



THE BASICS OF MARC21 FOR CAPTURING BIBLIOGRAPHIC DATA CERTIFICATE COURSE – MARCH, 2025 | SUKANTA MAHAVIDYALAYA

COURSE CODE: SMVLIB-25-01
SEAT LIMITS: 15

ABOUT THE COURSE

The Central Library, Sukanta Mahavidyalaya is going to conduct, for the first time, a unique hands-on-practice Certificate Course in **March, 2025 – The Basics of MARC21 for Capturing Bibliographic Data**.

The main objective of the course is to understand how a book and related bibliographic data is captured through **MAchine Readable Catalogue (MARC)** so that users can find that particular book in a library's **Online Public Access Catalogue (OPAC)**.

The Course is going to start from March, 2025 with a limitation of only 15 seats. The selection process is guided on first-come-first-serve basis. Interested candidates are advised to register online through the link before **16th March, 2025**.



You will learn -

- What is Bibliographic Data and MARC?
- How libraries capture the Bibliographic Data?
- What is OPAC & WebOPAC?
- Practical data entry in library software (Koha).



You will earn -

- A holistic understanding about libraries.
- A practical knowledge of bibliographic data entry.
- A workable knowledge of library software (Koha).
- A Certificate of Course Completion.

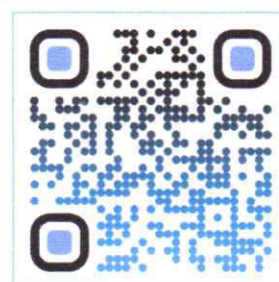


REGISTRATION LINK

OR

SCAN THE QR CODE & JOIN THE COURSE

<https://forms.gle/5VtZoVrwRudBhhWA>



**Central Library
Sukanta Mahavidyalaya**

Dhupguri, Jalpaiguri, WB, India
smvlibrarian@gmail.com

SYLLABUS IN DETAILS

WEEK 1

COURSE INTRODUCTION & BASICS OF CATALOGING

- DAY 1 : Course Orientation, Curriculum Distribution and Interaction with students.
- DAY 2 : Parts of a Book/ Document, Bibliographic Data, Cataloguing and its needs.
- DAY 3 : Catalogue Card & 8 Areas of Cataloguing.

WEEK 2

CATALOGUING RULES

- DAY 4: Cataloguing Rules - AACR, ISBD, FRBR.
- DAY 5: Practice of Catalogue Card creation and ISBD data recording.
- DAY 6: *Evaluation of the last two weeks' learnings in MCQ format (10 Marks).*

WEEK 3

MARC21 & BIBLIOGRAPHIC DATA CAPTURING - BASICS

- DAY 7 : Introduction to Machine Readable Cataloguing - History of MARC
- DAY 8 : Basic Structure of MARC 21 - Leader, Field Tag, Indicator Position, Data Content
- DAY 9 : Detailed MARC 21 Field Tags & Data Elements.

WEEK 4

MARC21 & BIBLIOGRAPHIC DATA CAPTURING - TITLE (S)

- DAY 10 : How to determine Titles - Title, Half-title, Sub-title, Parallel Title, Multivolumes and Uniform Titles
- DAY 11 : Practice in Koha ILMs
- DAY 12 : *Evaluation of the last two weeks' learnings in MCQ format (10 Marks).*

WEEK 5

MARC21 & BIBLIOGRAPHIC DATA CAPTURING - AUTHOR (S)

- DAY 13 : How to determine Author(s) of a document - Single Author, Two Authors & Multiauthors
- DAY 14 : Authority Creation and Name rendering and Added Entry-Personal Name
- DAY 15 : Practice in Koha ILMs

WEEK 6

MARC21 & BIBLIOGRAPHIC DATA CAPTURING - CONTRIBUTORS

- DAY 16 :How to determine Contributor(s) - Single Editor, Multiple Editors, Translators, Creators, Illustrators etc.
- DAY 17 : Added Entry - Contributors & Practice in Koha ILMs
- DAY 18 : *Evaluation of the last two weeks' learnings in MCQ format (10 Marks).*

