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INTERNSHIP REPORT

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INTERNSHIP WORK REPORT
PRIME MINISTERS MUSEUM AND LIBRARY
(PMML)
REPORT

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

2023-2024



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DECLARATION

I hereby declare that the Internship Report entitled **PRIME MINISTER's MUSEUM AND LIBRARY** is based on the original Internship work I carried out for partial fulfillment of the requirements of **Paper No. B-111: INTERNSHIP REPORT AND VIVA-VOCE** Department of Library and Information Science, University of Delhi, Delhi.

Place: Delhi
Date: 08-07-2024

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CERTIFICATE

This is to certify that this Internship Report submitted by **Ravi Kumar (Roll No: DLISB23046)** 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 my supervision. This report is based on the one-month internship carried out at the Prime Minister Museum & Library.

Prof. M. Madhusudhan
Supervisor

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I express my deep sense of gratitude to my supervisor **Prof. Margam Madhusudhan**, Department of Library & Information Science, University of Delhi, Delhi, for his meticulous and expert guidance, constructive criticism, patient hearing, and benevolent behavior throughout my internship.

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I am sincerely very thankful to all the library staff members of The Prime Ministers Museum Library especially **Mrs. Sangeeta Sharma** (In charge of the Acquisition section), **Mr. Pankaj Chaurasiya** (In charge of the Technical Section), **Mr. Moharpal Meena** (In charge of Photo Section), **Mrs. Geeta Yadav** (In charge of Reference and Microfilm Section) **Mr. Vikas Kumar** (Library and Information Officer), **Mrs. Shashi Kumari** (In charge of Periodical Section) and other Library Staff, etc. for their help, support, guidance, leadership and cooperation throughout the work without which this work would not be completed.

Ravi Kumar
(B.L.I.Sc.)

PREFACE

Librarianship: It is the art and science of managing information resources and has long been an essential profession in facilitating access to knowledge and preserving cultural heritage. Librarians play a crucial role in organizing, classifying, and disseminating information, ensuring that individuals and communities have the resources they need to learn, explore, and grow. In an era dominated by digital advancements and rapid information dissemination, the field of librarianship continues to evolve, adapting to new technologies and expanding its scope to meet the changing needs of society.

Importance of Practical Librarianship

The need for practical librarianship has become increasingly important in today's information-driven world. Practical librarianship encompasses applying theoretical knowledge and developing practical skills to effectively manage and provide access to information resources. It emphasizes the hands-on experience of librarians in dealing with various formats of information, from traditional printed materials to digital resources and emerging technologies.

Importance of Paper: B- 111

The paper "B-111: Internship Programme of BLISc. for the Degree of Bachelor of Library and Information Science" highlights the need for and importance of practical internships in the Library and Information Science field. It emphasizes how internships bridge the gap between theory and practice, develop crucial skills, and contribute to the profession's growth. The paper's insights support discussions on curriculum development and ensuring future librarians are well-prepared for their roles.

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LIST OF ABBREVIATIONS USED

CAS	-	Current Awareness Service
CC	-	Colon Classification
CCC	-	Classified Catalogue Code
DDC	-	Dewey Decimal Classification
DELNET	-	Developing Library Network
DPI	-	Dot per inch
EDDS	-	Electronic Document Delivery Service
ICT	-	Information and Communication Technology
ISBN	-	International Standard Book Number
ISSN	-	International Standard Serial Number
ILL	-	Inter Library Loan
JSTOR	-	Journal Storage
MARC	-	Machine-Readable Catalogue
NMML	-	Nehru Memorial Museum and Library
NRI	-	Non-Resident Indian
OPAC	-	Online Public Access Catalogue
PMML	-	Prime Minister's Museum and Library
SAARC	-	South Asian Association for Regional Cooperation
SDI	-	Selective Dissemination of Information

1.1 Concept

The term internship is usually used for university & college students starting a new job, who are new to a particular field and start a career with training. An internship is a short-term work experience given by an organization or university to the student.

In the internship, students learn about operations and culture. The internship provides practical work experience. Sometimes, internships pay a basic salary or not. This is a temporary job related to the academic field of education. It helps beginners to gain practical knowledge or work experience within a field. Internships are helpful for college students and graduates in the educational field. Internships provide an hourly salary while a student completes their degree.

1.2 Objective

The objectives of an internship can vary depending on the specific goals of the organization offering the internship and the needs of the intern. However, several common objectives are typically associated with internships:

- (i) **Skill Development:** One of the primary objectives of an internship is to provide the intern with the opportunity to develop and enhance their practical skills in a real-world work environment.
- (ii) **Application of Classroom Learning:** Internships allow individuals to apply the theoretical knowledge they've gained in the classroom to real-world situations. This helps bridge the gap between academic learning and practical experience.
- (iii) **Networking:** Building professional relationships and expanding one's network is a significant objective of internships.
- (iv) **Resume Building:** Successful completion of an internship adds valuable work experience to an individual's resume, making them more competitive in the job market.
- (v) **Mentorship and Learning:** Many organizations offer mentorship programs as part of their internships.

1.3 Function

The primary purpose of an internship is to give work field experience related to your study. An internship can help you to gain skills & learn about the work field. An internship provides a student with an opportunity for a career & to learn new skills. Through the internship, one can work practically related to the field of library, which provides an opportunity for the development of interns to learn new things.



