Certificate in Theological Librarianship (CTL)

Introduction:
Library is an important part of a learning institution and trained librarians play significant role to support the learning and teaching programmes of an institution. There are many Indian theological colleges and seminaries in great need of skilled personnel to manage their library resources and services. In order to cater to this need, SAIACS offers a 3 month certificate course in Theological Librarianship from January 2020 to March 2020.

Objectives:
1. Equip students with theories and practices of library science.
2. Enable students to learn about and handle theological resources.
3. Help students to understand current trends in library automation technology.
4. Encourage students to face and address the challenges of Indian theological libraries.

Course Content
There are 5 major topics as mentioned below. Practical training will also be covered in this course.
1. Library Organization & Management.
2. Information Sources and Services (Theological resources will be covered)
3. Library Classification (Practice)
4. Library Cataloguing (Practice)
5. Archives and Records Management
6. Field visits and Practical Training

Unique Features of this course:
a. **Excellent Library with modern facilities to learn library management system**
b. **Qualified and experienced faculty members**
c. **This course is validated by Board of Theological Education for Senate of Serampore College (BTESSC), Senate of Serampore College (SSC), ATA India and Indian Theological Library Association (ITLA)**
d. **Visits to major theological libraries and other important libraries such as Indian Institute of Science (IISc), Indian Institute of Management (IIMB), Karnataka State Archives Dept and others Bangalore city.**
e. **Best accommodation and dining facilities**
f. **Focused training supervision by qualified library staff**

Who can apply: Those who are sponsored by Theological Colleges and are planning to serve in Theological College Libraries can apply for this certificate course.

Endorsement: This certificate course is endorsed by ATA India, BTESSC and Indian Theological Library Association (ITLA) and Forum of Asia Theological Librarians (ForATL).

Certificate:
Certificate in Theological Librarianship is awarded at the graduation ceremony of SAIACS on March 28, 2020.

Duration: Duration of this course is 3 months (06 January 2020 to 28 March 2020).

Fees:

Category	Payable
With Food and Accommodation*	52000.00
Day scholars – (with lunch)	35000.00

Fee includes food and accommodation, course fee and study materials, field visits and etc.

There will be separate accommodation for men and women. Fee payment for this course can be made by demand draft in favour of **SAIACS, Bangalore** or by **Bank Transfer as per details** mentioned here below;

Account Name   : South Asia Institute of Advanced Christian Studies (SAIACS)
Account No   : 10416345688
IFS Code Number : SBIN0008598
Branch Name   : SBI Residency Road Branch

Important Dates:

Last date to submit the filled application form   : 30 November 2019
Last date to submit the form with late fee (Rs.300.00)   : 09 December 2019
Date of Arrival   : Sunday, 5 January 2020
Registration and Orientation   : Monday, 6 January 2020. 9.30 a.m.
Graduation   : Saturday, 28 March, 2020 at 6.00p.m.
Date of Departure   : Saturday, 28 March, 2020, after 9pm.

Resource Persons:
Qualified and experienced librarians from various theological colleges will be teaching the subjects. There will be workshops and seminars on special topics by Library and Information Science subject experts.

The certificate course is an intensive comprehensive training in all the basics of Library and Information Science Management. The participants will be given hands on experience in all areas of Librarianship.

Contact:
Mr. Yesan Sellan
Chief Librarian
South Asia Institute of Advanced Christian Studies (SAIACS),
363, Dodda Gubbi Cross Road,
Kothanur PO, Bangalore – 560077.

Email: library@saiacs.org or yesan.sellan@saiacs.org or yesans@gmail.com
Ph: 91-80-2846 5649/5235/5344   Extn: 216 (Office), 509 (Residence)
Fax: 91-80-2846 5412   Mobile: 09972348251

Certificate in Theological Librarianship
(Application Form)

1. Name of the applicant :_____

2. Sex : Male/Female   Date of Birth:_____

3. Address   _____

    _____

    _____

    _____

4. Contact Phone number: _____Mobile: _____

5. Educational Qualification : _____

6. Do you have computer Knowledge : Yes/ No

7. Do you need accommodation : Yes/ No

8. Are you working in a college? : Yes/No

9. Present Status/Title/Designation :_____

10. Date of joining the Institution :_____ No. of years working : _____

11. Name of the Institution/College : _____

12. Name of the Head of the Institution : _____

13. College Email address : _____

14. Address of the Institution (*if it is different from S.No.3*):

    _____

    _____

    _____

    _____

15. Phone with STD : _____

16.   Your Email address   : _____

17.   Is your Institution Accredited by/Affiliated to   : ATA/ Senate of Serampore/other

18.   Which are the areas that you would like to learn/improve from this course

      a.   _____

      b.   _____

19.   Any other information   : _____

      _____

20.   Payment Details: Amount in Rs. _____ DD No : _____

      dated _____ Bank: _____

Declaration

21.   I do hereby declare that above mentioned details are true and correct to the best of my knowledge. I promise that I will abide by the rules and regulations of SAIACS while I am studying in SAIACS.

Signature of the Candidate   Date: _____

22.   I hereby promise that our college will pay the required fee towards sending our staff to attend the Certificate Course in Theological Librarianship at SAIACS.

Signature of the Head of the Institution   Date: _____

Designation   : _____

(Seal of the Institution)

Instructions:
    a.   Use CAPITAL letters to fill in this application form.
    b.   Filled in application may be sent by registered post to the above address or by email to library@saiacs.org or yesans@gmail.com as word document attachment or handwritten form scanned as pdf file. The original form must be submitted upon arrival.
    c.   Copy of letter of recommendation from your college, stating that you are sponsored by the college and will undertake all expenses, must be submitted along with the application. The original letter must be submitted at the time of registration.
    d.   No Late arrival or early departure from SAIACS is allowed.
    e.   No family accommodation is available.