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INTERNSHIP REPORT

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**INTERNSHIP REPORT ON
DR. B. R. AMBEDKAR UNIVERSITY LIBRARY**

2023-24

REPORT

*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.*

Submitted by: -

Deepa

B.L.I.Sc (2nd Sem)

Roll No - DLISB23018

Supervisor: -

Prof. Paramjeet Kaur Walia



Department of Library and Information Science

University of Delhi, Delhi - 110007

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. Paramjeet Kaur Walia. This report is based one month internship carried out by me at Dr B. R. Ambedkar University Library, Delhi.

Place: Delhi

Name: Deepa

Roll No: DLISB23018

Date:

CERTIFICATE

This is to certify that the Project Work Report consisting of internship report on **Dr B. R. Ambedkar University** Library Kashmiri gate, Delhi. submit to the Department of Library and Information Science, University of Delhi, Delhi in partial fulfillment of the requirements of the Paper No. B-111: Internship Programme: for the award of Degree of Bachelor in Library and Information Science, University of Delhi, has been carried out by Deepa under my supervision.

I am satisfied that this project work is worthy of consideration for the award of the degree of Bachelor in Library and Information Science to the best of my knowledge.

Prof. Paramjeet Kaur Walia

Supervisor

Department of Library and
Information Science, University of
Delhi, Delhi.

ACKNOWLEDGEMENT

I take this opportunity to express my profound gratitude to my Supervisor Prof. Paramjeet Kaur, Walia. Department of Library and Information Science, University of Delhi, for her meticulous and expert guidance, constructive criticism, patient hearing and benevolent behavior throughout my project work research. 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 project work. I would also like to particularly thank the Head of the Department Prof. Rakesh Kumar Bhatt, for giving me support and inspiration during my study in the Department.

I am also thankful to the Dr B. R. Ambedkar University Library Staff and Office Staff for extending their support in my internship.

DEEPA

PREFACE

The main objective of the Internship Report is to fulfill the partial requirements for the course of Department of Library and Information Science of the Bachelor of Library and Information Science it is the output of an one month internship in Dr B. R. Ambedkar University Library.

An internship is a very good opportunity to gain practical knowledge about any real-world concept Internship bridges the theory with the practice. Thus, it clarifies the theoretical concept of the students which may not be possible only through class lectures and follow up examinations, Internship gives the students a clear-cut idea about what they learnt in the theory and whether these are implemented in the real world situation accordingly or with modifications.

After the completion of the internship program, I have gathered enough experience about the periodical section, classification and cataloguing section, acquisition, library program and services, reference services, stock verification, etc. which I have shared in separate chapters of the report.

LIST OF ACRONYM & ABBREVIATION USED

MLA	-	Modern language association
OPAC	-	Online Public Access Catalogue
DELNET	-	Developing Library Network
DDC	-	Dewey decimal classification
ILL	-	Inter Library Loan
DDS	-	Document delivery Service
ICT	-	Information and communication technology
JSTOR	-	Journal Storage
AACR	-	Anglo-American Cataloguing Rules
TECH	-	technical

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CHAPTER- 1

INTRODUCTION

1.1 Introduction

Internships are professional learning experience that offers important practical work related to a student's field of study or career interest. It also provides the students an exposure to the working environment.

Top- notch graduate Students in Library Information Science programs can become effective reference interns to lighten the workload at busy reference desks. (Quartern). Internship are arrangements in which college students and career Changers lend their talent to companies in return for an opportunity to develop business skills, learn about a new industry and gain exposure to the work environment. Internship programs are set up as either non-compensated or compensated internships. Weather paid or unpaid, an internship position is often quite Beneficial to the students who participates, for he or she receives real world business experience and an early opportunity to impress potential employers. Employers too benefits from internship programs by obtaining the services of skilled personnel for modest cost and by being exposed to new ideas and perspectives. (Encyclopedia Britannica)

1.2 Objectives

- To understand the main functions of different library sections of Dr. B. R. Ambedkar University library.
- To understand provisions of library information services of Dr. B. R. Ambedkar University library.
- To understand the process of selection and Acquisition of various categories Dr. B. R. Ambedkar University library.
- To know about the Technical processing of books and other source management.
- To know about the other extracurricular activities, programs and events like seminar or webinar at Dr. B. R. Ambedkar University library.
- To know about the different collection of books, manuscripts, periodicals, microforms and other art form available in central library of Dr. B. R. Ambedkar University library.
- To understand the various ICT operations.
- To fulfill the partial requirements for Bachelor of Library and Information Science course.

1.3 Purpose

- The internship is completed by the student for the purpose of earning academic credit only. In some cases, however, as long as the requirements for academic credit are established as a portion of the overall internship experience, students may receive payment for their work.
- An internship is an opportunity for a student to gain practice in a Dr. B. R. Ambedkar University library under the guidance of a knowledgeable, experienced, and successful supervisor.

- The internship is intended to provide some practical application of skills, and also for students to come as close as possible to —entry level experiences for positions similar to that held by the supervisor.
- Profit and not-for-profit institutions are encouraged to seek placement of a graduate student from the Department of Library and Information Science at the position of intern. Students who have skills in various areas of information organization, acquisition, preservation, service, and presentation are available to work on specific projects in order to gain valuable experience in the application of such skills prior to entering a professional career.

1.4 Scope

The Internship for BLISc is conducted from 05/06/2024 to 04/07/2024. It is an Internship and this Internship report based on various library function of Dr. B. R. Ambedkar University library. This report highlights the different operation and management of Dr. B. R. Ambedkar University library. and various Library operations covered in the study are as follows: Periodicals, Acquisition, Circulation etc. This study includes webinars which is part of the internship and conducted by Dr. B. R. Ambedkar University library. During this period we learn about acquisition section, circulation section, technical processing, KOHA module, and different sections of Dr. B. R. Ambedkar University library.

1.5 Methodology

Internship is count as a primary data collection because in this we work in the field and through our own individual experience we provide data or necessary content to the report so in the same way this internship report will based on qualitative research. All the information is provided through, primary sources for instance: individual observation, field work experience, and questionnaire. All the References in internship report are arranged by alphabetical order by surname of the author According to the Modern Language Association of America (MLA) handbook for writers of Research Papers, 9th edition. The prescribed style is used throughout the Intesrnship work report.

PROFILE OF DR. B. R. AMBEDKAR UNIVERSITY LIBRARY



2.1 Introduction

Dr. B.R. Ambedkar University Delhi has a rich and rapidly growing library, is located in three modern campuses, with a fast-growing subscription base of Print and online resources. The library is fully automated with KOHA open-source software for daily housekeeping operations of library across all campuses. All campuses are well connected with web and can be accessed everywhere. The library users can access all the resources offline as well as online mode. Library is playing a great role to support the vision and mission of university through its resources and services. It has always been striving hard to meet the expectations of its users. More than 16 qualified professionals run the libraries in all campuses. Library endeavours to further improve all its efforts to facilitate right information to the right user at the right time.

2.2 Vision Statement

- AUD aspires to be a globally recognised premier liberal arts university.
- AUD is committed to foster an academic culture that promotes equity, social justice and excellence through engaged scholarship attuned to holistic transformation of self and society.
- AUD has been envisioned to be a public university that acts as an instrument for social action at the interface of civil society and the State.
- AUD envisions to pioneer an institutional culture of non-hierarchical functioning, team work and creativity.