Fig.1: Building Location of the Prime Minister's Museum and Library, New Delhi

2.1 Library History

The Prime Ministers Museum and Library is housed in the historic Teen Murti campus located south of Rashtrapati Bhavan in New Delhi, the capital city of India. Designed by Robert Tor Russel and built in 1929-30 as part of Edwin Lutyens' Imperial capital, Teen Murti House was the official residence of the Commander-in-Chief in India. In August 1948, after the departure of the last British Commander-in-Chief, Teen Murti House became the official residence of independent India's first Prime Minister, Jawaharlal Nehru, who lived here for sixteen years until his death on May 27, 1964, soon thereafter, the Government of India decided that the Teen Murti House should be dedicated to him and house a museum and a library.

On Jawaharlal Nehru's 75th birth anniversary on November 14, 1964 Dr. Sarvapalli Radhakrishnan, President of India, formally dedicated the Teen Murti House to the nation and inaugurated the Nehru Memorial Museum.

Founded as an autonomous institution, the Prime Ministers Museum and Library (PMML), is dedicated to the objective of promoting advanced research on Modern and Contemporary India. On 1 April 1966, the Government set up the Prime Ministers Museum and Library Society to manage the institution, which has today emerged as a place of pilgrimage for the Indian masses

on the one hand and as a premier research centre and a forum for intellectual activity on the other.

Initially, the Museum was set up in the eastern wing of the Teen Murti House and the Library in the western wing. With the rapid growth of research material in the library over the years, there was a pressing need for more space. An exclusive Library building was constructed adjacent to the Teen Murti House and inaugurated by Shri V. V. Giri, President of India, in January 1974.

The steady increase in the volume of research material further necessitated the construction of an Annexe building, which was completed in 1989. The Centre for Contemporary Studies was set up as a new unit of PMML in this building in 1990.

Over the past four decades, the PMML has emerged as a premier institution of research on the Indian history and society of the modern and contemporary period. Endeavouring constantly to maintain and enhance its reputation as a centre of academic excellence, PMML is simultaneously engaged in trying to popularize the ideas and values of Jawaharlal Nehru and the movement for India's independence.

Our institution is an important example of a vibrant and enduring academic culture in India. Lectures and Seminars, which constitute an important activity of the Prime Ministers Museum and Library, are organized regularly and their deliberations are published.

The PMML has enhanced and expanded its academic resources considerably in the recent past. Today, the Library houses not just an exhaustive collection of published material on numerous aspects of modern and contemporary history but also possesses an impressive and diverse archival holding. Regularly updated, expanded and made available for research, these holdings make the PMML a major academic destination for Indian and foreign scholars from diverse disciplines and varied fields of interest.

The General Council and the President and the Vice-President of the Prime Ministers Museum and Library Society are nominated by the Central Government.

2.2 Vision and Mission:

Vision

The PMML aims to contribute to a better understanding of Modern and Contemporary India, and thus serve as a link with the past and the future of India

Mission

The Library has been planned as a research library on modern and contemporary Indian history and social sciences. Its published resources acquired for the Library include books, pamphlets, newspapers, periodicals and other documentary materials. The Library has a rich collection of material on microfilms and microfiche. The PMML Archives has acquired papers of nationalist leaders of Modern India and other eminent Indians who distinguished themselves in any field. Also records of non-official organizations, associations and societies which played an important role in the development of modern India are also acquired by the PMML. Our collection of private papers, which is largest in the country, continues to grow steadily with fresh acquisitions almost every month. With extensive collections of documentary films, photos and oral history interviews, it is a premier archive of 20th century India and the contemporary period. The PMML's Centre for Contemporary Studies has been promoting study and research in the field of modern and contemporary Indian history and organizing lectures, seminars and conferences. The Fellowships - held for fixed tenures - have attracted some of the finest scholars in the country, and the on-going seminars is a platform for young and eminent scholars alike. The entire site covers 45 acres and is a key heritage landmark, including the Herbert Baker building (1928) that houses the Museum, the Library building (1974) designed by the late M.M. Rana and a 14th century hunting lodge of Firuz Shah Tughluq. Along with a sprawling garden, it commemorates and preserves a historic heritage Site in the heart of New Delhi.

2.3 Rules and Regulations:

A. Timings

The Library is open throughout the year except on Sundays and Gazetted Holidays. It remains open from 9.00 a.m. to 8.00 p.m. from Monday to Friday and on Saturday from 9.00 a.m. to 5.30 p.m. However, in winters schedule (November to February) from 9.00 a.m. to 7.00 pm. from Monday to Friday and on Saturday from 9.00 a.m. to 5.30 p.m.

B. Membership

1) Membership of the Library is open to the following categories of bonafide Research Scholars working primarily in the field of Humanities and Social Sciences:-

- (i) Professors, Readers and Lecturers of Universities in India and abroad. In case of Lecturers, a letter of Introduction is required from the Principal of the College or Head of the Department of the University.
- (ii) Bonafide Research Scholars of Universities and Research Assistants of Institutions on production of a letter of introduction from their Guide, Head of the Department or Institution or Principal of the College or Registrar of the University.
- (iii) M.Phil. Students on production of a letter of introduction from their Head of the Department.
- (iv) M.A. (Final) students, with Modern Indian History as area of specialization, on production of a letter of introduction from their Head of the Department.
- (v) Any other person engaged in research or writing related to the holdings in the organization.

2) A nominal fee is charged for admission to the Library. The charges for Indian Nationals/Overseas NRI/SAARC Countries Students are `200/- for a week, `500/- for two months, `1000 for a year and for Foreigners `500/- for a week, `1000/- for two months and `5000 for a year. Admission is regulated through an Admission Card or Admission Slip obtainable on completion of the prescribed Admission Form.

3) Admissions and renewals are done from Monday to Saturday during the working hours.

4) Scholars are requested to show the Admission Card/Slip at the entrance of the Library before entering the Reading Room and sign the Attendance Register. Attendance Certificates, if required, shall be issued on the basis of the attendance recorded in the Register within a period of three months.

