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## INTERNSHIP REPORT

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**INTERNSHIP WORK REPORT ON  
“RAJDHANI COLLEGE”  
(UNIVERSITY OF DELHI)**



**Submitted to the Department of Library and Information Science, University of Delhi, in partial fulfillment of the requirements of the Paper No. B- 111: Internship Programme of B.L.I.Sc. for the Award of the Degree of Bachelor of Library and Information Science.**

**2023 – 2024**

Submitted by  
**BHARTENDU PANDEY**  
**23206782018**

Supervisor  
**Prof. R.K. BHATT**



**Department of Library and Information Science  
University of Delhi  
Delhi-110007**

## **CERTIFICATE**

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This is to certify that this Internship Report submitted by Bhartendu Pandey to Department of Library and Information Science, University of 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 him at Rajdhani College.

**Prof. R. K. Bhatt**  
**Supervisor**

## DECLARATION

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This is to declare that this Internship Report submitted by me to the Department of Library and Information Science, University of Delhi, in partial fulfillment of the requirements of **B111: 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**

**Bhartendu Pandey**

**Date: 08/07/2024**

## ACKNOWLEDGEMENT

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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**, for his meticulous and expert guidance, constructive criticism, patient hearing and benevolent behavior throughout my internship. I shall remain grateful to him for his 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 him because without his 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 like to thank all our internship group members for sharing valuable information and helping in the completion of this work.

## LIST OF ABBREVIATIONS & ACRONYMS

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AACR	-	Anglo American Cataloguing Rule
ALA	-	American Library Association
CAS	-	Current Awareness Service
CC	-	Colon Classification
CCC	-	Classified Catalogue Code
DDC	-	Dewey Decimal Classification
DELNET	-	Developing Library Network
FID	-	International Federation for Information and Documentation
GIS	-	Geographic Information System
LCSH	-	Library of Congress Subject Headings
NDLI	-	National Digital Library of India
OPAC	-	Online Public Access Catalogue
UDC	-	Universal Decimal Classification

## PREFACE

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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.



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## 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 60th 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.

### **Vision**

Rajdhani College aims to achieve brilliance in all the spheres and aspires to become a renowned institution of higher education, by generating healthy and hospitable academic environment. In keeping with the institutional motto 'Tejaswi Naav Adhiitam Astu', with a literal translation of "May our Study be Enlightening", the college strives to groom the students not only in academics but in all aspects of life such that they move closer to the true essence of life.

### **Mission**

Rajdhani College believes in accomplishing curricular and extra-curricular brilliance simultaneously. The college strives to offer educational brilliance in the fields of science, commerce and humanities. The spirit of analysis, innovation and research is encouraged and both, the faculty and students strive to excel in these areas. The college has amenities like laboratories, computers, projectors, auditorium, canteen etc.

### **Objectives**

Rajdhani College lays emphasis on non-discrimination and equality within the institution. Discrimination on the basis of community, class, gender, religion and caste is vehemently discouraged. The fundamental aim is to produce responsible citizens, and to inculcate ethical principles and to contribute to national progress. We empower students to accept challenges as well-mannered, responsible and devoted citizens. Having suitable infrastructure for extra-curricular activities and sports, the institution inspires both physical and intellectual activities in the college. The notion of multi-dimensional education runs deep into our curriculum, and to achieve this goal we organize seminars, symposiums, conferences and other academic proceedings. This provides a platform for communication between students and renowned personalities from academics, sports, media and other spheres.

The vision of the college is also extended to the teaching and non-teaching staff, parents and guardians, alumni and other stakeholders. This is achieved through the circulation of detailed prospectus, website, and through organising staff council and staff association meetings, alumni meetings and extra-curricular activities.





## **CHAPTER: 2**

### **RAJDHANI COLLEGE LIBRARY**

#### **2.1 INTRODUCTION**

The Rajdhani College Library serves as a vital resource hub for students, faculty, and staff, aiming to facilitate academic and research endeavours 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. This chapter aims to provide a brief introduction to the facilities and services provided by the college library, its collection, working hours and other relevant information for students, faculty & staff members.



## **2.2 OBJECTIVE**

The primary objective of the library is to assist the user and also to implement, enrich, and support the educational programs of Rajdhani College. The Library is the backbone of the research and development activities of Rajdhani College. To support teaching, learning and research library and its resources plays a very important role. Library is an integral part of any academic setup and is required to meet the information, research, and curriculum needs of its students, faculty, and staff members.