2.3 Mission Statement

- The mission of AUD is to prepare informed and sensitive professionals characterised by their courage, compassion, competence, collaborative spirit, global and futuristic outlook, honesty and integrity.
- AUD is committed, through research and pedagogic interventions, to facilitate and strengthen creative commons and democratisation of knowledge, particularly so, in response to the unarticulated/unforeseen social needs and contexts.

2.4 Core Values

- Academic excellence with equity and social justice
- Engaged scholarship
- Nurturing diversity and pluralism
- Commitment to social responsibility
- Non-hierarchical functioning, team work and creativity
- Academic integrity and innovative ethos

2.5 Value

- Recognize users as our primary focus and believe that each user of the library is unique and important.
- Evolve to meet the changing needs of the library and its users.
- Innovative and proactive – virtual platform (anytime/anywhere).
- Promote self-education, learning, research and scholarship.
- Foster cooperation by sharing resources via local, national, and international networks.
- Promote equity of access to information.
- Value diversity.
- Respect user privacy.
- Defend intellectual freedom – appreciate use, but restrict misuse.
- Promote the Library as both a real and a virtual extended classroom.
- Embrace our role as collectors and custodians of the intellectual record.
- Offer an environment that supports creativity, flexibility, and collaboration.
- Support individual growth and organizational development.
- Promote the highest standards of our profession, including open and equitable access to information.

2.6 Details of Library Staff

S. No.	Name	Designation
1.	Prof. Sanjeev	Librarian (In-charge)
2.	Dr. Dinesh Kumar	Deputy Librarian

3.	Dr. Alka Rai	Deputy Librarian
4.	Mr. Ravinder Rawat	Jr. Executive (KG)
5.	Dr. Manju	Jr. Executive (KG)
6.	Mr. Omparkash Mishra	Library Assistant (KP)
7.	Ms. Meenakshi Kumari	Jr. Library Assistant (KP)
8.	Ms. Kumud	Library Assistant (KP)
9.	Ms. Nisha Sharma	Library Assistant (KG)
10.	Ms. Meena	Library Assistant (KG)
11.	Ms. Preeti Sharma	Library Assistant (LR)
12.	Mr. Nekson	MTS (Library Attendant) (KG)
13.	Mr. Sanjay Rawat	MTS (Library Attendant) (KG)
14.	Ms. Pinky	MTS (Library Attendant) (KG)
15.	Mr Deepu Singh	MTS (Library) (LR)
16.	Ms Vinita Sharma	LDC (Library) SHRM
17.	Dinesh Kumar	MTS (Library) SHRM
18.	Srichand	Rider (Library) SHRM

2.7 Rules And Regulations

The library will remain open throughout the year according to a schedule to be decided by the library Advisory Committee. Library hours are subject to change and the changes if any, will be notified on the Library Notice Board from time to time.

1. RIGHT OF ENTRY:

The right of entry to the University Library is reserved to bonafide students, teachers, and staff of the University. Students are required to keep their Identity Cards with them for inspection whenever they visit the library. Library staff is authorised to request them to show their cards at any time. A strict action will be taken against unauthorised entrants. Patrons other than the above listed categories and ex-students of the university are required to seek the Librarian's written permission to use the library.

2. MEMBERSHIP:

- Students, teachers and staff of the university are entitled to become members of the library. The identity cards issued to students and faculty will serve as Library Membership.
- Membership is not transferable. A member is responsible for the books borrowed on his/her own card. Neither books nor membership should be lent to another person. Sub-lending of books is a misuse of membership privileges and may lead to withdrawal of membership.
- Before leaving the library, members should ensure that the books they are taking out are properly issued. If a member is found removing any reading material without

getting it properly issued, he/she will be immediately reported to the Librarian for suitable action.

- Members should keep the library informed of changes of address, telephone no., class or subject of study etc. during the period of their membership.
 - Books should not be kept beyond the date marked on the due date-slip.
 - Library books are for the use and benefit of not only the present but also future members of the library. Therefore, all library books should be handled with due care and consideration. Members should not use markers, pen, pencil, or disfigure the books in any way.
 - Members should satisfy themselves about the physical condition of the books they wish to borrow before getting them issued; otherwise, they will be held responsible for any damage or mutilation noticed at the time of return.
 - Loss of membership card should be reported immediately. Despite every precaution, the library will not be responsible if the lost card is misused.
 - All users are requested to maintain silence in the library. Smoking, eating and using mobile phones etc. are strictly prohibited in the library premises. Users are expected to behave decently and maintain decorum.
-
- No personal belongings, except note books, and lap top computers are allowed in the library.

3. PRIVILEGES OF MEMBERS:

All students, faculty members and employees of the University are eligible for the membership of the library. The various categories of members mentioned below shall be entitled to borrow the specified number of volumes from the library for the period noted against each category.

Patrons	Can Borrow	Days
UG Students	3 Books/2 Text Books	15/2
PG Students	5 Books/3 Text Books	15/2
Mphil, PhD	10 Books	90 Days
Faculty	15 Books	1 Semester
on-Teaching	Books	Month

Note: - Textbook should be issued only for 2 days

- We develop our human resources and support continuous professional development.
-
- Library Committee Minutes

2.8 Reference Services:

- Assistance in locating a particular resource
 - Search the library catalogue or library databases
 - Find information on your topic
 - Develop a research strategy for your paper or project
-
- Save the time of the user.

2.9 Circulation Service

- A circulation or lending service is one of the critical services of a library. The primary service circulation desk or loans desk is near the main entrance of a library in every campus where patrons can issue and return books and other reading material. Students, Staff, and faculty having university ID cards may check out library reading materials, place holds or renewed items. Users may not check out items using another patron's card. Reference books and periodicals are non-circulating and may not be checked out. Library patrons may check out a maximum of the following number of items based on their patron status. Users may not renew an item if the item is excessively overdue, on hold for another patron, or if they have unpaid fines or charges. No renewals may be made by telephone.

2.10 New Arrivals Display

- Jacket of new books acquired by the library are displayed in New Arrivals Display racks at the library entrance for one week; after that, they will be made available to borrow. The New Arrivals list is also displayed on Koha OPAC (Online Public Access Catalogue) and sent to all users through email.

2.11 ICT Services/ Computer Facilities

- provides a computer system for users to access the information through OPAC (Online Public Access Catalogue), and Users can also use these computers for educational purposes.

2.12 Newspaper Clipping Service

- AUD Library also provides a Newspaper clipping service for their Staff, including educational information. The service is provided in both form hardcopy as well as a softcopy. The AUD News and Educational News also uploaded in the DSpace software, which will be accessible online. Users can download the Newspaper Clipping in PDF form also.

2.13 Remote Access-

AUD Library provides two platforms for remote access

- Sophos Connect
- INFED (INFLIBNET Access Management Federation)

1. Single Window Search Facility

- AUD library has introduced a single-window search facility through Reread

2. E-Journals

- A large collection of electronic journals is available through Ambedkar University Delhi Library. The library provides more than 19222 e-journals and databases to its patrons. Users can access these e-journals within the campus through the Intranet and access these e-journals at home through the Internet. The link of the Intranet is provided below

3. Inclusive Library Services

For Users with Print Disability

- Membership of Suganya Pustakalay (DFI) -Daisy books (Talking Books) access to visually challenged users
- Jaws software (Screen Reader Software)
- Scanner cum reader which can convert text into speech
- Audio Books Service

4. For Users with Physical Disability

- Each Library has a ramp for easy movement of users who used wheelchairs
- Maintain 3 feet distance between racks
- Lower shelves for easy access
- Disability Studies Collection

5. User's Awareness Program

- The library conducts extensive user orientation programs for its users throughout the year on the use of online resources and reference management tools to promote ethics in research and maximize the benefits of resources.