5) Admission Card can be renewed for a further period, if necessary. A fresh letter of introduction may be required for such a renewal.

6) Loss of Admission Card/Slip should be reported immediately to the Library and Information Officer. A duplicate Card can be issued on Payment of `300/- for Indian Nationals/Overseas NRI and `500/- for Foreigners.

7) Admission Card is Non-Transferable.

8) Two Passport size photographs.

C. General

- (i) The Prime Ministers Museum and Library is basically a Reference Library. Books are not issued out; they can be consulted in the Library only.
- (ii) Scholars are allowed free access to the books. However, the books should not be restored on the shelves by the scholars so that they are not misplaced.
- (iii) Not more than 5 books may be kept at the Reading Table.
- (iv) Overnight reservation for a maximum of 1 book for three days only.
- (v) Use of ink or fountain pen is not permitted in the Reading Room. Only ball-pen/pencil are allowed for taking down notes.
- (vi) Scholars are requested not to write with pen or pencil mark or otherwise disfigure or damage books, furniture, etc. In case of any damage, the person concerned will be required either to replace the article or pay the cost as decided by the Director, PMML. The membership is liable to be cancelled in such case.
- (vii) Personal belongings like briefcase, bag, book and printed/xeroxed material are not allowed inside the Reading Room.
- (viii) Water bottles/eatables are not allowed inside the Reading Room.
- (ix) Smoking inside the Library is strictly prohibited.

- (x) Janitors posted at the entrance of the Library have instructions to check the files or papers, notebooks, etc. before they are taken out of the Reading Room of the Library. Scholars are requested to co-operate with them.
- (xi) Cell Phone inside the Library is strictly prohibited.
- (xii) Lockers are available at the Reception Counter, on payment of Rs. 5/- per day.

D. Microfilms/Microfiche

Scholars are requested to observe the following instructions carefully while consulting the microfilms/microfiche:-

- (i) Microfilm rolls, Microfiche plates and Microfilm Readers should be handled with great care. Scholars may thread the spool while consulting a roll or fiche but they should wait for the staff-member to take out a roll/fiche from the cabinet or fix a new one.
- (ii) Owing to heavy demand for the Microfilm-Readers, Scholars are advised to meet the Incharge, Microfilm Section, to reserve the Microfilm Reader a week in advance. The reservation of the Microfilm Reader is done every Friday at 10.00 a.m.

E. Periodicals/Newspapers

Approximately 258 periodicals and 27 daily newspapers are being received in the Library. In addition, about 4974 newspaper files, in original, are also available.

- (i) Current issues of periodicals/newspapers may be consulted in the Periodical Section only where these are displayed.
- (ii) Back issues and bound volumes of periodicals and newspaper files may be requisitioned through the Periodical Section. These may be consulted in the Periodical Section only.
- (iii) Most of the newspaper files are available on microfilm for consultation in the Microfilm Section. However, original files can be requisitioned for consultation when the microfilm of such files is not available.

F. Photographs

More than 2 lacs photographs of Jawaharlal Nehru and of other eminent Indian leaders and national events are available in the Photo-Library for consultation. Copies of photograph can be obtained against advance payment. Rate-List is available in the Photo Section. In-charge of the Photo Section shall help in the process of selection etc. if required.

G. Private Papers/Oral History Transcripts

More than 1100 collections of private papers and institutional records and oral history transcripts along with their lists are available for consultation in the Reading Room of the Manuscript Division.

H. Facilities for Xerox/Photocopy/Microfilm Copy/Microfiche Copy, etc.

- (i) One third portion of a publication can be got xeroxed by a Scholar by filling up a form available in the Xerox Unit and collect the material from them.
- (ii) For other facilities provided by the Reprography Division, the staff in the Division may be consulted

2.4 Collection of the PMML:

Sr. No.	Type of Collection	No. of Collection
1.	Books	3 -3.5 lakhs approx.
2.	Bound Volumes (Journals)	35,000-40,000 approx.
3.	Print Journal	383
4.	Microfilm	18,880 approx.
5.	Microfiche	51,350 approx.
6.	Manuscript	1300
7.	Newspaper Subscription	27
8.	Rare Books	650 approx.
9.	Photographs	2.5 lakhs approx.

Table 1: Collection of the PMML

2.5 MAJOR PROFESSIONAL STAFF OF PMML:

Sr. No	Name of the Professional staff of PMML	Designation
1.	Sangeeta Sharma	Head of the Acquisition Section (Library and Information Officer)
2	Pankaj Chaurasiya	Head of the Technical Section (Library and Information Officer)
3.	Vikas Kumar	Library and Information Office
4.	Geeta Yadav	Head of the Reference Section (Library and Information Officer)
5.	Shashi Kumar	Head of the Periodical Section (Library and Information Officer)
6.	Moharpal Meena	Head of the Photo Section (Library and Information Officer)

Table 2: MAJOR PROFESSIONAL STAFF OF PMML

Chapter 3

SECTIONS AND SERVICES OF PMML LIBRARY

The library needs a simple and systematic organizational structure to achieve its goals and objectives. For organizing functions of a library, its activities relating to each function are divided into works and jobs and then grouped and arranged into desirable sections or units.

The Prime Minister's Museum and Library has six sections for functional convenience. Each section carries out several functions and provides services to the users to satisfy them at its best.