**“Libraries and Librarian may be  
considered as torch bearer  
against the war of  
illiteracy and ignorance”**

### **2.3 MISSION**

Library has wide range of collections to meet the needs of the library users. The library holdings include a diverse collection of print, non-print, and electronic resources for its users. The Library mission is to enable the students, faculty and staff members of Rajdhani College to utilize optimally its resources in order to achieve their research, learning, and teaching goals. As Librarian of College Library, I ensure you all to give best of the library services along with the team of my dedicated library staff who make available library collections within the library and over the net. I do hope that everybody would make full use of the facilities and services offered by our college library.

### **2.4 LIBRARY PERSONNELS**

<b><u>AUTHORITY</u></b>	<b><u>NAME</u></b>
<b>LIBRARIAN</b>	DR. Sanjeev Sharma
<b>PROFESSIONAL ASSISTANCE</b> (2)	Mrs Sunita Kumari and Mr. Hari Dass
<b>SEMI PROFESSIONAL ASSISTANCE</b> (3)	Mr. Rajendra Sharma (2 seat vacant)
<b>LIBRARY ASSISTANT</b> (3)	Mr. Ashok kumar Mrs. Shalu Wadhawa (1 Seat Vacant)
<b>LIBRARY ATTENDENT</b> (11)	Mr. Pradeep Yadav Mr. Vinod Kumar Mr. Lal Singh Mrs. Poonam Verma Mr. Nizam Deen Mr. Faizrasool Mr. Ranjeet Kumar Mrs. Poonam Sharma (3 seat vacant)

### **Resources and Collections:**

The library boasts a diverse and extensive collection of scholarly materials. With access to more than 1,48,000 books, periodicals magazines, and newspapers 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.

The library of the college provides the students and the staff a technology-rich and a vibrant environment. The college complex has a three storeyed library facility with access to around one lac scholarly books, periodicals, magazines and e-books & e-journals, on various subjects. It offers OPAC facility and also provides access to various online academic portals. The library has an exclusive faculty reading corner.

There are computers with high speed internet facility, printer and subscription to several e-journals that are intended to meet the expectations of the current internet savvy generation. The college has an automated library with air conditioned reading hall, where around one hundred students may be accommodated.

The College also has a Library Committee with one member from each department to keep the study material updated by ordering latest publications on a variety of subjects.

The college has customized facilities like Braille library for the visually impaired and physically challenged students. The college library has procured many Braille books with the provision of a separate section. With the active collaboration between the Equal Opportunity Cell of the college and the College Library Committee, the computer friendly section for 'Persons with Disability' (PWD) was set up in the Library in 2011-12. It has launched various facilities for the differently-abled students. Book Scanning facility, Screen Reading software is being installed, Digital Audio Books (DAISY Format) and E-Books made available to these students. Along with that, voice recorders are kept in the Library with the purpose of issuing to the differently-abled students. Visually challenged students are provided with laptops equipped with Braille software. The library has two members trained by the University of Delhi to provide assistance to the PH students and staff in the library.





### **Library Card**

Library issues library barcoded card to library members wishing to borrow books. Library cards are to be shown, if demanded, at the time of entering into the library or whenever asked for in the library. Undergraduate students are allowed to borrow five (5) books and Postgraduate students are entitled to borrow six (6) books.

### **Library Net-Cafe**

The College library also has internet facility, with computers available for users. Internet facility is available for the members, which they can use for accessing e-journals, e-books and databases of various websites.

### **Timings**

Reading Room: 9.00 a.m. to 8.00 p.m.

Daily Issue/Return: 9.00 a.m. to 3.00 p.m.

Renewal/Issue of Duplicate library card: 3.00 pm. to 5.30 pm (Daily)

### **Basic Rules**

While in the library, all persons shall observe all basic and elementary principles of library ethics, obey the rules and procedures of the library and submit to discipline enforced by the University of Delhi.

- 1) Books are issued to the members for two weeks.
- 2) The overdue charge is Re. 1/- per book per day.
- 3) Library card is required to be shown, if demanded, at the time of entering into the library or whenever asked for in the library.

Undesirable or unauthorized persons shall have no access to the library and if found in the Library, they shall be liable to expulsion from the library by the Librarian/ Principal.

- 1) Conversation, talking, sleeping, smoking, and loitering are not allowed in the library. Use of Mobile Phones is not allowed within the library premises.
- 2) At the time of entering the library, all personal belongings and books not belonging to the College Library and books though borrowed from the library but not meant to be returned to the library, shall be deposited at the Property Counter at the entrance to the library.
- 3) Every member of the library shall be responsible for the safe custody of any library book borrowed by him/her for the study in the Library Reading Room or for use at home.
- 4) Students held responsible for loss, damage, defacement or mutilation of books shall be liable to compensate the library in such way as may be determined by the Librarian/Library Committee.