6. Institutional Repository

- The library has developed its institutional repository on an open-source software "DSpace". As of now, 605 documents have been uploaded in the repository. Users can access the repository within the campus on the intranet.

7. Anti-Plagiarism

Software's

Library provides access to two antiplagiarism software to users to check similarities.

- Urkund
- Turnitin

8. Services for Alumni and Visitors

AUD library can allow alumni/visitors to access the library under the following terms and conditions-

- Alumni/visitors must submit a recommendation letter/application mentioning the period and timing of using the library.
- They must submit a valid Government ID proof to the library.
- They will be only allowed to consult library resources within library premises.
- They will not be allowed to issue library books, magazines, newspapers, journals, etc.
- They can use a computer installed in the library to access e-resources with the help of available library staff.
- The library will not provide any user id/password/ library card.
- The alums/visitors must follow all the rules and regulations mentioned on the AUD library page.
- They must submit their bags at the property counter, and the library will not be responsible for any loss of the items.
- Personal books, food, and water will not be allowed to carry inside the library.
- The users will only allow access to the library for the requested and permitted period; beyond this, they must submit a new application/recommendation letter.

9. Intra-Campus Library Loan

Intra-Campus Loan is the service that provides access to the physical books among all four campuses. This service is open to faculty, Staff, and currently enrolled students. In this service, users can borrow a book from any campus and drop a request mail for the required book. The book will be available within a day on the campus where borrower made a request.

10. Inter Library Loan Service (ILL)

Developing Library Network (DELNET) is very well known throughout India. DELNET has a database of 2,28,45,202 bibliographic details of books which can be obtained through one of its services known as Inter Library Loan (ILL). DELNET provides services to more than 5523 Institutes and Universities in South Asia and the USA. The library is an eminent member of DELNET. The library is providing access to the DELNET collection to its users. As such, the users can access databases hosted by DELNET.

11. Document Delivery Service(DDS)

Document Delivery Services (DDS) supports scholarly research by obtaining library materials such as books, periodical articles, dissertations, government documents and technical reports unavailable in Ambedkar University Delhi Library through DELNET. Additionally, DDS delivers scanned journal articles from Library and library collections nationwide.

12. The print collection of Ambedkar University Delhi Library comprises of following: -

Document Category	Total Collection
Books (Purchased)	55000+
E-Journals	19200+
Electronic Databases	35
Gifted Books	4735
Print Research Journals	53
E-Books (Including Subscribed from Proquest)	150000
Bound Journals	703
Print Magazines	50
M.A/M.Phil/Ph.D Dissertation (Including Subscribed from Proquest)	1000000
Newspapers (Hindi& English Newspapers)	21



2.14 Electronic Resources

Library System subscribes to a large number of electronic databases. It is being made available through campus network in university campus. Besides a good number of databases are also accessible through UGC/ INFLIBNET Digital Library Consortium. Kindly click www.aud.ac.in then services, library, resources for details. Data will be available in the following categories:

- E-Books
 - E-journal databases
 - Online Databases
 - E- Dissertation (M. A/ M.Phil/ Ph.D)
 - CDs/ DVDs
-
- DELNET online resources

2.15 OPAC (Online Public Access Catalogue)

Library provides information about the library holdings through Koha OPAC of all the three campuses libraries. The holding contains Print Book, Conference Proceeding, Reports, E-Books, Dissertation and Thesis, CD/DVDs etc.

E-Resources

- [JSTOR](#)
 - [E-Journals / Journals Databases](#)
 - [Online Database](#)
 - [E-Books](#)
 - [Archival Database](#)
 - [DELNET \(Developing Library Network\)](#)
-
- [Free online Resources](#)



CHAPTER-3

ACQUISITION OF INFORMATION SOURCES



3.1 Introduction

An acquisition or collection development librarian reviews book requests as well as library needs in order to obtain new materials. During the acquisitions process, a librarian will evaluate collection and community needs and, within budgetary limits, purchase materials that enhance the library's collection and its mission. Acquisition procedures should describe all steps from initial screening to final selection. It is important to list the type of materials that are collected. In addition to selection of new resources, policy on weeding, replacing and repairing materials may also be included. The specific procedure for acquiring materials, for a library's collections will vary between library types and individual libraries. (ALA)

The effective Acquisitions section is founded on nurturing successful relationships with those outside and inside the workplace. In reality acquisitions staff have to learn to deal with a variety of people apart from their immediate colleagues. Good ethical relationships with suppliers and publishers are fundamental, but so too are links with finance officers' accountants and auditors. Not only are more Acquisitions process being automated but the very materials being ordered are changing. No longer is Acquisitions simply concerned with physical format such as hardback or paperback books. But choices are now much more complex between print and electronic. There are even staff now who deals solely with electronic acquisitions. (Chapman 1,2).

3.2 Needs

- A collection development policy: The acquisitions section needs a collection development policy to guide the selection of materials for the library's collection. The policy should

outline the library's goals and priorities for its collection, as well as the criteria for selecting materials.

- A selection of bibliographic tools and resources: The acquisitions section needs a selection of bibliographic tools and resources to help identify materials for the collection. These tools may include publisher catalogs, online databases, and review journals.
- A system for ordering and tracking materials: The acquisitions section needs a system for ordering and tracking materials. This system should allow the acquisitions librarian to track the status of orders and ensure that materials are received in a timely manner.
- A system for receiving and processing materials: The acquisitions section needs a system for receiving and processing materials. This system should ensure that materials are checked in and processed for circulation, cataloging, or preservation.
- A system for managing the library's budget for materials: The acquisitions section needs a system for managing the library's budget for materials. This system should track expenditures and make recommendations for budget increases or decreases.
- A system for working with vendors and consortia: The acquisitions section needs a system for working with vendors and consortia. This system should allow the acquisitions librarian to negotiate prices and discounts, and to order materials from vendors.
- A system for working with other library departments: The acquisitions section needs a system for working with other library departments, such as cataloging and circulation. This system should ensure that materials are processed and made available to users in a timely manner.
- A staff of knowledgeable and experienced acquisitions librarians: The acquisitions section needs a staff of knowledgeable and experienced acquisitions librarians. These librarians should have a strong understanding of the library's collection development policy, as well as the latest trends in acquisitions librarianship.

3.3 Purposes

- The purposes of an acquisition section are:
- To identify and select materials for the library's collection: This includes working with library users and staff to determine their needs, as well as researching and selecting materials that meet those needs.
- To negotiate prices and discounts with vendors: This helps to ensure that the library gets the best possible price for the materials it purchases.
- To order materials from vendors and consortia: This includes tracking orders and ensuring that materials are received in a timely manner.
- To receive and process materials: This includes checking materials in, cataloging them, and making them available to users.
- To manage the library's budget for materials: This includes tracking expenditures and making recommendations for budget increases or decreases.
- To work with other library departments: This includes coordinating with cataloging, circulation, and other departments to ensure that materials are processed and made available to users in a timely manner.
- To develop and implement the library's collection development policy: This policy outlines the library's goals and priorities for its collection, as well as the criteria for selecting materials.

- To provide customer service to users: This includes answering questions about the library's collection, processing requests for materials, and resolving problems.