Main Sections of the library are:

- i) Photo Section
- ii) Reference Section
- iii) Technical Section
- iv) Microfilm/Microfiche Section
- v) Periodical Section
- vi) Acquisition Sections

3.1 Photo Section:

The photo Section of PMML has Significant role in the library. Photos are Received in the form Gift or Donation that consists approximately 90% of the collection and also through Purchase. When more than 5000 photos are received in the form of Gift or Donation than a separate collection Is formed. For the loose photos NML collection is used.

than 2 lacs photographs of Jawaharlal Nehru and of other eminent Indian leaders and national events are available in the Photo-Library for consultation. Copies of photograph can be obtained against advance payment. Rate-List is available in the Photo Section. In-charge of the Photo Section shall help in the process of selection etc.



Fig.2 Working in Photo Section

Accession Number are given to photos Separately and Classified As per Colon Classification. (CC) also includes Exclusive Main Class, coined by PMML. Such as 01 is for Nehru and 02 is for Mahatma Gandhi.

3.1.1 Preservation of Photos

Photos in photo section of the library is mainly received in the form of Donation and gifts. Photos are consulted in the publication and other research purposes. The photos in the library are very rare and hard to find any other place. So the preservation of the photos become very crucial. For that archival boxes and archival sheets are used. Archival boxes has acid free grading.

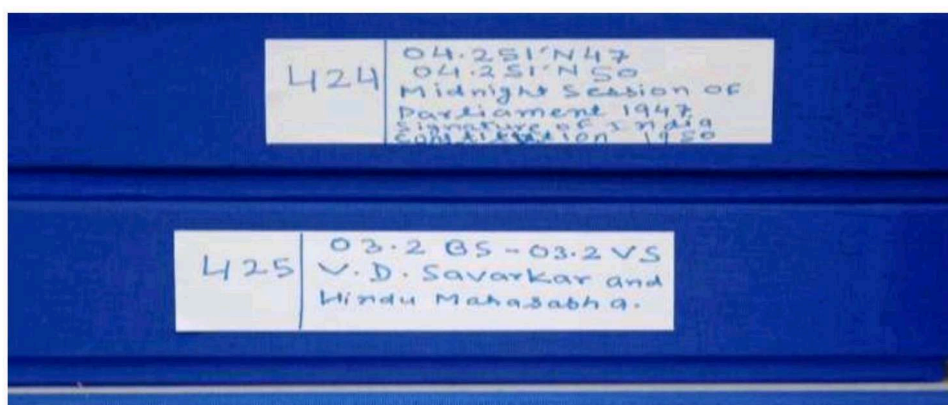


Fig.3 Archival boxes

3.1.2 Collections of Photo Section

Collection of Photos in photo section are divided into six collection such as:-

(i) Nehru Memorial Library (NML) Collection

Number of Albums = 1776

Number of Photos = 123616

(ii) Kocheril Raman Narayanan (KRN) Collection

Number of Albums = 213

Number of Photos = 15092

(iii) Manmohan Singh (MS) Collection

Number of Albums = 155

Number of Photos = 8961

(iv) Muhammad Yunus (MY) Collection

Number of Albums = 104

Number of Photos = 5895

(v) Triloki Nath Chaturvedi (TNC) Collection

Number of Albums = 10+ under process

Number of Photos = under process

(vi) Indira Gandhi Memorial Trust (IGMT) Collecton

Number of Photos = 62004

3.1.3 Photographs Scanning Services

A. Scanning of Photographs:

(i) 300 DPI Rs.100/-

(ii) 600 DPI Rs. 200/-

B. Copyright charges for Photographs:

(i) For Indian Publishers Rs. 1000/- (Per photograph)

(ii) For Foreign Publisher £100/- (Per Photograph)

C. CD/DVD Charges Rs. 30/-

3.2 Reference Section:

The reference section in a library plays a crucial role in supporting the information needs of library users, researchers, and professors. The role of the reference section is to disseminate the correct information to the right user at the right time.

The Prime Ministers Museum and Library is a Reference Library. Books are not issued out; they can be consulted in the Library. Hence, it reduces the significance of the circulation section in the library, and as a result, the function of the circulation section is carried out by the reference section.

Here are some of the primary functions and tasks performed by the reference section in PMML:

- i) **Assisting Library Users:** Reference librarians are available to help library users find information, locate materials, and answer questions. They offer guidance and instruction on how to use library resources effectively.
- ii) **Online Resources:** Reference librarians often assist users in accessing and navigating online databases, digital libraries, and e-resources. They can help with database searches, online catalog use, and accessing electronic journals and books.
- iii) **Inter-library Loan:** When a needed resource is unavailable in the library's collection, reference librarians can facilitate interlibrary loans, allowing patrons to borrow materials from other libraries.
- iv) **Reference Desk Services:** A reference desk is often located in the reference section, where librarians are available during specified hours to provide immediate assistance to library users. Patrons can approach the desk with their questions and receive real-time support. Overall, the reference section in a library serves as a hub for information discovery and research support. Its primary goal is to ensure library users have access to the resources and expertise they need to find accurate, reliable, and relevant information for their academic, professional, or personal pursuits.
- v) **Membership:** New Members are registered in the library by filling out a form with a nominal fee, and once the membership period expires, the membership will be renewed. A Membership card is Provided at the time of Admission only.

3.2.1 Shelving:

In storage areas shelving allows library materials to be organized and physically supported. Even if collections are classified by subject, this organization should not necessarily determine the location of the items in the collection storage area, to which readers do not have direct access. Ensuring the stability of the items by sorting them by size and type. One must take precedence over easing a user's browsing.

- (i) Books are arranged in Shelves Left to Right and Top to Bottom in PMML.
- (ii) Readers are not allowed to re-shelving the books. They are instructed to keep their books on reading table.
- (iii) Every Monday Library staffs re-shelf the book after collecting from the table.