### **Library Clearance**

Each student is required to take a clearance from the library before the university Admit card/Examination Hall Ticket is issued to him/her.

### **CONCLUSION**

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: 3

### ACQUISITION SECTION

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 cannot be sent there, as there is no provision to send the single copy in any departmental seminar. Harrods'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.

The screenshot displays the 'ACCESSION BOOKS' software interface. At the top, there is a 'Language' dropdown menu set to 'ENGLISH', a 'Prefix Word' dropdown menu, and 'Current Financial Year' options for '2022' and '2023'. A 'Bill Register' button is highlighted in a red box. Below this is a table with the following headers: 'Item No.', 'Title', 'Author', 'Vendor', 'Qty', 'Bill No.', 'Price', and 'B R No.'. The table body is currently empty. Below the table, there is a section titled 'Details of the selected Suggestion Number' containing several input fields: 'Suggestion No.', 'Bill Date', 'Batch', 'Total Quantity', 'Order No.', and 'Set / Vol in Set'. To the right of these fields are 'Rec. By', 'Price Ver By', and 'Acc. By' input fields, along with 'Acc Date' (set to 03/07/2024) and 'Bind Format' dropdown menu. At the bottom, there are several buttons: 'ACCESSION', 'ACCESSION REGISTER', 'Exit', 'Bill Verification', and 'Allocation Register'. A row of five buttons is at the very bottom: 'Verify Suggestion', 'Vendor Assignment', 'Order Generation', 'Manage Orders', and 'Accession'.

## **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. Cataloguing: Preparing the acquired materials for cataloguing 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 LIBWARE 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.

**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

Date	Acc. No.	Author	Tittle	Edition	Place and Publisher	Year	pages	volume	sources	cost	Class no.	Book no.	Bill no. and date

Rajdhani College Library,  
ACCESSION

Raja Garden, New Delhi  
REGISTER

2

दिनांक Date	प्राप्ति संख्या Accession Number	लेखक AUTHOR	पुस्तक का नाम TITLE	संस्करण Edn.	प्राप्त स्थान एवं प्रकाशक Place & Publisher	वर्ष Year	पृष्ठ Pages	खण्ड Vol.	प्राप्ति स्थान Sources	मूल्य Cost	वर्गीक Class No.	ग्रन्थक Book No.	विवरण वि. नं. व तिथि Bill No. & Date	टिप्पणियाँ Remarks
10.12.09	1071 26	विंसे (अन्वीरंजन)	हिन्दी अनुवाद और राश्ट्रवाद	1	शान्ति प्रकाशन, दिल्ली	2009	131		के.ए.पी.पी.	150-00			172	
	1071 27	श्रीधरी (आशुभर)	कहते हैं तब आह्लाद हो रहे हैं	1	आर्य समाज प्रकाशन, दिल्ली	2009	136		"	120-00			26.11.09	
	1071 28	अमरनाथ	हिन्दी कालीचरना की पारिभाषिक अवधारणा	1	शान्ति प्रकाशन, दिल्ली	2009	567		"	800-00				
	1071 29	शेखर (विनय)	आज की कविता	1	"	2009	472		"	550-00				
	1071 30	अरुण (देवीप्रसाद)	पढ़ते सुनते देखते	1	"	2008	308		"	400-00				
	1071 31	अनन्त (अनन्त)	शोभन के सिंहासन	1	"	2008	312		"	395-00				
	1071 32	रम (गोपाल)	हिन्दी कविता का इतिहास 1900-1950	1	"	2008	480		"	550-00				
	1071 33	अरुण (अरुण)	एन.ए. विस्तार से	1	"	2008	240		"	850-00				
	1071 34	"	टेलीविजन की कला	1	"	2008	268		"	850-00				
	1071 35	रुद्र (अरुण)	भारतीय जनजात	47	अरुण प्रकाशन, दिल्ली	2010	923		Arjun Prakashan	340-00				
	1071 36	"	"	47	"	2010	923		"	340-00				
	1071 37	अनन्त (अनन्त)	स्वतंत्रता संग्राम	-	प्रीति प्रकाशन, दिल्ली	2009	215		Prati Prakashan	80-00			138	27.11.09
	1071 38	"	"	-	"	2009	215		"	80-00				
	1071 39	"	मनुस्मृति	-	श्रीधरी प्रकाशन, दिल्ली	1999	228		"	80-00				
	1071 40	"	"	-	"	1999	228		"	80-00				
	1071 41	"	सप्तम अध्याय	-	"	1999	176		"	50-00				
	1071 42	"	"	-	"	1999	176		"	50-00				
	1071 43	काशी (विमल)	सुन्दरकाण्ड	-	काशी प्रकाशन, दिल्ली	2006	92		"	50-00				
	1071 44	"	"	-	"	2006	92		"	50-00				
	1071 45	गुप्ता (पुष्पा)	संस्कृत साहित्य का विशाल इतिहास	-	इन्डियन बुक हाउस, दिल्ली	1994	305		"	150-00				
	1071 46	"	"	-	"	1994	305		"	150-00				
	1071 47	पण्डा (पी.के.)	भारतीय साहित्य: आधुनिक परिचय	1	प्रिया प्रकाशन, दिल्ली	2009	215		"	350-00				
	1071 48	निगमलाल (सत्यदेव)	पारिभाषिक परिचय - अंगीसा	1	प्रिया प्रकाशन, दिल्ली	2009	333	1	"	1500-00				
	1071 49	"	"		"	2009	359	2	"					
	1071 50	वैदर्भी (विद्या)	संस्कृतवाङ्मय में पुरुष एवं परस्परगत्य का अर्थ		प्रिया प्रकाशन, दिल्ली	2009	108	1	"	2-10				

