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INTERNSHIP REPORT

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INTERNSHIP WORK REPORT

2022-2023

*Submitted to the Department of Library and Information Science, University of Delhi, Delhi in Partial Fulfillment of the Requirement of **B- 111:** Internship Programme of B.L.I.Sc. for the Award of the Degree of Bachelor of Library and Information Science*

Submitted by

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Supervisor

PROF. R. K. Bhatt



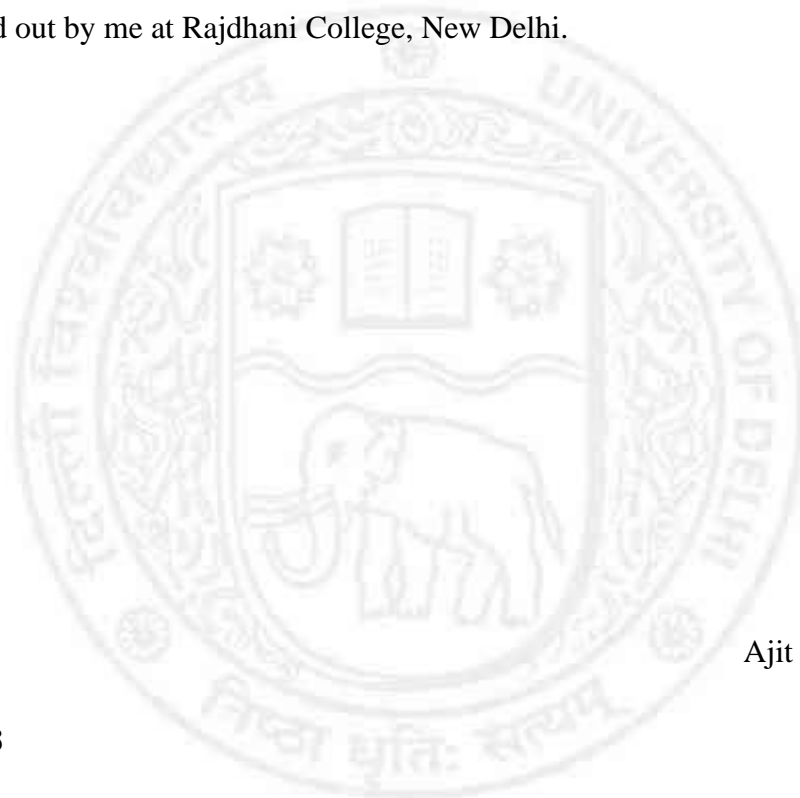
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DECLARATION

This is to declare that this Internship Report submitted by me to the Department of Library and Information Science, University of Delhi, Delhi in partial fulfillment of the requirements of **B-111: Internship Program of B.L.I.Sc** for the award of the Degree of Bachelor of Library and Information Science under the guidance of **Prof. R. K. Bhatt**. This report is based on one month internship carried out by me at Rajdhani College, New Delhi.



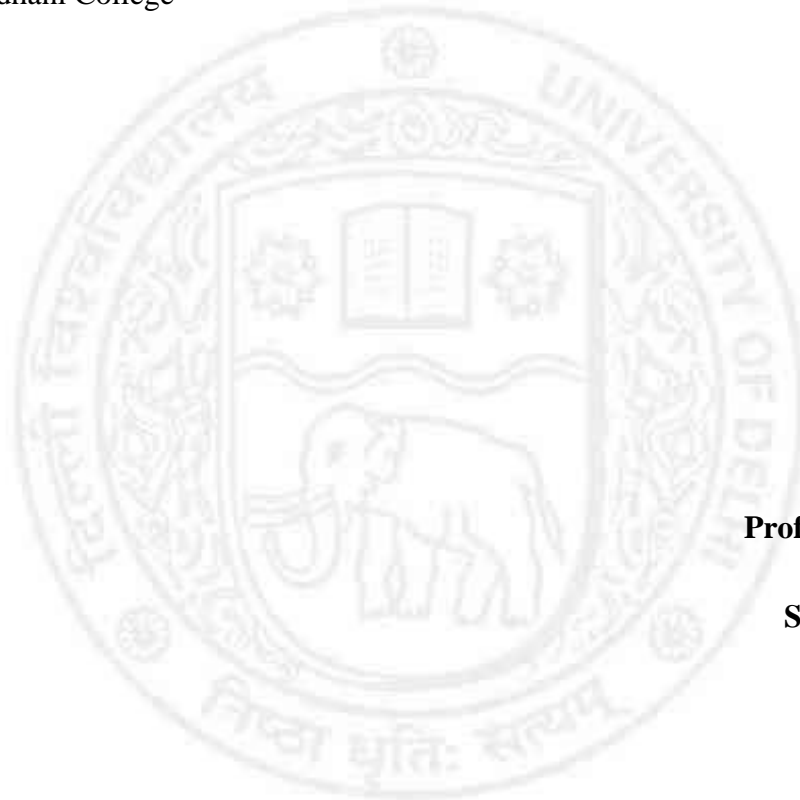
Place: Delhi

Ajit Kumar Jha

Date: 10/09/2023

CERTIFICATE

This is to certify that this Internship Report submitted by Ajit Kumar jha to Department of Library and Information Science, University of Delhi, Delhi in partial fulfillment of the requirements of **B-111: Internship Program of B.L.I.Sc** for the award of the Degree of Bachelor of Library and Information Science under my supervision. This report is based on the one month internship carried out by her at Rajdhani College