3.4 Functions

The functions of an acquisitions section in a library are:

- Identifying and selecting materials: The acquisitions section identifies and selects materials for the library's collection by reviewing bibliographic records, publisher catalogs, and other sources. They also consult with library users and staff to get feedback on what materials is needed.
- Negotiating prices and discounts: The acquisitions section negotiates prices and discounts with vendors to get the best possible price for the library's materials.
- Ordering materials: The acquisitions section orders materials from vendors and consortia.
- Receiving and processing materials: The acquisitions section receives and processes materials, including checking them in, cataloging them, and making them available to users.
- Managing the library's budget for materials: The acquisitions section tracks the library's expenditures on materials and makes recommendations for budget increases or decreases.
- Working with other library departments: The acquisitions section works with other library departments, such as cataloging and circulation, to ensure that materials are processed and made available to users in a timely manner.
- Developing and implementing the library's collection development policy: The acquisitions section works with library staff and users to develop and implement the library's collection development policy. This policy outlines the library's goals and priorities for its collection, as well as the criteria for selecting materials.
- Providing customer service to users: The acquisitions section provides customer service to users by answering questions about the library's collection, processing requests for materials, and resolving problems.

3.5 Acquisition work

It is the process of selecting and acquiring selected materials for library and information centers in all formats including digital items and maintaining the records related to acquisitions. First the selections of materials are done according to the collection development policy of the library. It involves pre-order bibliographic searching of the library catalogue to avoid duplication of materials, then the selected materials are acquired by ordering them for purchase, exchange, or gift. This is followed by receiving the materials, checking their quality, processing invoice, making payment to vendors or individuals, and maintaining the necessary records related to acquisitions. Acquisitions is the first function of Library Technical Services (other two functions being cataloging and collections management). Acquisitions is also used to refer to the functional department (Acquisitions Department) responsible for all aspects of obtaining materials for libraries. Historically the acquisitions decisions were done by the chief librarian and the actual ordering done by the clerical staff and this is still true for small libraries. Now for large libraries with big collections as well as sufficient budgets, acquisitions functions are performed by a separate unit known as Acquisitions Unit or Acquisitions Department. (ALA).

Acquisition work consists of a series of operations, involving a number of routine jobs which have to be systematically planned and operated. Acquisition work comprises three distinct functions, viz., selection, procurement and accessioning the first two functions pose a number of problems in planning and organizing work of the acquisition department. Now a days all these routine acquisition work can be computerized.

3.6 Objectives of Acquisition Section

- A library should acquire and provide all the relevant reading materials to its clientele so that the basic functions of the library are fulfilled. For example, a university library should procure all the reading materials needs by its research scholars for their research projects besides books to fulfill curricular requirements.
- A library should acquire all other books on the related topics. A university library must procure books on borderline subjects also so that comprehensive reading materials for research and study is made available
- A library should contain all the reading materials pertaining to the history and culture of a particular country, city, place or institution, as they case may be. (Mittal 192-193).

3.7 Acquisition Procedure

Acquisitions procedures should describe all steps from initial screening to final selection. It is important to list the type of materials that are collected, why they are needed, and how they are obtained. In addition to selection of new resources, policies on re-evaluation (weeding), replacing and repairing materials, and gift materials may also be included. The specific procedures for acquiring material for a library's collection will vary between library types and individual libraries. Patron recommendations for acquisitions are often encouraged in all library types. Selectors are responsible for reading reviews and staying informed about current trends in purchasing, and the library's professional staff is responsible for making the final decisions about acquiring material.

Ideally, in larger public libraries, multiple members of a library's staff are responsible for reviewing material for purchase. The selection policy will outline the specific areas in which a library collects materials. Those areas should be identified and selectors should be assigned for the identified collection areas. In a smaller library, one person may be responsible for selecting resources.

Because most school libraries have only a single school librarian, that individual is responsible for creating a collection to support instruction, literacy, and students' recreational reading. Materials selection policies generally mandate that the library professional seek input from teachers, other professional staff, and students. School librarians are also responsible for weeding or de-selecting collection materials following policy guidelines as well as making a decision as to whether gift items will be accepted. Ideally, multiple members of a library's staff are responsible for reviewing material for purchase. The selection policy should outline the specific areas in which a library will collect, and professional library staff members should be assigned to select material for specific collection areas. Librarians may consult and get input from faculty about purchase, but the final acquisition decisions are the responsibility of the appointed librarian or librarians. (ALA).

3.8 Acquisition/Procurement Requires

Procedures for procurement of necessary information sources. In cases where no outright procurement is planned or possible procedures for access to sources.

3.9 Accessioning Requires

Specification of procedures for taking all the books and documents acquired to be added to the stock of the library which involves the assignment of a serial number called Accession Number and, if applicable, a Donation Number. Every item, and its bibliographic details thus, entered in the Accession Register.

Thus, these three successive stages of operations - selection; procurement and accessioning - correspond to the three sections of the Acquisition Department.

3.10 Method of Acquisition

(i) By purchases

More enhance is now it laid on selection and acquisition to purchase. Most librarians try to purchase necessary reading material for library according to libraries annual budgets, for this the librarian orders books to the publisher. But you have to maintain some order. Such as: Which gives the maximum discount. Which gives speedy service. Which gives bill in local account. Which is most prompt in rectifying mistake.

(i) Gifts and donations

Gifts and donation are valuable source of enriching the libraries book collection. No library can effort to purchase all reading materials, which are needed by the users. So, the library relies to some extend on acquiring publication through the methods. Many rising and valuable materials can be got through this process. Some policies are maintained for gifted materials.

(ii) Exchange

Exchange is another important method of building up the library collection. It comprised those which the library can exchange with some other library. Libraries attested to some learned 21 societies institutions will have their own publication to offer exchange. It is the only way overcoming international barriers. In search a number of purposes.

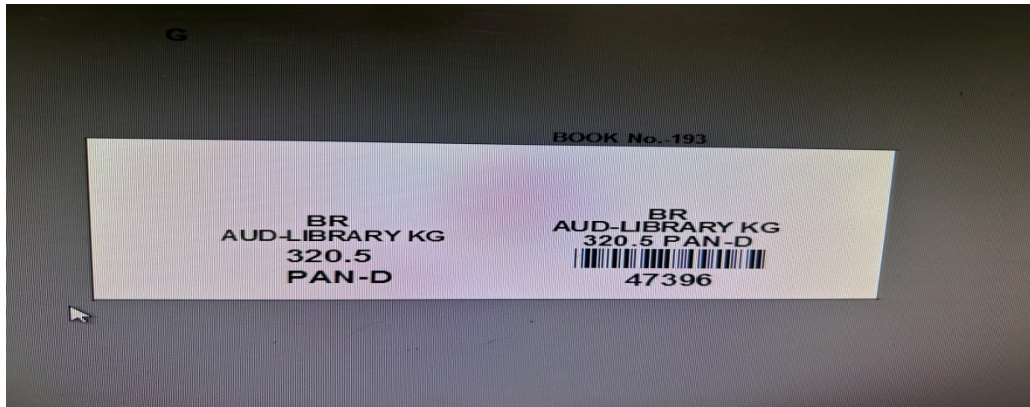
(iii) Deposit on copy-right law: Some reading materials are deposited only for National Library on copyright law. Through only National Library can get the opportunity, but other library can also collect this type of library on permission of National Library. 3.12

3.11 Various step of Acquisition

- Request processing.
- Verification.
- Ordering.
- Reporting (fiscal management) Receiving orders

- EGyanKosh: BLIS-02 Library Management. (n.d.).
<https://egyankosh.ac.in/handle/123456789/32992>

TECHNICAL PROCESSING OF INFORMATION SOURCES



4.1 Introduction

Every library has technical services section. This department handles classification, cataloguing, physical processing, preservation and maintenance of the materials in the library. Work done under technical section are termed as technical processing. Preparing the books/library material to make them in serviceable form for users. Accuracy is the very essence. Tech.Processing Section plays a key role to carry out functions of any library. The journey of every document in the library to reach its readers starts from the acquisition section. It is the technical section that acquires the documents and prepares these for use by the users. It, therefore, acts as a bridge between the acquisition of documents to their circulation. This section attends to all technical activities by the professional/technical staff of the library. The activities done here are chiefly classification; cataloguing; physical processing; shelving; and filing of library material.