## **CHAPTER: 4**

### **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 Section.



#### **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.



## **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

## **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 **LIBWARE**.

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**

Catalog To [ ] Open Type of material BOOK

Language HINDI Sort By [ ] New Arrivals Copy details of catalogued Book Search

Language हिन्दी **Searching** Pages 266p.

Accession Number Prefix 143051 Accession No. 143051 Acc. Date 14/12/23 901 Volume [ ]

Call Number 902 891.433 Class Number 686 Book Number [ ] Acmp Material [ ]

Title .. जाल से बीज बढन .. 200 Notes [ ] 300

Sub-Title अमृला प्रीतन कठी चुकी हुई कहानियाँ ISBN 9788119014255

Responsibility अमृला प्रीतन Subject Descriptors [ ]

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Editor [ ] 701

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Edition 205

Place of Pub. कायी दिल्ली

Publisher कायी प्रकाशन 210

Date/Year 2023

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Goto Accession No. 143051

First Previous Next Last

☑ Show Records count > RECORD 142888 OF 144398 RECORDS

Added Entries

Copy Multiple Accession numbers

View Records Listing

Search and Replace

Book Status AVAILABLE

Remarks

Type of Book General

Extra Entries

Catalog Card

Add Save Edit/Update

Delete Refresh Exit

RECEIVE DOCUMENTS FROM ACQUISITION



CHECKING THE CONDITION OF DOCUMENTS



DUPLICATE CHECKING IN DATABASE



CLASSIFYING DOCUMENTS DDC SCHEME



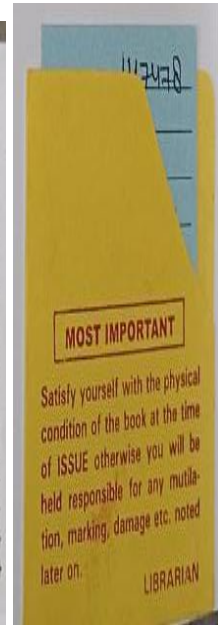
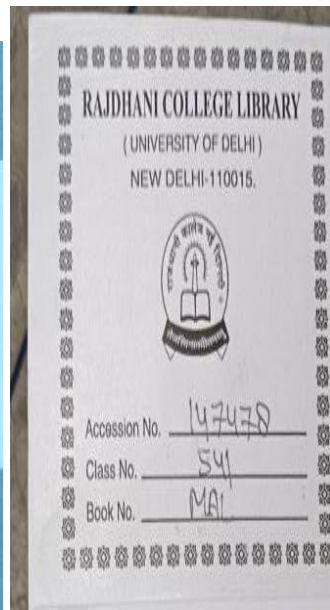
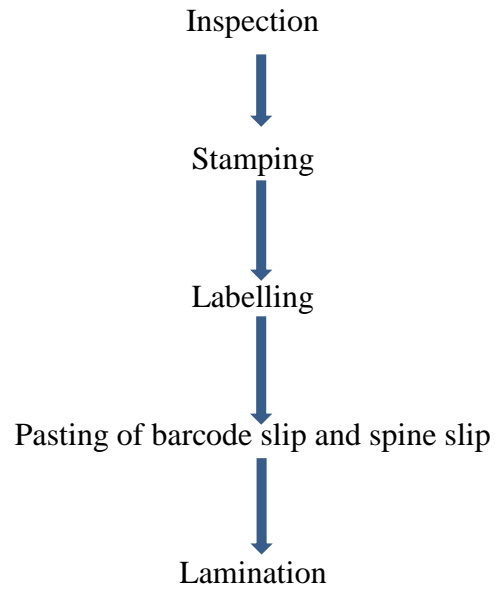
CATALOGUING