WEEK 7

MARC21 & BIBLIOGRAPHIC DATA CAPTURING - SERIES & NOTES

- DAY 19: How to determine Series entries - Series name, number, Series editors etc.
- DAY 20 : How to determine Note Section
- DAY 21 : Practice in Koha ILMs

WEEK 8

MARC21 & BIBLIOGRAPHIC DATA CAPTURING - SUBJECT HEADINGS

- DAY 22 : Subject Heading and Document Classification, LCSH & Authority Creation
- DAY 23 : Practice in Koha ILMs
- DAY 24 : *Evaluation of the last two weeks' learnings in MCQ format (10 Marks).*

WEEK 9

INTRODUCTION TO KOHA & BIBLIOGRAPHIC DATA ENTRY

- DAY 25 : Open Source Software, Library ILMs, Koha, OPAC & Web OPAC, WorldCat
- DAY 26 : Bibliographic record creation and Item addition, Document Form, Language etc. moderation in Koha
- DAY 27 : Revision of the Course & Doubt Clearings (if any)

WEEK 10

FINAL EVALUATION, RESULT, FEEDBACK & CERTIFICATION

- DAY 28 : *Overall evaluation of the course learnings in MCQ format (25 Marks)*
- DAY 29 : *Computerised examination of bibliographic data entry in MARC21 through Koha ILMs (30 Marks)*
- DAY 30 : Publication of Result, Feedback of the Course and Distribution of Certificates



CENTRAL LIBRARY SUKANTA MAHAVIDYALAYA

Ward No. - 1, Sukanta Nagar, P.O. - Dhupguri, Dist. - Jalpaiguri,
West Bengal, India, PIN - 735210

Web : www.library/sukantamahavidyalaya.ac.in | Email : smvlibrarian@gmail.com



REF NO: SMV/LIB/COURSES/ADD-ON/2025 (2)

DATED:12.03.2025

NOTICE FOR REGISTRATION

It is hereby notified to all **1st Year B.A. & B.Sc. Major & Multidisciplinary Courses** students, that the Central Library of the college is going to introduce a 30 hours Certificate Course (Add-on Course) on *"The Basics of MARC-21 for Capturing Bibliographic Data"*. The interested students are requested to go through the following Programme Brochure and register through the link or through scanning the QR code.

It is further specified that the selection/admission is strictly done by **First-Come-First-Serve** basis and the seats are limited to 15 only. The last date of application is **16th March, 2025**.

For any further assistance, please feel free to contact the librarian.



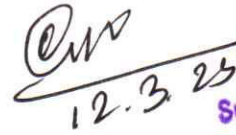

12.03.25

KOUSHIK SARKAR

Librarian

Sukanta Mahavidyalaya

Librarian
Sukanta Mahavidyalaya
Dhupguri, Jalpaiguri-735210


12.3.25

DR. NILANGSHU SEKHAR DAS

Principal

Sukanta Mahavidyalaya

Principal
Sukanta Mahavidyalaya
Dhupguri, Jalpaiguri





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REF NO: SMV/LIB/COURSES/ADD-ON/2025 (3)

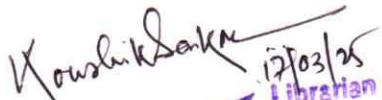
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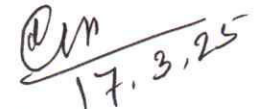
NOTICE

It is hereby notified to all concerned that following students are enrolled for the Add-on/
Certificate course on "The Basics of MARC21 for capturing Bibliographic Data", organised by
the Central Library of the College -