Libraries of present day are not only the store house of the books but also are center for analysis of information, hence their responsibilities towards the users increase from the points of view of the usage and application of the information. This chapter covers both the technical and physical processing of the acquired documents as well as the methods and procedures for acquiring documents in a library.

4.2 Need for Technical Processing

Library materials go through the process of technical processing so that they can be located, used, and returned to the library at their requisite place. The need for technical processing has been brought about by a number of factors, which are:

- tremendous growth of information resulting in production of a variety of library materials,
- necessity of categorization of the universe of knowledge,

- arranging materials in such a way that subject specialization is maintained,
- systematic arrangement of documents to facilitate easy storage and retrieval, and satisfaction of users' needs.

4.3 Planning of Technical Processing

A library's Technical Section is divided into numerous parts, such as the Classification Section, Cataloguing Section, Book Processing Section, etc. This division must be supervised by a qualified individual with significant professional experience and must have an adequate workforce to handle the processing tasks. Classification and cataloguing are highly technical tasks in the technical department, and precision is crucial to any technical processing activity.

The steps involved in technical processing vary from one library to another. The processing steps usually vary by type of library. Within a library, different types of material may be processed in different ways. The basic steps of technical processing of library material are as follows:

- a) Classification
- b) Cataloguing
- c) Preparation of Shelf list
- d) Label the documents.

4.4 Technical Processing includes

- Classification of books
- Cataloguing of books

A) Classification of Books

Classification work is carried out to bring organization in the library materials. It is achieved by assigning a code number, called call number, composed of class number and book number, to each document based on a scheme of classification. A scheme of classification is an attempt to map the universe of knowledge, and assign each individual subject an artificial number which replaces the name of the subject. Since the universe of knowledge is ever changing the schemes developed either need constant revision or must have built-in mechanism to adapt to the situation. The system of organization is achieved by using a logically developed scheme of classification. At various stages in the history of librarianship schemes of classification have been designed. But among the existing schemes, DDC and UDC are the classification schemes which have wider acceptance. The selection of scheme does not come in the purview of processing department. The department is expected to use the scheme selected by the library for classifying the resources.

B) Cataloguing of Books

Cataloguing is the next technical job done by the technical unit. Cataloguing is done with the help of code for cataloguing. The AACR-2R is the one code which has worldwide acceptance. It is a dictionary code according to which the main entry begins with the author's name. The

Classified Catalogue Code of Dr. S. R. Ranganathan is used in many libraries in India. In CCC the main entry begins with class number. The CCC uses chain procedure to derive class index entries, but in AACR one has to use one or other list of subject headings. LC List and the Sears list are used for this purpose.

In cataloguing a book the following jobs are carried out:

- Preparation of the main entry
- Preparation of shelf list
- Preparation of added and reference entries

4.5 Conclusion

Technical processing is involved in getting documents ready for use. The Technical Department will handle both of these sensible tasks because doing them together makes more sense and is more cost-effective. Classification and cataloguing are the two key tasks involved in technical processing. In a library, both of these are crucial since they alone provide the collection its meaning and purpose. No matter how excellent the library collection, if its contents are not made known to the readers, it will essentially remain useless. We learned in-depth information regarding the Technical Department's planning and coordination of activities from this chapter. It has also been explained how the call number and cataloguing work. Before it is "shelf- ready," library materials in all format's books, journals, movies, microfilms, sound recordings, CD-ROMs, etc. must be physically processed. Spine labels, due-date slips, circulation cards, pockets, bar codes, security strips, ownership markings, protective covers, and/or reinforcements might also need to be added. The substance is ready for circulation after physical preparation, which also increases its shelf life.



4.6 Work done in the library

In the technical section of the library ,we learnt about the classification, cataloguing, bar coding and others technical process being employed by the library. We learnt how this section is

responsible for crafting classification numbers for respective books and simultaneously adding their bibliographical details in cataloguing tags in Koha. We classified the documents according to DDC 23rd edition. first checks the library database and allocate the class number in case of same title if found and construct new call number for the new titles. Classification number taken from the DELNET. In an extensive way, he laid out the cataloguing tags of MARC-21, going through each tag in excruciating detail. I also learned practically how to enter books' bibliographic information in said tags. Later, I was shown how classification numbers and bar codes are edited, printed and applied on the spine of books. For this purpose, a label printer is used in addition with its specialized software BT. The size and formats of bar codes, accession numbers, class numbers can be created, edited and manipulated with the help of above mentioned software. We have cataloged 1275 books.

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CHAPTER -5

MAINTENANCE SECTION



5.1 Introduction

Maintenance of an institution refers to all such functions that are required or undertaken to keep its systems, resources and facilities in good condition, at its original or designed capacity and efficiency and for intended purposes. Maintenance of a library thus, includes all such functions and activities as are essential for keeping its building, resources and facilities in good shape, fit enough for discharging library functions and services efficiently. In this Unit however, we shall confine our study to the corrective and preventive maintenance of library resources.

5.2 Need

Libraries build collections to meet information needs of their members; but it is also essential and important to ensure that libraries meet their needs effectively as well as expeditiously. This sort of goal can be achieved provided: a) library maintains its resources arranged in a systematic manner and b) that the resources are regularly shelved in proper sequence and order which invariably gets disturbed during use. The need for and purpose of library maintenance are:

- To enable user-friendly access to library resources (This requires proper organisation of resources into sequences and keeping resources in each sequence arranged in proper order on the shelves).

- To help protect and preserve library resources against damaging agents (This requires a proper system of cleaning and dusting of shelves and books on regular basis).
- To keep the collection in usable condition (This requires a proper system of repairing damaged items and replacing missing book cards, tags, date slips in library materials).
- To keep the collection relevant to users (This requires implementation of a process of weeding of out dated, out of course materials and of all such other materials as are not in accordance with the aims and objectives of the parent bodies).
- To ensure that the collection is kept safe and its stocks verified as per items in the accession records of the library.

5.3 Functions

1. Arrangement of Resources

The arrangement of library resources is carried out in two stages. In the first stage library resources are organised into broad groups of publications called sequences. In the second stage, the resources in each sequence are arranged according to a selected system, into shelves.

2. Maintenance of Shelf Arrangements

Maintenance of arrangements of the collection in the stacks calls upon the staff to carry out certain functions which include:

- Shelving of books, received from technical section, or/and from circulation section,
- Dusting and cleaning of books as well as shelves,
- Checking physical conditions of documents, to identify those in need of repair and/or binding, Replacement of missing essential stationary items in books, such as book card, tags, due date slip.
- These functions are essential not only for meeting the information needs, but also for preservation of the collection. Regular dusting and cleaning wards off biological elements, a major source of damage to the library materials. Timely repair of torn pages saves books from further damage

5.4 Stack Maintenance Functions

1. Shelving

Shelving is putting back materials in their designated place in a shelf. Shelving is an essential, routine activity of a library which must be carried out on daily basis to keep publications arranged on the shelves in proper order. Shelving order gets disturbed during browsing process and due to circulation function.