Prof. R. K. Bhatt

Supervisor

ACKNOWLEDGEMENT

I express my deep sense of gratitude to my supervisor, **Prof. R. K. Bhatt, Head of the department** in the **Department of Library & Information Science**, University of Delhi, Delhi, for her meticulous and expert guidance, constructive criticism, patient hearing and benevolent behavior throughout my internship. I shall remain grateful to her for her cordial, cooperative attitude, wise and knowledge counsel that acted as an impetus in the successful completion of my internship report. Also, I would like to thank her because without her cooperation I could have never got the opportunity to work practically in a reputed library, which has instilled new confidence and strength inside me.

I also convey my special thanks to **Dr. Sanjeev Kumar Sharma, Librarian, Rajdhani College**, University of Delhi and other library staff members who helped me understand the different functions of the various sections in the library and for their invaluable contribution towards the successful completion of the present internship work report.

I would also thank **Mr. Prashant, Library Trainee, NFSU, MHA** for giving me guidance and inspiration during my study in the department. I would never forget the kind help extended by the Prashant.

PREFACE

Librarianship encompasses a variety of activities; the clerical work involving maintaining the stock in proper condition and order, to professional work involving organization of stock and collection development and finally leadership and managerial work involving decision making on how to run the library. It has the following implications in respect of development of library profession.

1. The basic needs of information seeker do not change. But they have tendencies to broaden in intensity.
2. Information itself is being generated in a variety of forms and often not oriented to specific needs and not very cohesive in its generation. It also tends to gain short life.
3. Libraries and librarianship is undergoing fast changes under the inference of modern technologies, networks online databases etc. are the talk of the day among information scientist.
4. Traditional terms like bookcases, library, cataloging being replaced with new technological terminologies like database information system, optical technology videotext, telefax, electronic, publishing etc. Now a day with the application of technology along with information explosion has changed the information needs and information seeking behavior of the users.

Librarianship progressively has become an international profession as evidenced by the ever increasing cross national contacts among the practitioners today. A practical knowledge of librarianship opens the door in future, knowledge of the classification and cataloging is most important for the soundness of any library, Manpower is the most important asset for any institution professional development can be defined as adopting new attitudes and skills in the field to become efficient.

In the paper B-111, the practical training was given to the students which encouraged all of us to learn different kind of practical work of this profession. It gave exposure and confidence to the students. With the help of this paper, we all have learnt the work of Documentation section, periodical section, Technical section, Maintenance section and acquisition section and also learnt the important skills of librarianship.

LIST OF ABBREVIATIONS AND ACRONYMS

1. Memorandum of Association (MOA)
2. Web Online Public Access Catalogue (Web OPAC)



CHAPTER - 1: RAJDHANI COLLEGE



Rajdhani College, a prominent constituent of the University of Delhi, boasts a rich history that spans nearly six decades. Established in 1964 by the Delhi Administration under the name "Government College," it later assumed its current moniker, Rajdhani College, when governance was vested in an autonomous Governing Body. As it celebrates its 50th year of academic excellence, Rajdhani College stands as a testament to its enduring commitment to education and growth.

Strategically located in West Delhi along Mahatma Gandhi Marg (Ring Road), near Raja Garden, New Delhi, the college enjoys accessibility from all corners of the city. The proximity of Ramesh Nagar and Rajouri Garden Metro Stations, along with ESI Hospital nearby, underscores its convenience. This prime location, coupled with its academic prowess, makes Rajdhani College a coveted institution.

Rajdhani College's journey commenced in a humble school building in Kirti Nagar with minimal facilities. However, through the concerted efforts of the Governing Bodies, dedicated faculty, and administrative staff, it rapidly ascended to become one of the premier colleges under the University of Delhi. In 1976-77, a spacious and impressive college building was inaugurated by the then President of India, Sh. Fakhruddin Ali Ahmed, to accommodate the growing student population. More recently, a new academic block was constructed to meet the increasing demand for facilities, featuring modern classrooms, a computer lab, biology lab, and an elevator.

The college prides itself on its exceptional infrastructure, including an air-conditioned Seminar/Conference Room, an auditorium, and a well-stocked library equipped with computer and internet access to a vast collection of scholarly books and ebooks. State-of-the-art science, math, and computer laboratories provide students with the necessary tools for their academic pursuits.

In an endeavor to promote education in embedded systems and robotics, the college established a Robotics laboratory in collaboration with e-Yantra IIT Bombay in 2015. This initiative aligns with the Ministry of Human Resource Development's National Mission on Education through ICT (NMEICT) and has expanded educational horizons for students.

For recreation and physical fitness, Rajdhani College offers a sprawling playground for outdoor sports activities such as cricket, football, hockey, and volleyball.

Driven by a dynamic and dedicated staff, the college continually strives for excellence in education, sports, and co-curricular activities, fostering holistic growth in its students. Rajdhani College is widely recognized in the academic community of Delhi for its progressive approach to teaching, learning, and overall student well-being.

With an unwavering commitment to providing an enabling environment, Rajdhani College remains dedicated to nurturing the comprehensive development of every student, reflecting its enduring legacy of excellence in higher education.