S L	NAME	COLLEGE ID	ROLL NO	UNI REG	SEM	COURSE
1	PAYEL BARMAN	120240090253	1240219	0092412010161	2ND SEM	FYUGP B.A. MAJOR COURSE
2	Dipanjali Roy Pradhan	120240091030	1240952	009241301102	2ND SEM	FYUGP B.A. MULTIDISCIPLINARY COURSE
3	Priti Singha	120240091614	1241536	0092413011595	2ND SEM	FYUGP B.A. MULTIDISCIPLINARY COURSE
4	YUBARAJ ROY	120240092333	1242255	0092413012295	2ND SEM	FYUGP B.A. MULTIDISCIPLINARY COURSE
5	Chandana Roy	120240092365	1242269	0092413012309	2ND SEM	FYUGP B.A. MULTIDISCIPLINARY COURSE
6	DIPIKA ROY	120240092368	1242272	0092413012312	2ND SEM	FYUGP B.A. MULTIDISCIPLINARY COURSE
7	SOMA DAS	120240092405	1242309	0092413012345	2ND SEM	FYUGP B.A. MULTIDISCIPLINARY COURSE
8	Sunit Roy	120240092409	1242313	0092413012349	2ND SEM	FYUGP B.A. MULTIDISCIPLINARY COURSE
9	Surja Mandal	120240092410	1242314	0092413012350	2ND SEM	FYUGP B.A. MULTIDISCIPLINARY COURSE

All the above mentioned students are informed to attend the first class (OPEN DAY) of the
Certificate Course on 18.03.2025 from 12.30 p.m. at the Central Library of the college.


KOUSHIK SARKAR
LIBRARIAN
SUKANTA MAHAVIDYALAYA
Dhupguri, Jalpaiguri-735210


DR. N.S. DAS
PRINCIPAL
SUKANTA MAHAVIDYALAYA

Principal
Sukanta Mahavidyalaya
Dhupguri, Jalpaiguri



CENTRAL LIBRARY
SUKANTA MAHAVIDYALAYA

DHUPGURI, JALPAIGURI, WEST BENGAL

ACADEMIC SESSION 2024-2025

Certificate Course on The Basics of MARC-21 for Capturing Bibliographic Data

DAILY ATTENDANCE SHEET

WEEK - 1 DAY - 1						
18.03.2025 TUESDAY 12.30 PM						
SL	NAME	COURSE	ROLL	COLLEGE ID	UNI. REG.	SIGNATURE
1	PAYEL BARMAN	2ND SEM, FYUGP B.A. MAJOR COURSE	1240219	120240090253	0092412010161	Payel Barman 18.03.25
2	Dipanjali Roy Pradhan	2ND SEM, FYUGP B.A. MULTIDISCIPLINARY COURSE	1240952	120240091030	009241301102	Dipanjali Roy Pradhan 18.03.25
3	Priti Singha	2ND SEM, FYUGP B.A. MULTIDISCIPLINARY COURSE	1241536	120240091614	0092413011595	Priti Singha 18.3.25
4	YUBARAJ ROY	2ND SEM, FYUGP B.A. MULTIDISCIPLINARY COURSE	1242255	120240092333	0092413012295	Yubaroj Roy 18.03.25
5	Chandana Roy	2ND SEM, FYUGP B.A. MULTIDISCIPLINARY COURSE	1242269	120240092365	0092413012309	Chandana Roy 18.03.2025
6	DIPIKA ROY	2ND SEM, FYUGP B.A. MULTIDISCIPLINARY COURSE	1242272	120240092368	0092413012312	Dipika Roy 18.03.25
7	SOMA DAS	2ND SEM, FYUGP B.A. MULTIDISCIPLINARY COURSE	1242309	120240092405	0092413012345	Soma Das 18.03.2025
8	Sunit Roy	2ND SEM, FYUGP B.A. MULTIDISCIPLINARY COURSE	1242313	120240092409	0092413012349	Sunit Roy 18.03.25
9	Surja Mandal	2ND SEM, FYUGP B.A. MULTIDISCIPLINARY COURSE	1242314	120240092410	0092413012350	