Fig.4 Shelving of Books

3.2.2 Reprography:

Library users have easy access to photocopying facilities, which enable them to reproduce required material from books and journals, as per need and demand.

- (i) One third portion of a publication can be got xeroxed by a Scholar by filling up a form available in the Xerox Unit and collect the material from them.
- (ii) For other facilities provided by the Reprography Division, the staff in the Division may be consulted.

3.2.3 Inter Library Loan:

When a needed resource is not available in the library's collection, reference librarians can facilitate inter library loans, allowing library to borrow materials from other libraries. PMML facilitate ILL with DELNET.

3.2.4 Check in and Check out

As per the policy of the library document can't be issued to the user. It only can be studied or consult as a reference source for the research purpose. But library issues the document to the staff and special user. For issue and return purpose KOHA software is used.

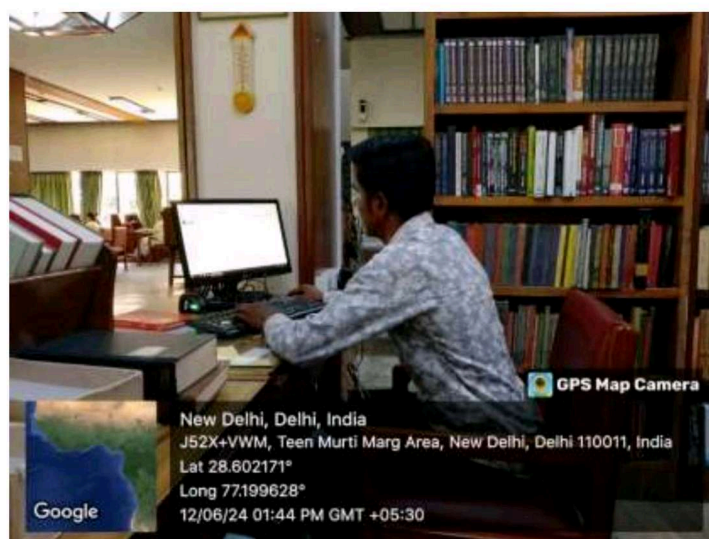


Fig.5 Working at Reference Sectio

3.3 Technical Section:

Cataloging and classification are fundamental processes of the technical section in library management that ensure efficient organization, retrieval, and accessibility of library materials. Considered the “behind the scenes” section of the library, this section is where books' mechanical and technical processing occurs before they are included in the collection for circulation.

Cataloging and classification are essential components of PMML, and it is committed to providing a well-organized and accessible collection. The library's adherence to standardized cataloging practices and the use of the DDC classification system for Books and the Colon classification scheme for Periodicals (Bound Volumes), integrated with KOHA software, contribute to a seamless user experience and support the institution's academic and research goals. These practices empower library users to access legal and educational resources efficiently.

3.3.1 Cataloguing

Cataloging creates bibliographic records for library materials, including books, journals, electronic resources, etc. It involves capturing essential information about each item, such as title, author, publication details, and subject headings, to make the material discoverable.

Catalogue cards in the library are printed and manually written; CCC prepares catalogue cards for AACR2 prepares periodicals, and catalog cards for books.

The housekeeping operation and catalog are computerized using KOHA open-source integrated library management software. Online Public Access Catalogue Search facility is available to readers. Searches can be made by author name, title, subject, class number, publisher, keywords (in title), and Boolean search. The newly accessed documents are displayed regularly for the benefit of researchers.

3.3.1.1 Cataloguing Process at PMML

- i) **Bibliographic Record Creation:** Library staff creates detailed bibliographic records for each item on KOHA, adhering to established cataloging rules and formats, such as MARC (Machine-Readable Cataloguing). This includes recording title, author(s), publication information, and ISBN/ISSN.

- ii) **Subject Headings:** The cataloging process assigns “Sears List of Subject Headings” to materials based on their content. These headings help users locate materials by subject, ensuring that related materials are grouped.
- iii) **Authority Control:** Authority control is implemented to maintain consistency between author and subject headings. It standardizes variations in author names or subject terms to enhance search results.
- iv) **Metadata Enrichment:** To improve discoverability, bibliographic records are enriched with additional metadata, such as abstracts, keywords, and table of contents information.