CHAPTER – 2: RAJDHANI COLLEGE LIBRARY

The Rajdhani College Library serves as a vital resource hub for students, faculty, and staff, aiming to facilitate academic and research endeavors within the institution. This chapter provides an introduction to the library, its mission, resources, and services, setting the stage for an in-depth exploration of its various sections and functions.



Library Mission

The primary objective of the Rajdhani College Library is to support the educational programs of the college by providing essential resources and services. It plays a pivotal role in assisting users, enhancing research and development activities, and contributing to the overall academic environment of the college.

Resources and Collections

The library boasts a diverse and extensive collection of scholarly materials, including print, non-print, and electronic resources. With access to approximately one lakh books, periodicals,

magazines, e-books, and e-journals across various subjects, it caters to the information and research needs of the college community. Additionally, it provides access to online academic portals and maintains an exclusive faculty reading corner.

Accessibility and Technology

The library embraces technology by offering high-speed internet access, computers, and printers for users. This aligns with the evolving needs of the modern, internet-savvy generation, enabling them to access e-journals, e-books, and databases. The library also features an automated system and an air-conditioned reading hall accommodating up to one hundred students.

Inclusivity

The Rajdhani College Library takes pride in its commitment to inclusivity. It provides specialized facilities such as a *Braille library for visually impaired and physically challenged students*. The library collaborates with the Equal Opportunity Cell to offer computer-friendly sections, screen reading software, digital audio books, and voice recorders, ensuring that differently-abled students have equitable access to educational resources. Trained staff members are available to assist these students.



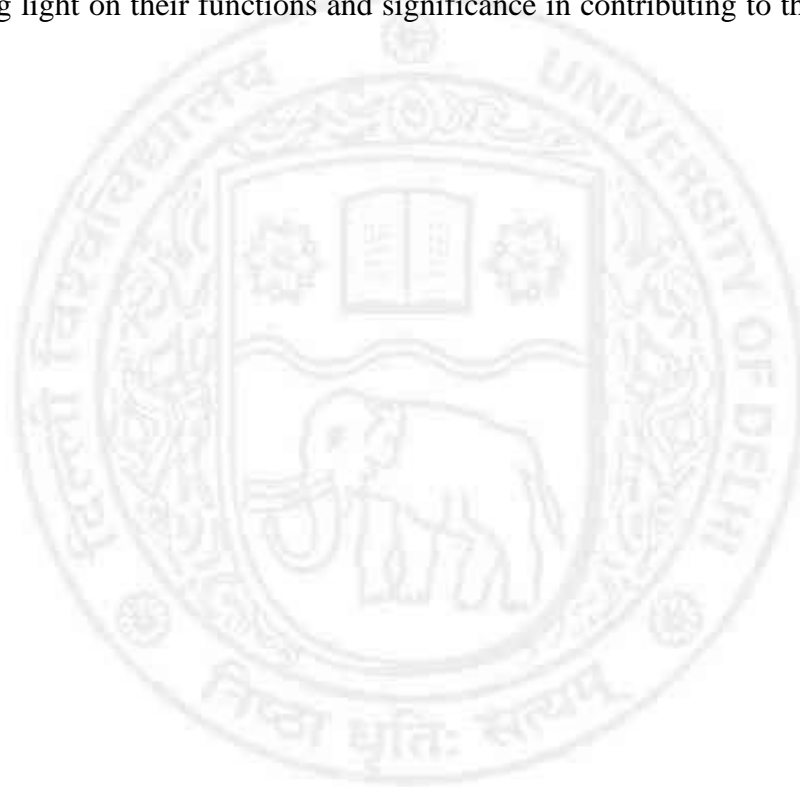
Library Card and Rules

The library issues barcoded library cards to members, allowing them to borrow books. Undergraduate students can borrow up to five books, while postgraduate students are entitled to six. The library has specific timings for reading, issue/return, and card-related services. It operates under a set of rules and regulations to maintain a conducive learning environment.

Library Clearance

Before receiving university Admit cards or Examination Hall Tickets, students are required to obtain library clearance, emphasizing the library's integral role in the academic process.

In the subsequent chapters, we will delve deeper into the various sections of the Rajdhani College Library, shedding light on their functions and significance in contributing to the library's overall mission.



CHAPTER - 4:

ACQUISITION WORK

It is an important section of the library. Books and journals of all Departments of the University are procured by this section and after processing, copies of newly collected books are sent in the relevant departmental seminars as per the request of the chairman. If a single copy is procured for any department, it can not be sent there, as there is no provision to send the single copy in any departmental seminar. Harrod's Librarians' Glossary defined Acquisition as, "The process of obtaining books and other documents for a library, documentation centre or archive". The ALA Glossary of Library and Information Science defined Acquisition Department as, "The administrative unit of a library which performs acquisition services".

The Acquisition Section of the Rajdhani College Library plays a fundamental role in enriching the library's collection by acquiring new materials and resources. This chapter provides an in-depth look at the functions and contributions of this vital section.

Functions

The Acquisition Section is responsible for the procurement of books, periodicals, magazines, e-books, and e-journals across a wide range of subjects. Its functions include:

1. Selection: Collaborating with faculty members to identify relevant materials for acquisition.
2. Purchase: Acquiring books, periodicals, and electronic resources through a systematic acquisition process.
3. Budget Management: Ensuring efficient allocation and utilization of the library's budget for acquisitions.
4. Vendor Relations: Establishing and maintaining relationships with vendors and publishers.
5. Cataloging: Preparing the acquired materials for cataloging and shelving.