A library must have an accurate and efficient shelving operation for a good library service. Backlogs of un-shelved materials cause delays in service and require staff time to locate materials. In closed access system only library staff had access to stacks, maintaining an accurate arrangement was at least possible. But with the advent of the open access system, maintaining orderly collections of materials has become a constant battle. A wrongly shelved book is as good as a lost book till such time when it is accidentally spotted. Shelving is also a requirement to

accommodate new acquisitions once these are transferred, after processing, from the technical section. Shelving staff is also responsible for cleaning each book before its shelving and regular cleaning of the racks. The staff keeps an eye on the missing shelf guide and bay guides for prompt Library Maintenance 138 replacement. Shelving also has its impact on preservation of the materials. Lack of care in handling books during shelving often damages binding of the books. The routines are, therefore, guided by certain normative principle called ethics of shelving as follows:

- Straighten the shelves constantly,
- Keep all books in a straight line,
- Keep the spine of the books parallel to the front border line of each shelf,
- Eliminate “lean” by pushing the loosely shelved books from the right to the left,
- Leave some space unfilled in each shelf and use book trolley for transporting books to the required shelving zone.

2. Shelf Rectification

Rectification in a broad sense refers to overseeing the proper maintenance of shelves from the point of view of maintaining correct order of books in shelves and maintaining books in good condition. Shelf rectification helps improve ease of access and contributes to the preservation of the materials. It constitutes as an important activity in the open access system wherein frequent user access to collections results in misplacement of materials as well as damage to documents. Rectification consists of the following routines:

- Maintenance of correct order, both in sequence and in shelf,
- Replacement of missing stationary items in books such as due date slip, book cards, pocket book cards and tags, etc. at the appropriate places,
- Identification of materials in need of repair/ binding. Minor repair is carried out on the spot,
- Identification of badly damaged books that need special binding by a professional binder or need replacement with a new copy of the title

3. Shelf Refurbishing

Refurbishing is a process of intensive cleaning of the entire collection, either on annual basis or as a year-long ongoing process. From the point of view of preservation of the collection it is an important preventive maintenance activity of library. It involves an active and well organised book repair arrangement. For this purpose the library must have all the various required tools and stationary items. All the torn pages should be repaired with quality tissue paper, tags, date slip, etc. should be replaced; protective Library Routines 139 covers should be provided to books in need of such covers. The refurbishing work may be carried out in a planned way by dividing the entire library in various areas. Each area is taken up at one time. The work follows the following routines:

- Identifying the area and collecting the needed tools and equipments,
- Removing books from the shelves,
- Cleaning shelves and dusting each book individually,
- Identifying books in need of repair and keeping them aside,

- Replacing cleaned books in shelves and
- Sorting books in need of repair into two categories, one which could be repaired by the maintenance staff and the other which need professional treatment.

5.5 Furniture and equipment for the Maintenance Section

In order to carry out the functions efficiently maintenance section in a library requires the following additional equipments and furniture:

1. Book Lift

In a multi-storey library building book lift is used to transfer returned books from circulation counter to various floors. It is also used for transferring processed books to stack areas and to bring down books to be sent to binding firms or to the library bindery.

2. Book Repair Table

Specially designed table with provision for stocking tissue paper, board, gum bottle, scissor, knife, etc. are required for minor repair work by library staff.

3. Book Supports

Book supports are required to protect books in shelves from becoming lean or loose.

4. Book Trolley

Book trolley is like mobile book rack used to transfer books from circulation section and from the technical section to the stack area for shelving. It is also used in shelving books in the stack. Like all other library furniture items, BIS has developed standard for book trolley also.

5. Shelving Table/ Sorting Table

Stacks on each floor need sorting tables where books for shelving are downloaded from trolleys and reloaded after these have been sorted bay wise.

6. Stools

Some readers find it difficult to reach for books at the top shelf of a unit rack of standard height. Persons of short height and weak eye sight often need to be closer to the upper shelves in a rack. Stools are helpful in such situations. Unit (one sided) Rack Provision of such racks on each floor of stacks is helpful for temporary placing of books brought for shelving from various sections.

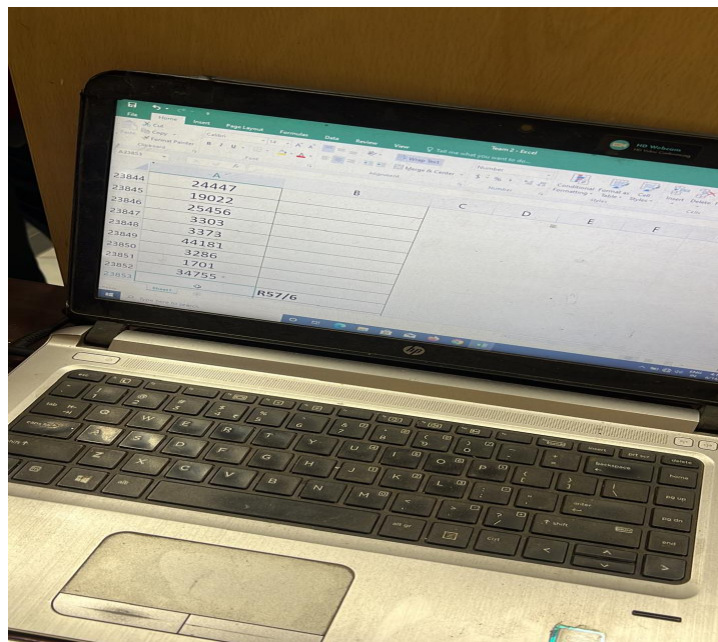
5.6 Weeding

According to Stanley J. Slote weeding is “removing the non-core collection from the primary collection area”. Once a material has ceased to be of relevance to the user community, it is considered a hindrance in the way of reaching to the required materials. Weeding is also called de-selection, relegation and discarding. But some of these terms have certain specific connotations. De-selection is used as a decision for weeding. It is based on those very considerations which play a role in selection of a title for acquisition in the library. Relegation is

transferring a material not of current relevance but might serve a need at some later period and therefore it is transferred to a secondary storage area. Discarding is removing unwanted material from the library for all time. Therefore the term weeding is more appropriate to describe the function of removing unwanted materials from the collection.

5.7 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, sock verification is still an important responsibility of a librarian, more so in small libraries such as school or college level libraries.



