P. (2016). *Data-Driven Decision Making for Librarians*. ALA.
7. Smith, J. L. (2015). *Mobile Technologies and Libraries*. ALA.
8. Smith, B. J. (2010). *User Education in Libraries*. ALA.
9. Murphy, J. (2019). *Cybersecurity for Libraries*. ALA.
10. Keller, M. A. (2020). *The Future of Libraries: A Global Perspective*. ALA.