Contributions

The Acquisition Section plays a crucial role in fulfilling the library's mission to support teaching, learning, and research. Its contributions include:

1. **Diverse Collection:** Enabling the library to maintain a diverse and comprehensive collection to meet the needs of students, faculty, and staff.
2. **Resource Accessibility:** Ensuring that relevant and up-to-date resources are readily available to users.
3. **Research Support:** Facilitating research and academic activities by providing access to scholarly materials.

A Library got two ways to order a collection of documents, first is recommendation and the second is Approval. Now as the first one is recommendation which means the higher authority have recommended the books or documents first then library prepares a letter for the publishers to send the recommended books to the library for the approval here is the second step comes the approval one. Then library prepares another letter for the approved books those have been selected by the library to buy. Then the billing process goes on. In Library when the books been selected comes it is the duty of the Acquisition section to provide the ownership to the books by doing stamping and accessioning and creates a record in physical form and electronically. Again, same process goes on for physical record as we did in accessioning of Government Documents and for online record again same work will be done on LIBSYS 4 but here a little bit change in the accession number would be considered, as, we all know RAJDHANI COLLEGE is the special library and most of the documents it has, are the gifted ones. So here what we do is just adds the term ‘C’ with the given number where, C means Gratis.

Acquisition is the general term applied to the function of obtaining material for the library that makes up a library’s collection. Acquisition is one of the most important activities carried out by the library. This requires a careful consideration of library organization, staff, finance, and procedure to be followed and the records to be maintained. According to ALA Glossary of library and information Science, Acquisition service can be defined as “Activities related to obtaining library material by purchase, exchange, or gift, including preorder bibliographic searching ordering and receiving material, processing invoices, and the maintenance of the necessary records related to Acquisition. Acquisition Department is the administrative unit of a library that performs acquisition services. In a special library like NIC, there is a small section devoted to it at one corner of the library.

Accession Register:

Accession Register is the basic record in the library about each document forming part of its collection. Documents are numbered progressively as they are added to the stock and entered in the register. A sample of the Accession Register maintained by the RAJDHANI COLLEGE is showed here:

- Accession Register for Purchased Documents
- Accession Register for Gifts
- Accession Register for Journals

Accession Register

ACC. NO	AUTHOR	TITLE	PLACE	PUBL.	YEAR	PAGES	COST	SOURCE	VOL	REMARKS

Date	Accession Number	AUTHOR NAME	TITLE	PLACE	PUBL.	YEAR	PAGES	COST	SOURCE	VOL	REMARKS
51795		Kumari, Padma	Opening Kailashnatha: the temple in Hinduism Revealed in time and space			2020	258p	5572.00	Seattle, University of Washington Press		
51796		Biswas, Debpraha and Ryan, John Charles	Nationalism in India: Texts and contexts			2022	246p	1192.00	New York, Routledge		
51797		Thakur, Vinod	India's Dilemma: N.S. Srinivasa Sastri and the making of Liberal internationalism			2021	298p	798.00	UK, Bristol University Press		
51798		Chakrabarty, Bidyut	The three tajoras dwarakamath, dekhra kamath and rabinakamath: India in transition			2022	334p	1395.00	New Delhi, Sage Publications		
51799		Dinda, Prachi N	Who is a Parai?			2022	486p	795.00	New Delhi, Niyogi Books		
51800		Raj, Sangit Kumar	RSS GANBHI: the Idea of India			2022	340p	1395.00	New Delhi, Sage Publications		
51801		Sharma, Ritu D.	Suvarni Vivekananda: his life, Legacy and liberative ethics			2021	261p	724.80	UK, Lexington Books		
51802		Bennett Anna and Watson Hunter	Defining divinity			2017	180p	317.20	Thailand, Silkworm Books		53308/-
51803		Bhalla, Mahat	Reframing Conflict at the Marginal: Dalits and Backland Workers in Jammu and Kashmir			2020	211p	795.00	UK, Cambridge University Press		5493.20/12/22 536.00/-
51804		Prasad, Chandan Nath	Reframing Bihar & Bengal: History, Culture and Religion			2022	192p	195.00	New Delhi, Manohar Publishers and Distributors		1992/-
51805		Singh, Rajwara and Banoor, N. Gerald	The Transformation of Sikh Healing in the Diaspora			2022	303p	1245.00	New Delhi, Manohar Publishers & Distributors		