STAMPING BARCODE, GENERATE BARCODE AND PASTING

### **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.



## **CHAPTER: 5**

### **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 18 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:

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

**Newspapers Subscribed by Rajdhani College are: -**

1. Times of India
2. The Hindu
3. Indian Express
4. Dainik Jagran
5. Pioneer
6. Hindustan Times
7. Nav Bharat Times
8. Hindustan
9. Jansatta
10. Statesman
11. Tribune
12. Economics Times
13. Business Standard
14. Rastriye Sahara
15. Dainik Tribune
16. Amar Ujala
17. Novodaya
18. Dainik Bhaskar

**Few examples of Magzines subscribed are: -**

1. Employment News
2. Sportsstar
3. The week
4. Organizer
5. Chronical
6. Time
7. Business world
8. India Today
9. Reader Digest
10. Protiyogita Darpan, etc.



## CHAPTER: 6

### CIRCULATION SECTION

Library circulation or library lending comprises the activities around the lending of library books and other material to users of a lending library. A circulation or lending department is one of the key departments of a library. The main user service point is the circulation desk or loans desk, usually found near the main entrance of a library. It provides lending services and facilities for return of loaned items. Renewal of materials and payment of fines are also handled at the circulation desk. Circulation staff may provide basic search and reference services, though more in-depth questions are usually referred to reference librarians at the library reference desk, but the services of both are occasionally combined.



In Rajdhani college Library, Circulation work proceeds through **LIBWARE** Software. LIBWARE is developed by Saraswati enterprises. Currently Library using the version 3.0.3 of LIBWARE software.



# LIBWARE

A COMPLETE AUTOMATION AND MANAGEMENT SOFTWARE FOR LIBRARY

VERSION # 3.0.3

[Introduction](#) [Acquisition](#) [Cataloguing](#) [Circulation](#) [Member Facilities](#) [Article Indexing](#) [Serials](#) [Import Data](#) [Administration](#) [Other Works](#)

## CIRCULATION

Member Id  Accession Number   
Total Items Issued :  Total Fine Due :   Copies of the Book Issued to Return Date

**Issue** **Return**  **Renew** **Check Reservations**

Interim Extension :  Interim Reduction :   
Remarks :  Interim Fine (Rs.) :  No. Of Copies :   Direct Printing  Auto - PassBook Printing

Issued Item Details

Acc. No.	Issued To	Return Date	No. Of Copies

**Refresh** **Print Passbook** **View Passbook** **Fine Calculation**  **Current Print Receipt** **Print Receipt**

**SELECTED MEMBER'S DETAILS**

Member Id   
Member Name   
Dept. / Course   
Dsgn. / Roll No   
Validity Dates   
Address   
Telephone  Mem. Status   
Remarks  Category

**DETAILS OF ITEM SELECTED**

Acc. No  ISBN   
Call Number   
Title   
Author   
Subject   
Book Status   
Issued To  Return Date   
Reserved By   
Type of Book

**Recall Notice Report** **OverDue Books Report** **Circulated Books Report** **Date Wise Circ.Report** **Fine Management** **Circulation Statistics** **Member Details** **Exit**



## **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.

### **Arrangement:**

#### Arrangement by subject name:

In rajdhani college library, all the books are arranged systematically as per the Subject Name.

#### 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.

### **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:

- 1) Fixed shelves : with double rows These are normal fixed shelves where material can be arranged in double rows.
- 2) 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.
- 3) Rolling stacks : These are metal stacks units mounted on ball bearing wheel placed side by side.
- 4) 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.
- 5) 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.
- 6) 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.

In Rajdhani college library Stock verification occurs through Accession Register Method.