- Number of students enrolled : 09
- Number of students present : 09

Koushik Sarkar 18/03/25

KOUSHIK SARKAR

LIBRARIAN

SUKANTA MAHAVIDYALAYA



CENTRAL LIBRARY SUKANTA MAHAVIDYALAYA

DHUPGURI, JALPAIGURI

Certificate Course on The Basics of MARC-21 for Capturing Bibliographic Data Academic Session - 2024-2025

STUDENT'S DETAILS

NAME	CHANDANA ROY	STUDENT ID.	120240092365
		ROLL NO.	1242269
COURSE	4 YEAR B.A. MULTIDISCIPLINARY COURSE	SEMESTER	2 ND SEMESTER
REGISTRATION NO.	0092413012309 of 2024-2025		
AADHAAR NO.	805075099461	ABC ID	123

GRADE CARD

THE BASICS OF MARC-21 FOR CAPTURING BIBLIOGRAPHIC DATA									
	SL	EXAM. DATE	EXAMINATION TYPES	MARKS	MARKS OBTAINED	ATTEND.	FULL MARKS	TOTAL MARKS OBTAINED	%
SMVLIB-25-01	1	28.03.2025	End of Week - 2 MCQ	10	07	5	100	90	90.00%
	2	11.04.2025	End of Week - 4 MCQ	10	10				
	3	25.04.2025	End of Week - 6 MCQ	10	10				
	4	08.05.2025	End of Week - 8 MCQ	10	07				
	5	20.05.2025	End of Week - 10 MCQ	25	23				
	6	21.05.2025	Practical in Koha ILMS	30	28				
Total Marks of Exam								100	
Marks Obtained by the Student								90	
Obtained Marks in Percentage								90.00%	
Grade								A+	

REFERENCE				
Attendance		Grading		
Bellow 75.00%	0	Absent or < 40%	F	Fail
75% to 80.00%	3	40.00% - ≤50%	C	Pass & Average
80.01% to 90.00%	4	50.01% - ≤60%	B	Above Average
90.01% to 100%	5	60.01% - ≤70%	B+	Good
		70.01% - ≤80%	A	Very Good
		80.01% - ≤90%	A+	Excellent
		Above 90.01%	O	Outstanding

- **Date of Publication of Result**
21.05.2025 | Wednesday | 1.30 PM
- **Examination & Result Publication**
Central Library, Sukanta Mahavidyalaya
- **Verification & Validating Authority**
IQAC, Sukanta Mahavidyalaya
- **Approving Authority**
Principal, Sukanta Mahavidyalaya



[Signature]

KOUSHIK SARKAR
LIBRARIAN
SUKANTA MAHAVIDYALAYA

Sukanta Mahavidyalaya
Dhupguri, Jalpaiguri

[Signature]

DR. NILANGSHU SEKHAR DAS
PRINCIPAL
SUKANTA MAHAVIDYALAYA

Sukanta Mahavidyalaya
Dhupguri, Jalpaiguri



Ref. No.: SMV/IQAC/046

CERTIFICATE OF ACCOMPLISHMENT

This certificate is presented to Mr./Smt. *Chandana Roy*
a student of *B. A. Multidisciplinary Course*..., Reg. No. *0092413012309*
for successful completion of a 30 hours Add-on/Value-added/Certificate Course on
The Basics of N.A.P.C.-21 for Capturing Bibliographic Data
from *18.03.2025 to 21.03.2025* conducted by *Central Library*
of Sukanta Mahavidyalaya, Dhupguri, Jalpaiguri, West Bengal.