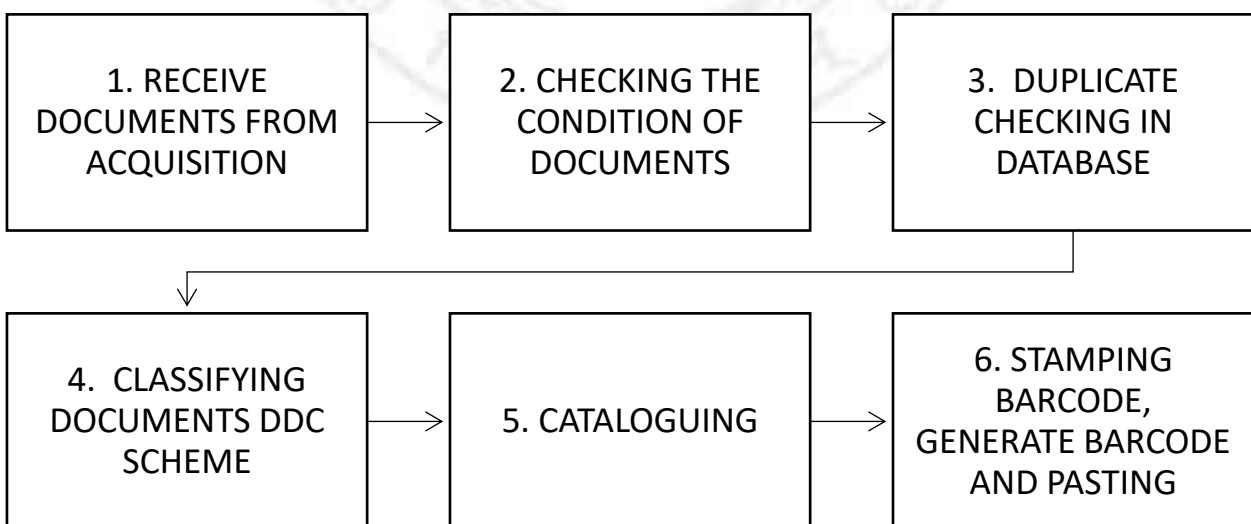
CHAPTER – 5: TECHNICAL SECTION

The technical processing work consists of classification and cataloguing of documents in accordance with a carefully chosen scheme of classification and code for cataloguing and also in keeping with the requirements of the internal and external forms of the catalogue decided for the library. This is also to be in tune with the classification and cataloguing policy of the library to suit its local conditions and requirements. Physical processing work involves setting up routines for giving each document ownership marks of the library as well as affixing to the documents the various stationery needed for their circulation control.

Processing Section plays a key role in the library functioning as it makes a bridge between the acquisition of documents and the Circulation section. Processing Section is also called Technical

Physical Processing:

In physical processing, labelling and pasting of due date slip, book cards, book pockets and spine labels are pasted. In physical processing, labelling and pasting of due slip, book cards, book pockets and spine label are pasted.



Technical Processing:

The technical processing work involves classification and cataloguing of books and other document in order to promote the use of books in the library effectively. So this technical department divided into two sections.

1. Classification.
2. Cataloguing.

1. CLASSIFICATION:

Classification is a process by which things are grouped according to their likeness and separated according to their differences. Library classification is a process of grouping all the books into different specific subject fields. So, the basic aim of library classification is to make the systematic arrangement of books and documents of convenient of the users as well as library staff and to make available to the readers at one place. It brings the books on one subject together and on related subjects closer. Lancaster, a world famous Information Scientist, has defined classification as the process involving two intellectual activities: -

- The conceptual analysis of the contents of a book to be classified i.e. determination of its subjects
- Subsequent translation of concepts (representing the subjects of book to be classified) so identified in the above step into a symbolic / artificial / classificatory language by using the scheme of classification. A Classificatory language consists of notation in the form of digits and/or symbols representing various concepts/topics under a broad subject. These notations along with rules constitute the schedule of a particular subject, schedules of all the subjects constitute the scheme of classification.

The notations are used to construct the Class Number by incorporating the digits and/or symbols in a set sequence, according to rules specified in a scheme of classification adopted in a Library. This function is done by a classifier while designing the new schedule is done by Classificationist. There are various international schemes available for Classification of the books in a Library.

These classification schemes provide guidelines and rules to classify the books in a library. These schemes are the parts of national and international standards followed by countries. In our country, three popular schemes of classification are followed

1. CC (Colon Classification) developed by Dr S R Ranganathan,
2. DDC (Dewey Decimal Classification) developed by Melvil Dewey
3. UDC (Universal Decimal Classification) developed by FID.

2. CATALOGUING:

A library catalogue is the list of holding of a library. It contains the title, author, and name of publisher, place and year of publication of the books which are currently available in the library. It is an asset of the library. Through the library classification, books are arranging on the shelves in a help full sequences. But library catalogue convenient to use occupies little space and can be shifted and placed anywhere easily. On the other hand the card catalogue is also easy to consult and its main advantage that can always be kept updated by a continuous process of adding and wedding out. In cataloguing, main and added entries are prepared. One shelf list card for book is prepared and arranged. The Cataloguing is done as per the procedure formatted by experts and are available in the form of Cataloguing Rules in a scheme.

These cataloguing schemes, in fact, provide standard procedure for books cataloguing and are the parts of international Standards accepted by Countries. There are two popular cataloguing schemes in use:-

1. **CCC** (Classified Catalogue Code) Developed by Dr S R Ranganathan.
2. **AACR2** (Anglo-American Cataloguing Rules, Ed.2) Developed by International Organization.