### **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.

Rajdhani College Library, ACCESSION					Raja Garden, New Delhi REGISTER					2				
दिनांक Date	प्राप्तिका संख्या Accession Number	लेखक AUTHOR	पुस्तक का नाम TITLE	संस्करण Edn.	प्रकाशन स्थान एवं प्रकाशक Place & Publisher	वर्ष Year	पृष्ठ Pages	खण्ड Vol.	प्राप्तिका स्थान Sources	मूल्य Cost	वर्गीक Class No.	पुस्तक Book No.	बिल नं० व तिथि Bill No. & Date	टिप्पणी Remarks
10-12-09	107126	हिंदी (अनुसंधान)	हिन्दी संस्कृत और उद्भव	1	शालग्राम प्रकाशन, दिल्ली	2009	131		कैलाशपुरी	150-00			132	
	107127	श्रीधरी (आचार्य)	कहते हैं वसुधा धारण करेगी	1	आचार्य प्रकाशन, दिल्ली	2009	136		"	120-00			133	
	107128	अमरनाथ	हिन्दी आलोचना की पारिभाषिक अवधारणा	1	शालग्राम प्रकाशन, दिल्ली	2009	567		"	800-00			134	
	107129	सिद्धास (विनय)	आज की कविता	1	"	2009	472		"	550-00			135	
	107130	अक्षय (अनिल)	पठने वाले के लिए	1	"	2008	308		"	400-00			136	
	107131	अक्षय (अनिल)	उत्तरांचल के विद्वान	1	"	2008	312		"	395-00			137	
	107132	अक्षय (अनिल)	हिन्दी कविता का इतिहास 1700-1950	1	"	2008	480		"	550-00			138	
	107133	अक्षय (अनिल)	संस्कृत विद्वानों के	1	"	2008	240		"	850-00			139	
	107134	"	टैलीविजन की कहानी	1	"	2008	268		"	850-00			140	
	107135	अक्षय (अनिल)	भारतीय संस्कृत विद्वानों के	1	शालग्राम प्रकाशन, दिल्ली	2010	923		Shalgram	340-00			141	
	107136	"	"	1	"	2010	923		"	340-00			142	
	107137	अक्षय (अनिल)	संस्कृत वाचस्पत्य	-	शालग्राम प्रकाशन, दिल्ली	2009	215		Vijaya Prakashan	80-00			143	
	107138	"	"	-	"	2009	215		"	80-00			144	
	107139	"	संस्कृत वाचस्पत्य	-	शालग्राम प्रकाशन, दिल्ली	1999	228		"	80-00			145	
	107140	"	"	-	"	1999	228		"	80-00			146	
	107141	"	संस्कृत वाचस्पत्य	-	"	1999	176		"	50-00			147	
	107142	"	"	-	"	1999	176		"	50-00			148	
	107143	काशी (विद्यापीठ)	संस्कृत वाचस्पत्य	-	शालग्राम प्रकाशन, दिल्ली	2006	92		"	50-00			149	
	107144	"	"	-	"	2006	92		"	50-00			150	
	107145	गुप्ता (गुप्ता)	संस्कृत वाचस्पत्य का विकास इतिहास	-	शालग्राम प्रकाशन, दिल्ली	1994	305		"	150-00			151	
	107146	"	"	-	"	1994	305		"	150-00			152	
	107147	पांडा (पी.के.)	कालीदास का साहित्य: आधुनिक परिचय	1	शालग्राम प्रकाशन, दिल्ली	2009	215		"	350-00			153	
	107148	निगमलाल (सत्य)	पारसीय धर्मग्रन्थ - जिमासा	1	शालग्राम प्रकाशन, दिल्ली	2009	333	1	"	1500-00			154	
	107149	"	"	1	"	2009	359	2	"	1500-00			155	
	107150	बैजवा (सिद्धा)	संस्कृत वाचस्पत्य के पुस्तक एवं विषयवस्तु का विश्लेषण	1	शालग्राम प्रकाशन, दिल्ली	2009	108	1	"	2-10			156	

## **CHAPTER: 8**

### **LIBRARY SERVICES**

#### **8.1 Reprographic Service**

Black and white and colour photocopying services are available for a fee (current rates will be posted). Please remember to follow copyright laws. You'll need permission from the librarian or person in charge to copy anything protected by copyright.



#### **8.2 OPAC (Online Public Access Catalogue)**

In the past, libraries relied on bulky card catalogs to keep track of their collections. Today, most libraries use a digital system called an OPAC, which stands for Online Public Access Catalogue. This is essentially a giant search engine for everything the library owns, from books and audiobooks to DVDs and magazines.