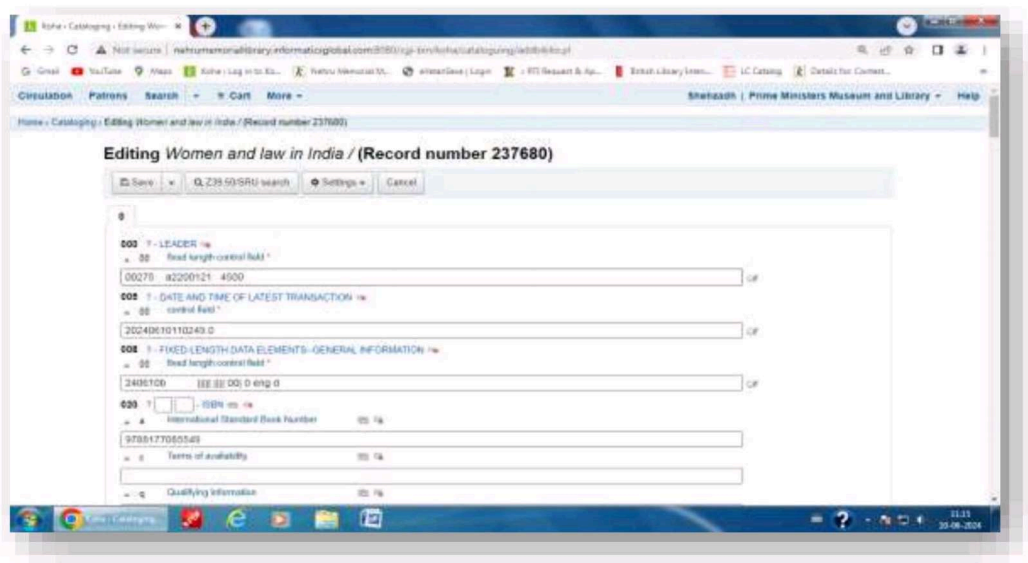


Fig.6 : Screenshot of Cataloging of Books on KOHA

3.3.2 Classification

According to Sayers, library classification is "the arrangement of books on shelves, or description of them, in the manner which is most useful to those who read." Classification is a procedure of grouping similar items and objects and is essential in formulating groups, known as classifying, which results in Classification. This process helps the user to arrange, organize, and make a logical sense of articles, which also assists the user in locating them quickly. The PMML library uses the 21st edition of the "Dewey Decimal Classification Scheme" to classify the books and the "Colon Classification Scheme" to classify Periodicals.

3.3.2.1 Classification Process at PMML

- i) **Subject Analysis:** Library staff conducts subject analysis to determine the appropriate class numbers for materials based on their content. This process ensures that materials on similar topics are grouped.
- ii) **Shelf Arrangement:** Materials are shelved numerically according to their assigned DDC numbers. This arrangement facilitates easy access for patrons searching for related materials.
- iii) **Online Integration:** DDC classification is integrated into the Koha library system. Patrons can search for materials by subject through the online catalog, enhancing accessibility.

Apart from the classification and Cataloguing, there are several functions in the technical section performed, such as

- i) Pasting of Book Pocket and Due date slip on books and other documents
- ii) Preparing book cards
- iii) Preparing of due date slip;:

Generating and pasting "**Bar code**" and "**Spine Label**" for easy retrieval of Documents.

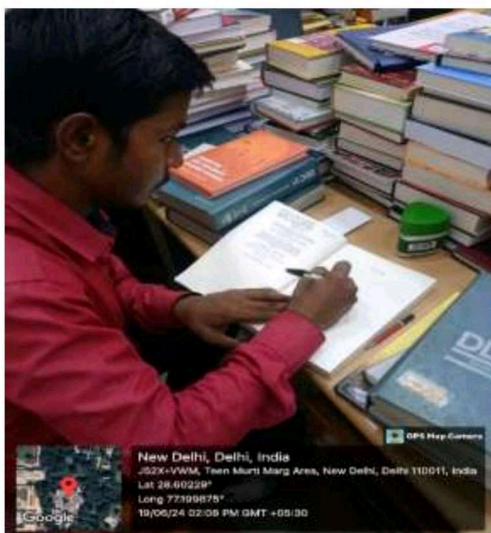


Fig .7 Making a Barcode

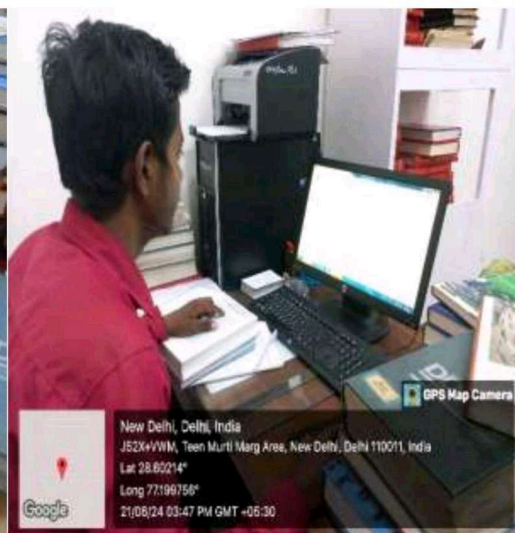


Fig. 8 Making a Book Card

3.4 Periodical Section:

A periodical is a serial publication. A serial is any publication that is published at regular intervals (Daily, weekly, monthly, quarterly, or annually) under the same title and intended to continue indefinitely. Periodicals, magazines, newspapers, journals, annual reports, etc. are all serial publications. Periodicals are also referred to as journals.

In general, the information in periodicals is timelier, current and up-to-date than information in books. Periodicals are of many types such as scholarly periodicals, trade and business periodicals, popular periodicals and magazines. Periodicals are published by learned societies, R&D organizations, universities, trade and business organizations and commercial publishers. The work in the periodicals division can be divided into different stages:

- (i) Receiving, recording and stamping the received issues of the periodicals.
- (ii) Sending periodicals to the reading room for use. This includes arranging current periodicals for display or sending them to the shelves if not displayed.
- (iii) Tracing the missing issues and maintaining correspondence with the publishers or vendor or whosoever the suppliers are.

- (iv) Maintaining all the relevant record related to periodicals.
- (v) Maintaining the periodicals display rooms by placing only the latest issues on the display racks and sending or keeping away the previous issues in proper places.
- (vi) Shelf maintenance and shelving of bound and current periodicals.
- (vii) Collecting and collating different issues of periodicals for binding.
- (viii) Carrying out preservation activities related to periodicals.
- (ix) Weeding, withdrawal, and disposition of periodicals. The periodicals division supports research mission of the research libraries by providing public assistance, access, storage, maintenance and management of periodical collection. For this, libraries usually display periodicals for the benefit of their users.