At Rajdhani College Library they are using the software KOHA

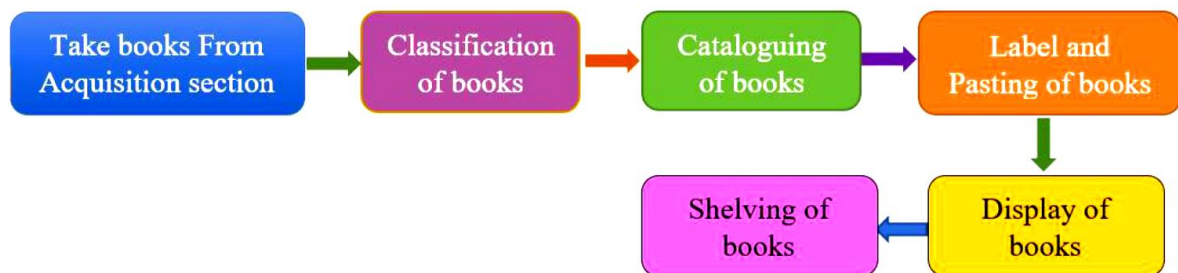
The process of cataloguing done at Rajdhani College Library is,

- The new books were received from Acquisition Section.
- The subject(s) and/or keyword(s) of the books were determined with the consultation of Library of Congress Subject Headings (LCSH) schedule.
- Cutter's table is used for making book numbers. As cutter table is used to give author's name which we considered as the book number.

- The Call number so constructed was written with pencil at the back of the title page and also entered into the database.

Cataloguing > Maintenance > Update Title

Process of cataloguing



CHAPTER – 6:

PERIODICAL SECTION



A publication with a distinctive title which appears at stated or regular intervals, without prior decision as to when the last issue shall appear. It contains articles, stories, or other writings, by several contributors. The ALA Glossary of Library and Information Science defined Periodical as, “A serial appearing or intended to appear indefinitely at regular or stated intervals, generally more frequently than annually, each issue of which is numbered or dated consecutively and normally contains separate articles, stories and other writings”. A journal or periodical or serial is a publication which is produced on a continuing basis. For instance, weekly, Monthly, quarterly, annually. Some journals are published irregularly. At Rajdhani

College Library, there are 400+ periodicals including 17 Newspapers.

The Periodical Section of the Rajdhani College Library is dedicated to providing access to a wide range of periodicals, magazines, and journals. This chapter explores the functions and significance of this section.

Functions

The Periodical Section is responsible for the acquisition, organization, and circulation of periodicals and journals. Its functions include:

1. **Subscription Management:** Maintaining subscriptions to a variety of academic and general interest periodicals.
2. **Periodical Display:** Displaying current issues of periodicals for users to browse and read.
3. **Reference Assistance:** Providing assistance to users in locating and accessing relevant articles and information.
4. **Archiving:** Managing archives of back issues for reference and research purposes.

Few examples of newspaper are: -

- Times of India
- The Hindu
- Indian Express
- Dainik Jagran
- Punjab Kesari
- Hindustan Times



Few examples of periodicals subscribed are: -

- Journal of Islamic studies
- Journal of American history
- History of Religion
- Journal of archaeological science
- China Report
- Journal of Peasants studies
- Indian Historical Review
- Journal of African History
- The China Quarterly
- History and theory
- NVMEN
- Journal of Medieval history



CHAPTER- 7:

Maintenance Section

In Rajdhani College library, maintenance of library material involves continuous monitoring of the stack room, displaying of new material on the display racks and arrangement of the books and periodicals on the shelves after use. Besides these, the material has to be dusted and cleaned at periodic intervals. The periodicals, damaged and torn books have to be bound. The old and obsolete documents which are no longer in use have to be withdrawn from the stacks. This also includes physical care of the books, that is, their protection from sunlight, dust, insects, moisture and heat. The maintenance work is related to many sections of the library. For example, the processing section makes available new material all the time and there is a need to shelve these books within the already existing collection. This creates problems of shelving when books on the same subject are received in large numbers. These books have to be accommodated on the shelves without disturbing the order of arrangement of other collection. The circulation section too is involved. The users, continuously pick up books from the stacks, get them issued and eventually return them. Upon their return from users, these books have to be put back in their proper places on the stacks. Therefore, the work related to proper shelving, re-shelving and maintaining the collection is continuous in nature. Besides this, the work related to periodicals is separate from the rest of the library work. Effective service involving periodicals can be provided only by separating them from the rest of the library's collection.

The maintenance section performs a number of tasks on daily basis for concerned staff has to be responsible. Maintenance work which consists of:

- shelving and re-shelving;
- keeping books and materials in order and maintaining cleanliness in the shelves and stack rooms;
- supervision of the collection;
- conservation and preservation of materials including repairs and binding;
- stocktaking and weeding; and
- security of library material

Shelving Methods Proper shelf management is considered as a tool for measuring performance, satisfaction and realization of set goals of any library. After introduction of open access in libraries, the role of the shelving has taken uppermost priority in libraries. Without accurate re-shelving of resources, effective library operation would be impossible for library staff and clients. It is an essential job which is time consuming and requires motivated staff to carry it out well. The shelving of the documents should be such that a user can find the required items without any inconvenience.



Books must be shelved in a logical and structured manner otherwise locating specific books quickly becomes impossible. The most popular method of shelving is the arrangement in the classified manner as per the classification scheme used by the library.