Here at our library, we make finding what you need easy and convenient. We have a total of three OPAC terminals available for your use. Two are located on the ground floor, right as you enter the library. There's also one additional terminal situated in the reading room for your comfort. So, no matter where you are in the library, you're never far away from being able to search our collection with ease.





### **8.3 Reference Services**

The library staff assists the users to solve their queries and also provide them the needed documents. College has very rich collections of reference books like encyclopedias, dictionaries, yearbooks, almanacs, books in print etc.

The library of Rajdhani College holds extensive collection of reference material which can be consulted for finding information on specific topic. These resources include general and specialized encyclopedias, dictionaries, yearbooks, almanac, indexes to scholarly resources, citation manuals. Some examples of encyclopedias are:

- Encyclopaedia Britannica
- Encyclopedia of Social Sciences
- Encyclopedia of Computer Science
- Encyclopedia of World great scientists
- Mc Graw Hill Encyclopedia of Science and Technology
- CRC Encyclopedia of Mathematics etc.

Some examples of Dictionaries are:

- Dictionary of computing
- Dictionary of Scientific Biography
- Dictionary of Chemistry
- Dictionary of Physics
- Raj Kamal Hindi Shabdkosh
- Urdu-Hindi Shabdkosh
- Sanskrit-Hindi Shabdkosh etc.

Other reference sources are-

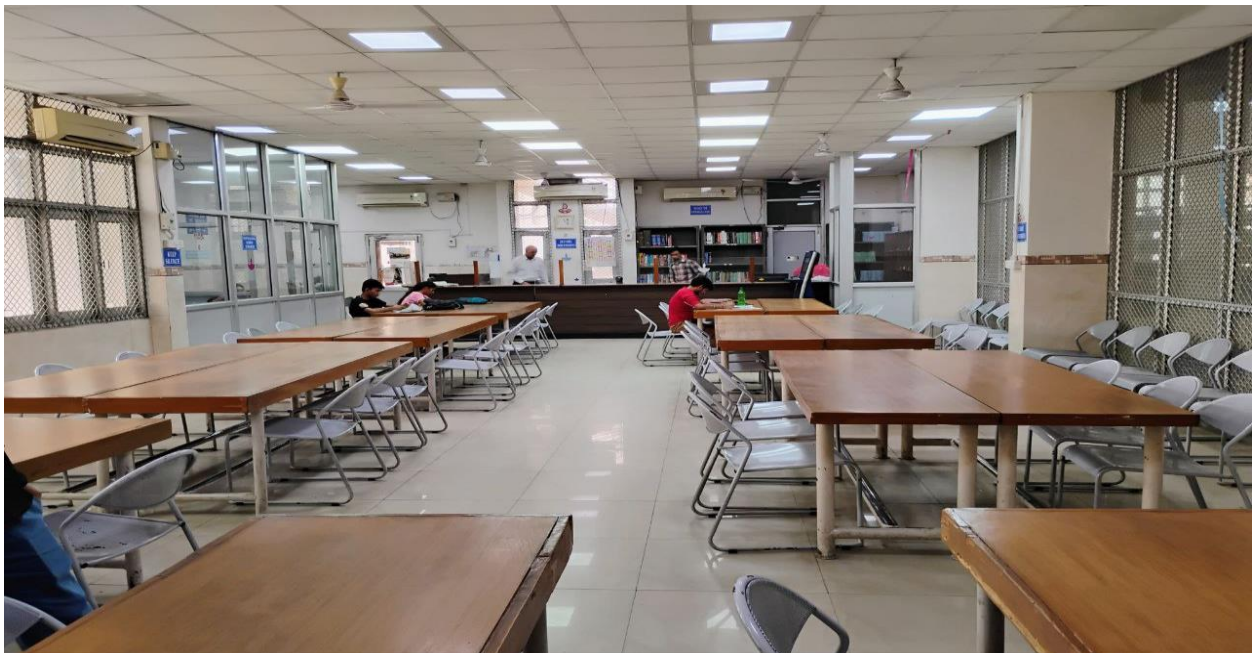
- Who's Who in India
- Universities Handbook India
- Indian Books in Print
- The Statesman Yearbook
- World Almanac
- Who's Who of Indian Writers
- World of Learning
- The Himalayan Gazetteer etc.

#### **8.4 Reading Room Service**

The library is a treasure trove of knowledge, and it encourage students and teachers to take full advantage of its resources. To support your academic pursuits, it's created comfortable and focused environments within the library – our reading rooms.