Few examples of periodicals subscribed are: -

- (i) Time
- (ii) Week
- (iii) Science, Technology & Society
- (iv) Social Change
- (v) Reserve Bank of India Bulletin
- (vi) World Affairs
- (vii) Indian Defence Review
- (viii) Journal of Indian Library Association
- (ix) ILA Newsletter

Few examples of complementary periodicals:

- (i) Indian Railways
- (ii) Children First
- (iii) Chartered Accountant Student
- (iv) Dharma Jeevan (Hindi)
- (v) Hansadesh (Hindi)

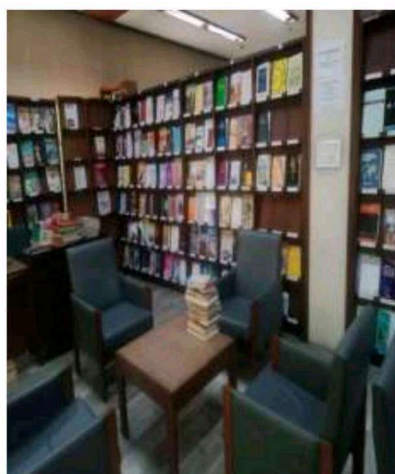


Fig. 09 Periodical Display

3.4.1 Newspaper Press and Clipping

Library has the facility of 27 Newspapers for Readers. In reading area newspapers are kept for the reader in different languages, such as:

- (i) Times of India
- (ii) The Hindu
- (iii) Indian Express
- (iv) Mint
- (v) Financial Express
- (vi) Hindustan Times



Fig.10 Newspapers

PMML Periodical provides the service of Press Clipping. That includes 10 daily news related to multiple fields of knowledge such as politics, sports, economics, climate etc.

For preparing press clipping website press reader is consulted. By giving desired keyword news can be seen.

3.4.2 Shelving of Periodicals

In storage areas shelving allows library materials to be organized and physically supported. Even if collections are classified by subject, this organization should not necessarily determine the location of the items in the collection storage area, to which readers do not have direct access. Ensuring the stability of the items by sorting them by size and type. One must take precedence over easing a user's browsing.

- (i) Periodicals are arranged in Shelves Left to Right and Top to Bottom in PMML.
- (ii) Readers are not allowed to re-shelving the Periodicals. They are instructed to return Periodicals either in periodical section or Reference Section.
- (iii) Library staves re-shelf the Periodicals after collecting from the Sections.

3.4.3 Cataloguing of Periodicals:

Step 1: After opening KOHA we have to enter into the Serial from home page. Then it gets opened.

Step 2: then New Subscription is opened and the necessary entry are filled.

Step 3: after filling the information entry is saved in KOHA and can be searched through the accession no.

3.5 Microfilm/Microfiche Section:

The Microfilm section in the Library was established in 1968. It has rich collection of Microfilms/Microfiche of newspapers, journals, dissertations, private papers, institutional papers and rare publications. Some rare and important documents in this category are: Amrit Bazar Patrika (Calcutta), 1905-1996; Civil and Military Gazette (Lahore), 1877-1963; Bengal Times (Dacca), 1876-1908; Hickey's Bengal Gazette (Calcutta), 1780-1782; Times (London), 1785-1996; Census of India, 1872-1931; Madras Mail (Madras), 1868-1981.

At present, Library has 18,719 microfilm rolls and 51,322 microfiche plates which are widely consulted by the research scholars.

3.5.1 Assisting Library Users:- Microfilm librarians are available to help library users find information, locate materials, and answer questions. They offer guidance and instruction on how to use library resources effectively.



Fig.11 Microfilm/Microfiche Section

3.5.2 Collections of Microfilm and Microfiche

3.5.2.1 Collection of Microfilm

- (i) Newspaper & Periodicals
- (ii) Private Collection
- (iii) Institutional Collection
- (iv) Newspaper Clipping / Nehru Clipping

3.5.2.2 Microfilm Readers (Machine)

- (i) Manual Machine
- (ii) Automatic Machine

Microfilm rolls, Microfiche plates and Microfilm Readers should be handled with great care. Scholars may thread the spool while consulting a roll or fiche but they should wait for the staff-member to take out a roll/fiche from the cabinet or fix a new one.



Fig.12 Microfiche Cabinet



Fig.13 Microfilm Cabinet

3.5.3 Microfiche

The Microfilm Section in the Library was established in 1968. It has rich collection of Microfilms / Microfiche of newspapers, journals, dissertations, private papers, institutional papers, missionary records, gazetteers of British period, occasional papers, books & reports and rare publications. At present the library has approximately 52,000 microfiche plates which are widely consulted by the research scholar.

The list of holdings of Microfiche has been updated by Smt. Kiran Hura (SLIA), Smt. Annu Trivedi (JLIA) and Anju Kumari.

3.5.4 Collection of Microfiche

- (i) Book Report & Serials
- (ii) Census of India Report
- (iii) Debate & Proceedings
- (iv) Gazetteers of India in British
- (v) Missionary Records
- (vi) Occasional Papers
- (vii) Periodical
- (viii) Selection from the Records for the government of India

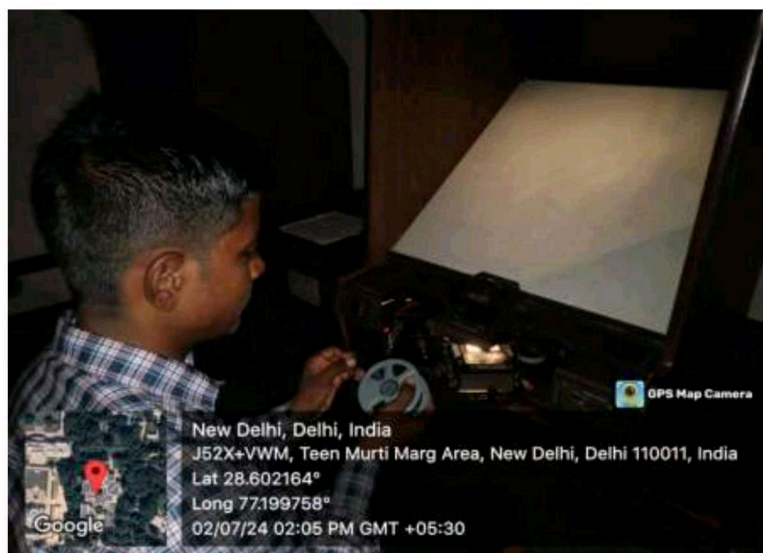


Fig 14 Microfilm Machine

3.6 Acquisition Section

Acquisition is selecting, ordering, and receiving library or archival collection materials. Acquisition of the library is done according to the library's policy. During the internship, I learned about selecting appropriate materials for the library, creating purchase requisitions, and coordinating with vendors. I gained insight into budget consideration, evaluation criteria, and meeting users' information needs.