Some of the methods of shelf arrangement are discussed below:

a) Classified order

This is the best and most popular method of shelving. Here, all the books are arranged systematically as per the classification schedule. The user too finds it convenient. It is also found to be the most successful method in open access system. A majority of the libraries in the world use the Dewey Decimal System. This system of numerical classification allows libraries around the world to classify and arrange the material on the shelves according to the classification scheme. It is to be remembered here that other categories of material like periodicals, maps, atlases, pamphlets, standards, patents and non-book material are to be stored separately in the library.

b) Arrangement by broken order

It is the arrangement of books not strictly in classified sequence. Here, reference books, fiction, special collections, etc. are shelved separately.

c) Arrangement by special sequence

Here, books on the same subject are broken into three main categories-oversized, undersized and normal. They are placed in separate sequences in separate places. This is an economical method but books on the same subject do get separated.

d) Arrangement by accession numbers

Books may be arranged by their accession numbers in libraries with a small collection. But this system is very rarely followed. In open access libraries having plenty of users this system is not at all used.

e) Alphabetical by author/title

This is the simple way of arranging books in small libraries as it is easier to maintain small collections alphabetically either by author or by title. However, even in larger libraries, fiction can be arranged alphabetically by author and if an author has written a large number of books, then they are arranged by title, within the name of the author.

Stacking Methods

There are various kinds of stacking methods available which vary from library to library. The main consideration for any library should be to ensure that the maximum space is utilized and the users too should find it convenient and easy to move among the stacks. Shelves are either made of wood or steel. Depending on the available space, the authorities of a library may decide to use single-faced or double-faced units. Some of the popular kinds of stacks are described below:

a) Fixed shelves : with double rows These are normal fixed shelves where material can be arranged in double rows.

b) Hinged stacks : Here two shelves are joined together with hinges on one side and one shelf is fixed while the other is mounted in front of the hinges.

c) Rolling stacks : These are metal stacks units mounted on ball bearing wheel placed side by side.

d) Compact storage: This system consists of units of three stacks, the centre row of fixed doublesided stacks at each side. This helps in increasing the capacity of the storage space.

e) Multi-tier stacks : This kind of stacking consists of stacks from floor to the roof and has become quite popular in very large libraries. It is to be noted here that there should be adequate provision for both horizontal and vertical expansion. Besides this, the shelves should be durable and look attractive and functional. Proper guides should be provided on the shelves.

Book ends/support/rest

The most popular type of book support is the plate type book support. These are available in two heights, i.e., 6” and 9” and are selected according to the height of the books being shelved.

Stock verification

Stock verification, in the context of library, is done to account for library books and other library acquisitions as per accession records. The inventory gives an idea of what the library has and what needs to be replaced. Stock verification is also done to check the order and condition of library books, to identify those items that need to be cleaned, repaired or mended. Staff can also identify materials in various class subjects. Libraries are expected to carry out physical stock verifications at fixed intervals. Though primarily it is to be carried out to identify missing books in a library, it also, in the process, identifies those materials which need replacement or repair. In the past periods, need for stock verification was felt important since during those days books were rare and were considered very valuable as replacement of missing books was almost impossible. Books were kept under lock and librarian in those days was a custodian and therefore was accountable for any loss. The philosophy that “books are for use” and the need to keep books in open access system have now changed the scenario in libraries. The function of shelving which also includes rectification and refurbishing has taken over the responsibility of keeping books neat and clean and duly repaired, if needed. Libraries now require proper security system under the charge of a caretaker/security in charge. Stock verification has been replaced by the concept of stock evaluation. Librarians are now expected to justify if their collection and the services that they have provided, have met the information needs of their user community. In our country, however, stock verification is still an important responsibility of a librarian, more so in small libraries such as school or college level libraries.

Process of Stock Verification

Stock verification is in effect, counting of books present in the library vis-a-vis titles in the stock register. The work involves three distinct activities relating to the collection. These are:

- Counting of the books,
- Rectification of the accession record and shelf list and
- Preparation of a report for the consideration of the authorities.

Methods of Stock Verification

The counting has to be done in such a way that it gives a correct picture about the available materials in the library. The following are some of the available methods for a fool proof count:

- Accession Register method
- Dummy accession register method
- Book Cards method
- Numerical counting method
- Shelf list method λ Sample stock verification.

Accession Register Method

The method requires two persons to carry out the counting. One person takes out the book from the shelf and speaks the accession number; the other person opens the register and after locating the number, puts a tick mark against the number. This process is repeated throughout the entire stack areas. On completion of the round, a list of all unmarked items is prepared as missing books. The job of tick marking is carried out at all those places where a record about book is likely to be available, such as issue counter, binding list and technical processing section, etc. The method is simple but time consuming, prone to committing mistakes in wrong marking. It also needs cleaning the register on completion of checking.

Dummy Accession Register

Method A plane sheet register with serial number beginning from one and going up to the last number in the actual accession register is printed with numbering machine. The printing is

done on each page in vertical multiple columns as per space on the page. One person announces the accession number of the book in the shelf, the other person holding the dummy accession register cancels the corresponding serial number in the dummy register. This method saves from defacing the actual accession register and also requires relatively less page turning as a dummy page accommodates a large number of serial numbers.

Book Cards Method

Book cards of each book in a rack are removed and arranged in serial order. The missing serial numbers are noted separately on a sheet or a book card with only missing number is prepared and kept separately. This process is repeated in each rack. On completion of the process the newly prepared cards, arranged in serial order, are used to type out list of missing books from the accession register.

