

## Schedule for Capacity Building Training from 29<sup>th</sup> October to 02<sup>nd</sup> November, 2018

Day 1 : October 29 <sup>th</sup> , 2018		
10.00 AM – 10.30 AM	Registration	
10.30 AM - 11.15 AM	Inaugural Session	
11.15 AM – 11.45 AM	High Tea	
11.45 AM- 01.15 PM	Emerging Trends in Public Libraries: Current and Future	Mr. Anirban Biswas
01.30PM – 02.15 PM	Lunch Break	
02.15 PM – 03.45 PM	Koha Configuration: Setting of System Parameters and Basic Parameters	Prof. Partha Sarathi Mukhopadhyay, DLIS, University of Kalyani
03.45 PM - 04.00 PM	Tea Break	
04.00 PM - 05.30 PM	Acquisition and Basic Cataloguing for Koha and MARC 21 Based Cataloguing in Koha & Report Generation	Prof. Partha Sarathi Mukhopadhyay

Day 2 : October 30 <sup>th</sup> , 2018		
10.00 AM - 11.30 AM	Use of Social Media to reach the unreached	Mr. Anirban Biswas
11.30 AM – 11.45 AM	Tea Break	
11.45 AM - 01.15 PM	Patron Management & Circulation	Prof. Partha Sarathi Mukhopadhyay
01.15 PM - 02.00 PM	Lunch Break	
02.00 PM – 03.30 PM	Koha Tools: Features and Facilities & Koha OPAC: Retrieval, Localization and user services	Prof. Partha Sarathi Mukhopadhyay
03.30 PM – 04.00 PM	Tea Break	
04.00 PM – 05.30 PM	Serials control and Report Generation	Prof. Partha Sarathi Mukhopadhyay

Day 3 October 31 <sup>st</sup> , 2018		
10.00 AM - 11.30 AM	Community, Engagement and Partnership	Mr. Anirban Biswas
11.30 AM – 11.45 AM	Tea Break	
11.45 AM - 01.15 PM	Open Source Resources and Search Mechanism	Mr. Anirban Biswas
01.15 PM - 02.00 PM	Lunch Break	
02.00 PM – 03.30 PM	Preservation and Conservation with special emphasis to Digitization	Mr. Mayukh Biswas, Asst professor, DLIS, NBU
03.30 PM – 04.00 PM	Tea Break	

04.00 PM – 05.30 PM	Digitization Hands On	Mr. Manas Esh, Information Scientist, NBU
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Day 4 :November 01 <sup>st</sup> , 2018		
10.00 AM - 11.30 AM	Basics of Metadata and Dublin Core	Dr. Saptarshi Ghosh
11.30 AM – 12.00 PM	Tea Break	
12.00 PM – 01.30 PM	Digitization Initiatives in India	Mr. Soumen Sarkar, Deputy Director, RRRLF
01.30 PM – 02.30 PM	Lunch Break	
02.30 PM – 08.00 PM	Library Visit	

Day 5 :November 02 <sup>nd</sup> , 2018		
09.00 AM - 10.30 AM	Different Schemes of RRRLF for Public Libraries and Overview of National Mission on Libraries	Mr. Soumen Sarkar
10.30 AM - 10.45 AM	Tea Break	
10.45 AM - 12.15 PM	Library Services for Specially-abled Users	Dr. Tapan Barui
12.30 PM - 1.30 PM	Valedictory Session and Certificate Distribution	
01.30 PM - 02.30 PM	Lunch	

**Venue for Capacity Building Training from 29<sup>th</sup> October to 02<sup>nd</sup> November, 2018  
At North Bengal University, Siliguri**