9. HOW TO MAKE BEST USE OF STUDY CENTRES

Education is not imparted through regular class room lectures in an Open University system. Distance education mode is generally followed in the Open University system. This mode of learning is different from the conventional system you are used to. There will be no regular lectures relating to any course. On the other hand, there will be counselling for different courses included in the curriculum. Your Counsellor is available to you at the Study Centre which organises counselling sessions on different topics. 10 counselling sessions are provided for each of the courses BLI-221, BLI-222, BLI-223 and BLI-225, BLIE-226, BLIE-228 and 5 counselling sessions for BLI-224 and BLIE-229. 15 counselling sessions are provided for BLIE-227. The duration of each counselling session is 2 hours. In addition, a student is required to do15 hours of compulsory computer practical work each in the courses BLI-224 and BLIE-229 respectively.

S.No.	Name and Code of the Course	Hours of Counselling	
		Theory	**Practical**
1.	BLI-221 : Library, Information and Society	20	——
2.	BLI-222 : Information Sources and Services	20	
3.	BLI-223 : Organising and Managing Information	20	——
4.	BLI-224 : ICT Fundamentals	10	15
5.	BLI-225 : Communication Skills	20	——
6.	BLIE-226 : Management of Library and Information Centre	20	——
7.	BLIE-227 : Document Processing: Practice	——	30
8.	BLIE-228 : Information Products and Services	20	——
9.	BLIE- 229 : ICT in Libraries	10	15

The Counsellor will 'guide' you through the material, as 'interpreter' and as 'facilitator' to enable you to understand different problem areas. To get the best out of the 'Counsellor', you must carefully read your course material in advance, identify your problems and seek clarifications regarding them from the Counsellor. Therefore, it is essential for you to attend the counselling and practical sessions and be an active participant. If you attend counselling sessions well prepared with your own questions, the discussion will be purposeful and you will become faithfully involved in the learning process. You may seek clarifications from faculty members also at IGNOU Headquarters through e-mail. The addresses of individual faculty members are provided in the 2nd cover of this booklet. The replies also will be sent by e-mail.

Document Processing and Organisation: Practice would be based on library and information science tools that would be provided to you in the Study Centre. Computers with relevant software would be provided to you for practical counselling in BLI-224: ICT Fundamentals and BLIE-229: ICT in Libraries at the Study Centre. There will be no separate counselling classes for practical in BLIE-228: Information Products and Services.