Numerical Counting Method

Numerical counting is the simplest method of stock verification, in which all the books in stack on loan or with the binder, etc. are counted and the total number is compared with total number in the accession register. The difference is the number of missing books. The system though simple tells only the number of missing books but not the titles of missing books. The result can be helpful in improving the security system. It gives no guidance for replacing books which are important and missing in the collection.

Shelf List Method

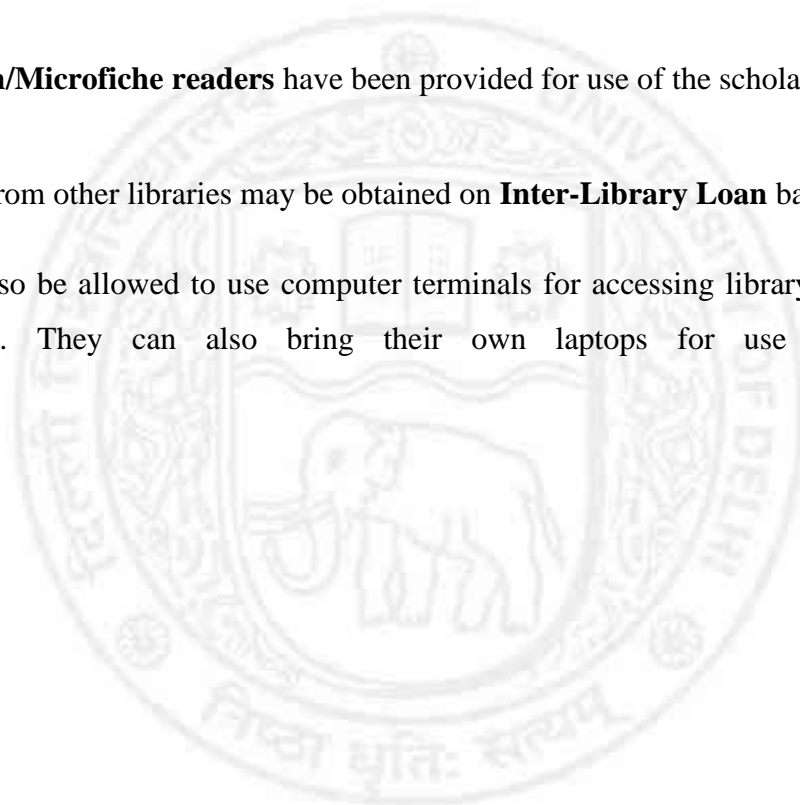
Shelf list, as we know, is arrangement of a duplicate set of catalogue cards in parallel order to the books in the shelves in various parts of the library. A person sits near a stack with a tray containing cards corresponding to the books in a particular stack. The other person speaks out the accession number and the corresponding card in the tray is raised in slanting manner. The process is repeated through all the stacks where books are shelved. At the close of the exercise all those cards, which are found still in their original position, are taken out to prepare list of missing books. The shelf list method is both time saving and more reliable method for stock verification. The list of books found missing in the stacks is, first checked with issue record, list of books in binding and finally with the list of books identified missing in the previous stock verification before arriving at the final list of books missing since the last verification.

CHAPTER - 8: SERVICES

The Rajdhani College Library offers a range of services, including:

- i. **Photocopying** (black & white as well as colour) facility shall be available on payment basis (to be notified from time to time) as per the provisions of the Copyright Act with special permission of the Librarian/Incharge.
- ii. **Microfilm/Microfiche readers** have been provided for use of the scholars.
- iii. Material from other libraries may be obtained on **Inter-Library Loan** basis, if possible.

Students shall also be allowed to use computer terminals for accessing library information and other databases. They can also bring their own laptops for use in the library.



CONCLUSION

The Rajdhani College Library stands as a testament to the pivotal role libraries play in the academic ecosystem. It is not just a repository of books but a vibrant and inclusive space that empowers students, faculty, and staff in their quest for knowledge, research, and personal growth.

Throughout this internship report, we have explored the intricate workings of the library, from the diligent acquisition of resources to the meticulous organization of materials in the Technical Section. We've delved into the significance of the Periodical Section in keeping users abreast of the latest research and the Maintenance Section's vital role in maintaining a welcoming and functional environment.

The array of services offered by the library, from borrowing services to internet access and inclusivity initiatives, underscores its commitment to serving the diverse needs of its community. The library's adherence to rules and regulations ensures that it remains a disciplined space conducive to learning and research.

In the grand tapestry of higher education, the Rajdhani College Library serves as a cornerstone, a wellspring of knowledge that nourishes minds and fosters intellectual growth. It is a place where students embark on academic journeys, faculty members engage in scholarly pursuits, and staff members support the quest for learning.

As we conclude this internship report, we celebrate the Rajdhani College Library's dedication to its mission – to enable students, faculty, and staff to achieve their research, learning, and teaching goals. It is not merely a library but a catalyst for academic excellence, a sanctuary for intellectual exploration, and a vital asset to the Rajdhani College community.

In an ever-evolving world, where information is key, the Rajdhani College Library stands as a beacon of enlightenment, guiding all who enter its doors towards the pursuit of knowledge and the realization of academic dreams. It is, without a doubt, the heart and soul of Rajdhani College's educational landscape.

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