Place: Dhupguri
Date: 18.07.25

[Signature]

Course Coordinator
Sukanta Mahavidyalaya

[Signature]

IQAC Coordinator
Sukanta Mahavidyalaya

[Signature]

Principal
Sukanta Mahavidyalaya



CENTRAL LIBRARY SUKANTA MAHAVIDYALAYA

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REF NO: SMV/LIB/COURSES/ADD-ON/2025 (4)

DATED: 22.07.2025

Add-on/ Certificate Course on "The Basics of MARC21 for Capturing Bibliographic Data" Report


An Add-on Certificate course on The Basics for Capturing Bibliographic Data has been conducted by the Central Library, Sukanta Mahavidyalaya from 18.03.2025 to 24.05.2025 with a limited seat capacity of 15 students. The details of the course is as follows -

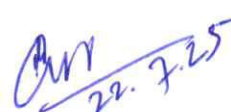
- 1. Name of the Certificate Course:** *The Basics of MARC-21 for Capturing Bibliographic Data*
- 2. Course Objective:** The Main objective of the course is to understand the basic inputs of bibliographic data into machine readable catalogue. Such bibliographic data entry is essential for any computerized library to maintain its OPAC and be discoverable in the world.
- 3. Nature of the Course:** Both theoretical and practical implementations can be learned.
- 4. Real-life Implications:** After fulfillment of the course students will be able to conduct bibliographic data entry at any public library as well as academic library collection computerization jobs.
- 5. Target Participants:** 1st Year B.A./B.SC. Major & Multidisciplinary Course students
- 6. Number of Participants:** 15 seats (approximately)
- 7. Commencement of the Course:** 18 March, 2025 – 24 May, 2025 (3 hrs per week)

This course is both theoretical and Hands-on-practice based 30 hours course carrying 100 marks. The marks distribution is as follows -

SL	DAY	PARTICULARS	TYPE OF EXAMINATION	MARKS	TIME
1	End of week 2	Examinations of last two weeks	Online MCQ (Preferably in Google Form)	10	1 hr.
2	End of week 4	Examinations of last two weeks	Online MCQ (Preferably in Google Form)	10	1 hr.
3	End of week 6	Examinations of last two weeks	Online MCQ (Preferably in Google Form)	10	1 hr.
4	End of week 8	Examinations of last two weeks	Online MCQ (Preferably in Google Form)	10	1 hr.
5	10 th Week	Overall Examination	Online MCQ (Preferably in Google Form)	25	1 hr.
6	10 th Week	Computerized Practical Examination	In Koha ILM software	30	1 hr.
TOTAL EXAMINATION MARKS				95	
ATTENDANCE (MUST PRESENT IN ALL 30 DAYS)				05	
TOTAL COURSE MARKS				100	

Upon the call for registration, 9 students registered for the course and finally, 7 students appeared regularly for the course and completed the course with certifications. The detailed result are as follows-


Librarian
Sukanta Mahavidyalaya
Dhugguri, Jalpaiguri-735210


Principal
Sukanta Mahavidyalaya
Dhugguri, Jalpaiguri



**CENTRAL LIBRARY
SUKANTA MAHAVIDYALAYA**

**CERTIFICATE COURSE ON THE BASICS OF MARC21 FOR CAPTURING BIBLIOGRAPHIC DATA
COURSE CODE - SMVLIB-25-01**

STUDENTS' DETAILS

SL	COLLEGE ID	COLLEGE ROLL	NAME & ADDRESS	COURSE	SEM	EMAIL ID	MOBILE NO.	UNI. REG. NO.	REG. SESSION	AADHAAR NO.	ABC ID
1	120240091030	1240952	Dipanjali Roy Pradhan <i>Salbari, Jalpaiguri</i>	4 YR BA MULTIDISC.	2nd Sem	dipanjali597@gmail.com	8768232155	009241301102	2024-25	696465387679	751962589574
2	120240091614	1241536	Priti Singha <i>Dhupguri, Jalpaiguri</i>	4 YR BA MULTIDISC.	2nd Sem	singhagopal514@gmail.com	8972312360	0092413011595	2024-25	730730188888	
3	120240092333	1242255	Yubaraj Roy <i>N. Bairatiguri, Jalpaiguri</i>	4 YR BA MULTIDISC.	2nd Sem	yubaraj7934@gmail.com	8250158329	0092413012295	2024-25	275208767934	356625310799
4	120240092365	1242269	Chandana Roy <i>Dhupguri, Jalpaiguri</i>	4 YR BA MULTIDISC.	2nd Sem	croy2817335@gmail.com	7679966081	0092413012309	2024-25	805075099461	
5	120240092368	1242272	Dipika Roy <i>Dhupguri, Jalpaiguri</i>	4 YR BA MULTIDISC.	2nd Sem	droy19630@gmail.com	8653318154	0092413012312	2024-25	333762735603	134684441758
6	120240092405	1242309	Soma Das <i>Falakata, Jalpaiguri</i>	4 YR BA MULTIDISC.	2nd Sem	dsoma8022@gmail.com	9641134761	0092413012345	2024-25	200780166124	356625310799
7	120240092409	1242313	Sunit Roy <i>Dhupguri, Jalpaiguri</i>	4 YR BA MULTIDISC.	2nd Sem	sunitroy1311@gmail.com	9734448704	0092413012349	2024-25	465205713102	318776864119