The reading room of Rajdhani college is full air-conditioning, ensuring a pleasant and refreshing space to delve into studies. Whether you're cramming for an exam or tackling a complex research project, the reading rooms provide the ideal setting to concentrate and excel.

The reading rooms don't just offer a quiet place to study – they're also a goldmine for exam preparation! You'll find question papers for various courses readily available for consultation. Need to get a feel for past university exams? We've got you covered. The reference section within the reading rooms houses previous year university exam papers, allowing you to strategically plan your approach and boost your confidence.



## **8.5 CAS (Current Awareness Service):**

The library acts as a hub of up-to-date knowledge, offering its patrons a service called Current Awareness Services (CAS). Through CAS, library users can stay informed about the latest advancements in various fields. This service provides them with easy access to recently published scholarly articles, reviews, and other resources that explore new developments across a wide range of disciplines.

This version expands on the original sentence by:

- Introducing "Current Awareness Services" (CAS) as the name for the library's service.
- Highlighting the library's role as a central source of knowledge.
- Emphasizing how CAS keeps patrons informed about the "latest advancements" in various fields.
- Specifying the types of resources available through CAS, such as scholarly articles and reviews.

## **8.6 E- Resources**

The Rajdhani College Library offers a powerful research advantage: extensive access to electronic resources (e-resources). These e-resources are like a digital treasure chest, brimming with valuable information on a vast array of subjects.



What can you find in our e-resource collection?

- Databases: Dive deep into specialized collections of articles, journals, and other scholarly materials.
- E-Journals & E-Magazines: Stay current with the latest research and insights through electronically formatted journals and magazines.



- E-Books & E-Audiobooks: Borrow and enjoy a wide selection of eBooks and audiobooks, perfect for learning on the go or for accessible reading formats.
- E-Images: Gain visual understanding with access to electronic image collections.
- Data & GIS Resources: Explore and analyse data sets and Geographic information systems (GIS) to support your research.
- Digital Library Projects: Discover unique digital collections curated by libraries around the world.
- Electronic Exhibitions: Take virtual tours and explore curated online exhibitions on various topics.
- E-Subject Guides: Find research aids and topic-specific guides created by librarians to help you navigate the e-resource collection effectively.
- E-Newsletters: Stay up-to-date with the latest news and developments in your field through electronic newsletters.
- E-Conference Proceedings: Access valuable research papers presented at conferences around the globe.
- Web Search Tools: Leverage powerful search tools to find relevant information across the vast expanse of the internet.

#### Examples of E-Resources at Rajdhani College:

- DELNET: A consortium providing access to a vast collection of scholarly databases.
- NLIST: A consortium offering a wide range of Indian and international e-journals.
- NDLI: The National Digital Library of India, a treasure trove of digitized books and resources.

#### With our e-resources, you can:

- Conduct in-depth research for your academic assignments.
- Explore new areas of interest and broaden your knowledge.
- Stay informed about current events and advancements in your field.
- Access valuable information from anywhere, anytime.

The Rajdhani College Library is committed to empowering your research journey.

## **Conclusion**

The Rajdhani College Library isn't just a place with books on shelves; it's a vibrant centre that fuels the college's academic life. It's like a powerful tool that students, teachers, and staff can use to learn, explore, and grow. This report dives into the library's inner workings, from how it gets new resources to how it keeps everything organized and functioning smoothly.

The library offers a variety of services, like borrowing books, getting online, and even programs that help everyone feel welcome. It also has clear rules to keep things calm and focused, making it a great place to study and do research.

Imagine a big tapestry woven with threads of knowledge. The Rajdhani College Library is a key part of this tapestry. It's like a never-ending source of information that feeds the minds of everyone who uses it. Students start their academic journeys here, teachers come to do deep research, and staff members help everyone learn.

This report highlights the library's commitment to helping everyone succeed in their studies and teaching. It's more than just a collection of books; it's a driving force for academic excellence. It's a safe space for intellectual curiosity and a valuable asset to the entire Rajdhani College community.

In today's world, where information is so important, the Rajdhani College Library is a guiding light. It shows everyone who walks through its doors the path to knowledge and academic dreams. It's truly the heart and soul of learning at Rajdhani College.

## **References**

- <https://www.rajdhnicollege.ac.in/>
- American Library Association. (n.d.). Acquisitions. <https://www.ala.org/tools/topics/atoz/profresourcesacquisitions/acquisitions#:~:text=Acquisitions%20is%20the%20process%20of,the%20needs%20of%20the%20institution's>
- Madhusudhan. DLIS, University of Delhi, <http://dlis.du.ac.in/>.