5.7 Work done in the library

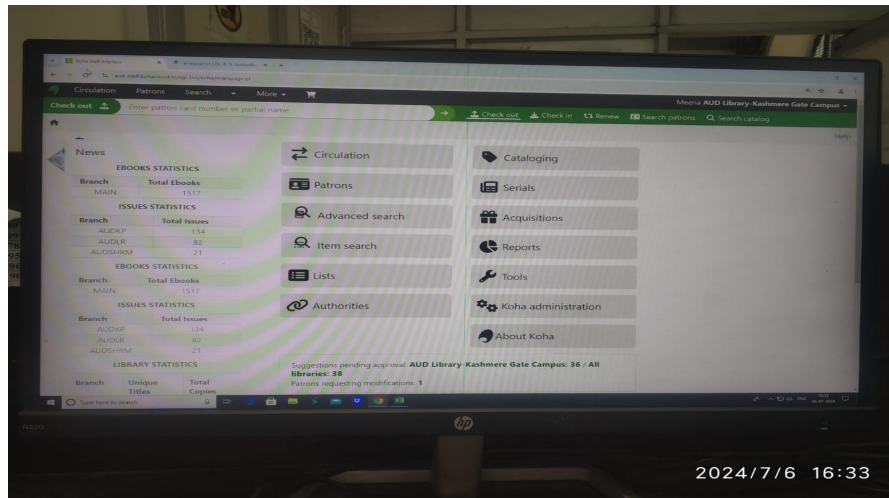
Throughout my internship at the Dr. B. R. Ambedkar University Library, I have been ushered to many a various section, each offering a specific set of knowledge and skills. One of these sections that stuck to me the most was the Maintenance Section .In the Maintenance Section of this library, we worked in a group. We were first taught about the stock verification through accession method.We were taught how to scan the books and stamping. We also learnt how to know about missing books in the library. We learnt how to shelving the books. We shelved the books according to their call number. We have stock verified the approx 55,000 books in the library.

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CHAPTER-6

CIRCULATION SECTION



6.1 Introduction

The circulation section links the library collections to the readers and thus supports the first two laws of library science. This section ensures the use of books by readers by offering them issue/return facilities. It is responsible for giving books to the users, keeping records of what has been given to whom; what has been returned or what is overdue now. Circulation is defined by Webster's Ninth New Collegiate Dictionary as — orderly movement through a circuit. (<https://www.lisedu network.com>)

When the books, documents are returned to the library, it is the duty of the circulation section to put them back on shelves, at the right places, and also get them repaired if the need arises. There are different methods of circulation e.g. register system, card system, and automated system which makes use of barcode technology. These days, libraries are automated which implies that all housekeeping operations i.e. routine jobs are performed through computers by using library software like SOUL, Libsys, koha , Virtua, etc. This section keeps records of all registered users of the library – their transactions, loan period, borrowing privileges, etc. It also supervises many other miscellaneous jobs like maintaining gate register, property counter and lockers for research scholars. (<https://egyankosh.ac.in/bitstream/123456789/34968/1/Unit-3.pdf>)

A good circulation system should save the borrower's time, reduce costs, speed up charging and discharging, and allow circulation librarians maximum opportunity for professional work. (<https://core.ac.uk/download/pdf/4814915.pdf>)

6.2 Circulation Services

The first two laws of library science advocate that the readers should get books to meet their information needs; and every book in the library should be used by the readers. The circulation section of any library helps in following these laws by circulating books among the readers.

Circulation work can be defined as —All jobs related to method of borrowing books and returning them after use and creation and maintenance of relevant records, and files, etc. The lending (issuing) and returning of books is called charging and discharging respectively. (<https://nios.ac.in>)

Circulation work refers to all activities performed and procedures adopted for registration of users, issue and return of documents, maintenance of statistics, gate register, property counter and lockers. There are certain documents, books or reference sources like encyclopaedias, maps, dictionaries, etc. in the libraries which are not lent or issued to readers. Such documents are known as non- circulation documents. Because references sources are only for the reading purpose.

Every library has a circulation desk or counter. It is generally located near the entrance of the library. It is a service point meant for issue and return of books. The circulation desk is staffed by trained staff in order to handle circulation system and answer other queries of the readers.

Some remember points in the circulation section:

- Circulation section ensures use of books by readers by offering them issue and return facilities. * This section keeps records of all registered users of the library, their transactions, loan periods, borrowing privileges, etc.
- Non-circulation documents like dictionaries, maps and journals are not issued to the readers.
- The circulation desk or counter is located near the entrance.

6.3 Scope

The circulation work includes the following:

Registration of Members : Registration of the borrowers is the first activity in circulation system. After filling a required form by a prospective member and its proper checking, a borrower is registered as a member. Know identity of the borrowers, To check unauthorized entry to the library, To record borrower's address for future correspondence by the library, To develop collection and services of the library.

6.4 Maintenance of Database of Users

Charging and discharging : A member after selecting books from the shelves presents them at the Circulation counter along with the membership cards or membership-cum identity card as the case may be. The due date, membership number of the borrower is put opposite the due date, the book card is kept in the charging tray, the book is duly issued and the charging work is complete. For returning the book, the borrower approaches the counter assistant with the books. The counter assistant first ascertains the date of return and picks up the relevant book card from the charging tray. The due date slip and the membership card are given against the entries as a token of receipt. The book card is put in the book pocket, the membership card is returned to the member. The discharging procedure is completed.

Renewal : Renewal is extension of loan period for a document. It means that the reader may want to retain or keep the book even after the due date. The library staff will extend the loan period provided the book has not been reserved by any other reader.

Recall: If a library book currently checked out to a reader is urgently needed by another reader, the library staff may ask the reader (to whom it is checked out) to return the book. The library may send a recall notice to the borrower and the item has to be returned by the new due date specified in the notice.

Reservation: All library books are loaned on first come and first served basis. If a book needed by a reader is checked out, then the reader may reserve the book to be issued to her/him when returned. The books currently in circulation may be placed on reserve or hold for other registered readers of the library.

Reminders of Overdue Fines : Reminders are sent to the readers by the library. The borrowers at times tend to keep the borrowed books after the due date; at times they forget to return the books in time. Overdue fines are assessed for books returned past the due date.

Maintenance of Gate Register, Property Counter and Lockers: A gate register is placed at the entrance of the library. Each reader or visitor is supposed to enter her/his name, address, time of checking in and signature. This is always outside the library. The readers are not allowed to bring in their personal books and other items like overcoats, umbrellas and briefcases inside the library. Libraries provide lockers to research scholars for storing the books which have been checked out to them. The students cannot keep any non circulating item or book which has not been checked out to them.

6.5 Circulation System



The model circulation system outlined is an on-line real time system in which the circulation file is created from the shelf list and the terminal inquiry system includes the capability to query and browse through the bibliographic system and the circulation subsystem together to determine the availability for circulation of specific documents, or documents in a given subject area, or by a certain author, etc. The system is designed independent of the input medium. The user does not have to be present to borrow an item. The model goes beyond the operational limits of most existing circulation systems and can be considered a reflection of the current state of the art. (Surace, Cecily J.)

There are different systems of lending books which have been evolved from the earliest time to the modern time. Different libraries use different circulation systems. The size of the library with regard to collection and that of borrowers helps in choosing a suitable system.