Wz
KOUSHIK SARKAR
LIBRARIAN
SUKANTA MAHAVIDYALAYA

Librarian
Sukanta Mahavidyalaya
Dhupguri, Jalpaiguri-735210

AM
22.7.25
Principal
Sukanta Mahavidyalaya
Dhupguri, Jalpaiguri



CENTRAL LIBRARY
SUKANTA MAHAVIDYALAYA

DHUPGURI, JALPAIGURI



Certificate Course on The Basics of MARC-21 for Capturing Bibliographic Data
Academic Session - 2024-2025

RESULT SUMMARY

SL	NAME	STUDENT ID.	ROLL NO.	ATTENDANCE	MCQ-1		MCQ-2		MCQ-3		MCQ-4		MCQ-5		PRACTICAL EXAMINATION		GRAND TOTAL		PERCENTAGE	GRADE
					END OF THE 2 ND WEEK		END OF THE 4 TH WEEK		END OF THE 6 TH WEEK		END OF THE 8 TH WEEK		END OF THE 10 TH WEEK		FULL MARKS	MARKS OBTND.	FULL MARKS	MARKS OBTND.	%	🏆
					FULL MARKS	MARKS OBTND.	FULL MARKS	MARKS OBTND.	FULL MARKS	MARKS OBTND.	FULL MARKS	MARKS OBTND.	FULL MARKS	MARKS OBTND.						
1	PAYEL BARMAN	120240090253	1240219	0	10	00	10	00	10	00	10	00	25	00	30	00	100	00	0.0	NA
2	DIPANJALI ROY PRADHAN	120240091030	1240952	5	10	07	10	08	10	06	10	06	25	13	30	28	100	73	73.00	A
3	PRITI SINGHA	120240091614	1241536	5	10	07	10	08	10	07	10	06	25	15	30	28	100	76	76.00	A
4	YUBARAJ ROY	120240092333	1242255	5	10	07	10	04	10	06	10	05	25	15	30	28	100	70	70.00	B+
5	CHANDANA ROY	120240092365	1242269	5	10	07	10	10	10	10	07	25	23	30	28	100	90	90.00	A+	
6	DIPIKA ROY	120240092368	1242272	5	10	07	10	09	10	07	10	06	25	18	30	28	100	80	80.00	A
7	SOMA DAS	120240092405	1242309	5	10	04	10	05	10	06	10	05	25	14	30	25	100	64	64.00	B+
8	SUNIT ROY	120240092409	1242313	5	10	06	10	10	10	09	10	06	25	21	30	28	100	85	85.00	A+
9	SURJA MANDAL	120240092410	1242314	0	10	00	10	00	10	00	10	00	25	00	30	00	100	00	0.0	NA

KOUSHIK SARKAR

LIBRARIAN & COURSE-COORDINATOR
SUKANTA MAHAVIDYALAYA

Librarian
Sukanta Mahavidyalaya
Dhupguri, Jalpaiguri-735210

Principal
Sukanta Mahavidyalaya
Dhupguri, Jalpaiguri