1. Register System
 - a) Day Book System,
 - b) Ledger System
2. Card System
 - a) Browne system
 - b) Newark system
3. Automated Circulation System

4. RFID (Radio Frequency Identification)

1. Register System

In this system, a register is maintained by libraries and daily transactions are recorded sequentially by writing author's name, title of the book and the reader's name to whom the book has been issued. This method is not very popular at present but generally used in small or school libraries. 1.

a) Day Books System :

This is the oldest and simplest method of charging documents. This is just like writing a daily diary of work. Issue record of a particular day/date is noted on a page with various 33 columns. When a document is presented for issue, necessary columns on the page are filled up. A due date is stamped with initials on the due date slip in the book. When borrower returns the document, the staff on duty, after seeing the due date, opens the relevant page in the register and puts his initials with date. 2.

b) Ledger System :

Ledger system is an improvement over the day book system. The document is issued in the same manner as in day book system. The only difference is that the required entries about the book are made on relevant pages in the ledger allotted to the borrower. In some cases, borrower's signature is also obtained. 5.7

2. Card System :

This is the system in which two cards are used – one card is for the book known as book card and the other is for the user or borrower. This card system is commonly followed by libraries. The cards with particulars of the book such as call number, accession number, author and title with columns for putting due date placed in each book. At the time a book is to be issued to a member, this card is removed and kept at the issue counter. Later on, another card with particulars of the borrower to serve as identity was introduced in the system. The two card systems are as under:

a) Browne System :

This system was devised by Nina E. Browne. It involves the following steps: For charging, the book card is removed from the book and placed in the borrower's ticket which has her/his name, address and registration no. /ID no. The borrower's ticket with book card is filed under the date by the call number. The due date is stamped on the due date slip and the charged book is given to the reader. When the book is returned, the due date /issue date is checked from the due date slip. The book card with the borrower's ticket is taken out from the date guide card in the charging

tray. The due date /issue date is cancelled on the due date slip and borrower's ticket is returned to the reader.

b) Newark System :

This system was introduced in the Public Library of Newark, New Jersey State in the USA in the year 1900. This system is more prevalent in American libraries. In India, special libraries generally follow this system. 34 5.8 The following steps are involved in this system: For charging, the due date is stamped on the due date slip. The due date is also stamped on the book card and the borrower card. The borrower's ID no. is written opposite the date in the book card and filed behind the concerned date guide card. When the book is returned, the date of return is stamped on the borrower's card. The borrower's card is given back to the reader. The book card is taken out from the circulation file from the date on the date slip and placed on the book pocket.

3. Automated Circulation System

In an automated circulation system, the manual system of operation is replaced with computer based system of operation. In this system, the library has web based catalogue which shows the collection. This is all maintained through integrated library management software. The catalogue displays what the library has and users can access it from anywhere. Every member requires a single card with a unique identification number to be used by the software to access the member database. Handles activities of lending, return, renewal, and putting on hold, sending reminders. Controls the following – circulation type, location and status, user database, profiles, privileges, computation and payment of overdue fines, lost books, etc. Has additional features like import, export, backup and restore functions for the database, inventory, generates different kinds of reports e.g. usage statistics, lesser used books, heavily used collection; supports interlibrary loan, MARC, Z39.550 standards. Has an option to generate and print bar coded Identity cards. 5.10

6.6 Inter Library Loan

Inter library loan (ILL) is sharing of documents among the libraries. The libraries lend and borrow books and other documents in order to meet the information needs of the readers. All kinds of libraries participate in this activity. Interlibrary loan (ILL) is a service whereby a user of one library can borrow books or receive photocopies of documents which are held and owned by another library. The policies of interlibrary loan may vary from library to library. The books or documents which are very much in demand or circulation are not given on interlibrary loan. Reference books, rare books, bound periodicals, and current issues of periodicals are also not given on interlibrary loan. 5.11 Conclusion and Observation In Koha, there is Circulation module where we have to fill the details of patrons and check in check out of books. It is the most important function in every library because it helps the staff to remember all the details of their users and also, they have information about their materials that where is the item at present time. In IGNCA the staff use Koha 21.05 version. They gave the permission to the staff according to

their job. Only the circulation staff have permission to check in and check out of any material. They gave permissions to different staff in different field in the Koha module. Also, there is demo version of koha module is available so we also practiced on circulation section. Membership is given to the users and the staff for using their library resources. They fill all the details in the patrons' section in Koha with picture of the user for the safety purpose of the materials. Every time a new record is inserted manually by the staff and whenever the membership is expired so user have to renew their membership if they want.

6.7 Work done in the library

In the Circulation Section we learnt how to issue the books to the users, return and also renew them. KOHA , there is Circulation module where we have to fill the details of patrons and check in check out of books. It is the most important function in every library because it helps the staff to remember all the details of their users and also, they have information about their materials that where is the item at present time. They gave the permission to the staff according to their job. Only the circulation staff have permission to check in and check out of any material. They gave permissions to different staff in different field in the Koha module. Also, there is demo version of koha module is available so we also practiced on circulation section. Membership is given to the users and the staff for using their library resources. They fill all the details in the patrons' Section in Koha with picture of the user for the safety purpose of the materials. Every time a new record is inserted manually by the staff and whenever the membership is expired so user have to renew their membership if they want. We learnt how to block the membership card and also how to create the membership card. Staff also provide them koha I'd and password.

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CHAPTER-7

DISCUSSION & CONCLUSION

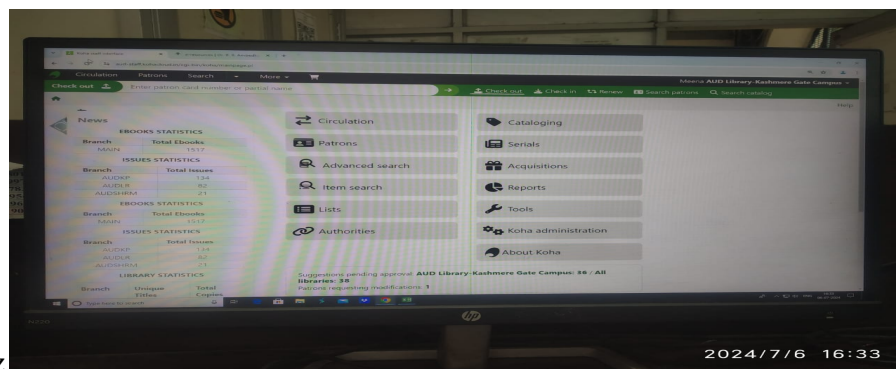
7.1 Suggestions

Library should improve the collections in all forms to cater the need of users. Infrastructure facilities in the existing libraries should be improved. Reprographic Service should be provided in the library. Latest technologies should be adopted by using the internet and incorporating the computers which have higher configuration. Adequate e-resources should be provided to the users. Library should be automated.

7.2 Conclusion

Dr. B .R Ambedkar University Delhi library is equipped to meet essential academic and intellectual needs of its users. It is spacious, spread on two floors and has been renovated to make it more user friendly. Open access system, Spacious reading rooms provide an atmosphere conducive to study. Their library was neat, tidy and systematically arranged. Proper ventilation, sunlight, and central air conditioning helps increase life of the documents and resources. The library staff was cordial and friendly. The library staff is well-versed with their work and were very supportive throughout the entire period of my internship.

The library had a good working environment and we learnt a lot through this wonderful experience. Through this internship, we were able to gain a lot of confidence in ourselves. After physically working in the library, we not only gained practical knowledge but also ICT skills, communication skills and most importantly patience and teamwork. For us, working in a special library was a really memorable and educational experience.



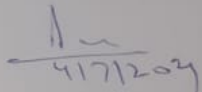
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Dated: 04.07.2024

TO WHOM IT MAY CONCERN

This is to certify that Ms. Deepa, a student of Bachelor of Library and Information Science 2023-2024 at University of Delhi has successfully completed her internship program from 05.06.2024 to 04.07.2024. During her time with library, she has demonstrated exceptional honesty and a strong work ethic. She has worked across various library sections, including Acquisition, Technical, and Circulation, and played a vital role in the library's stock verification process. We are confident that the knowledge and experience she has gained during this internship will serve her future endeavours.


4/7/2024
Dr. Sanjeev Kumar
Librarian
Dr. B.R. Ambedkar University Delhi