3.6.1 Objectives of Acquisition Section:

The main Objectives of the acquisition section are as mentioned here:

- i) To acquire materials quickly
- ii) To maintain a high level of accuracy
- iii) To make the work process simple
- iv) To develop a friendly relationship

3.6.2 Techniques of Acquisition

Three techniques exist for acquiring documents in the PMML; the last one is little activated. These are as follows:

- i) Purchase
- ii) Gifts or Donations
- iii) Exchange



Fig.15 Working in Acquisition Section

3.6.3 Acquisition work at PMML

In the PMML library, the process of purchasing books is completed in two phases: budget allocation and procurement of books. The acquisition section and the account section conduct the procurement of books. The collection development committee and library staff suggest books and other documents for procurement based on the user's needs. Vendors visit the library with sample books upon invitation. After the selection of books, the Librarian supplies a booklist to the supplier for a pro forma invoice with price evidence. Supplier submits pro-forma invoice to pro-forma invoice with price evidence.

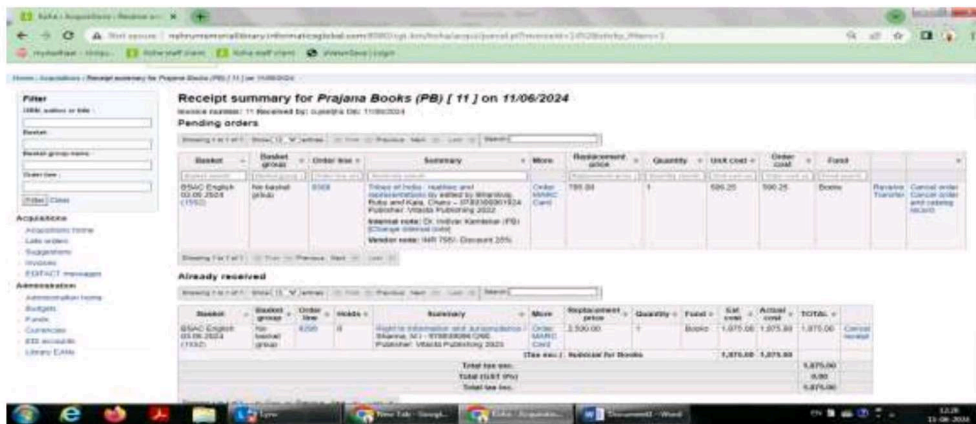


Fig.16. photo of Receipt summary of a book order from a supplier

3.6.4 Accession Register

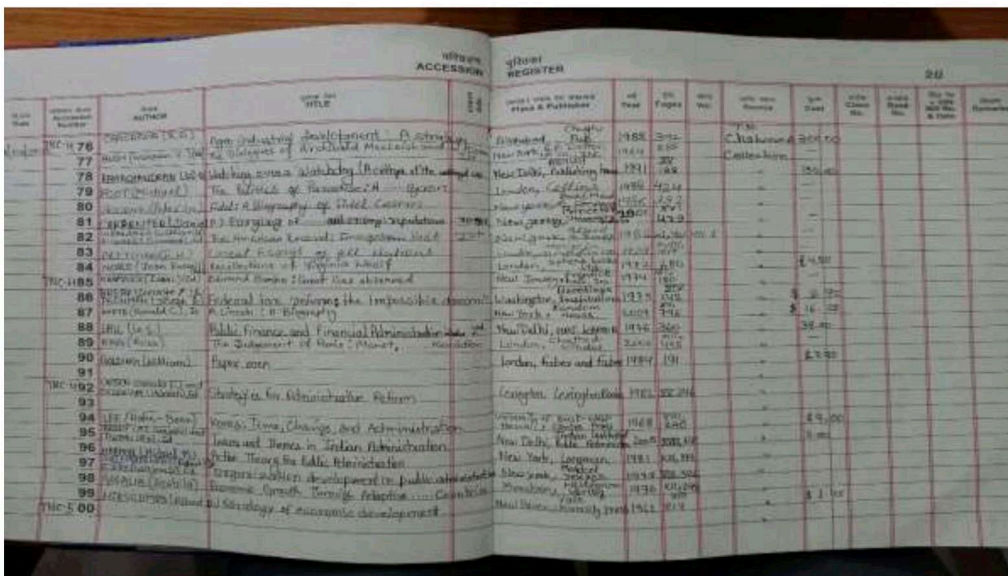


Fig.17: photo of Accession Register

The accession register is the primary record in the library of each document that forms part of its collection. Documents are numbered progressively as they are added to the stock and entered in the register.

Generally, there are three types of Accession Register.

- i) Accession Register for Purchased Document
- ii) Accession Register for Gifts
- iii) Accession Register for Journals

3.6.5 Automation of the Acquisition Section

The functions of the Acquisition Section are performed manually and technically using an Integrated Library Automation System KOHA.

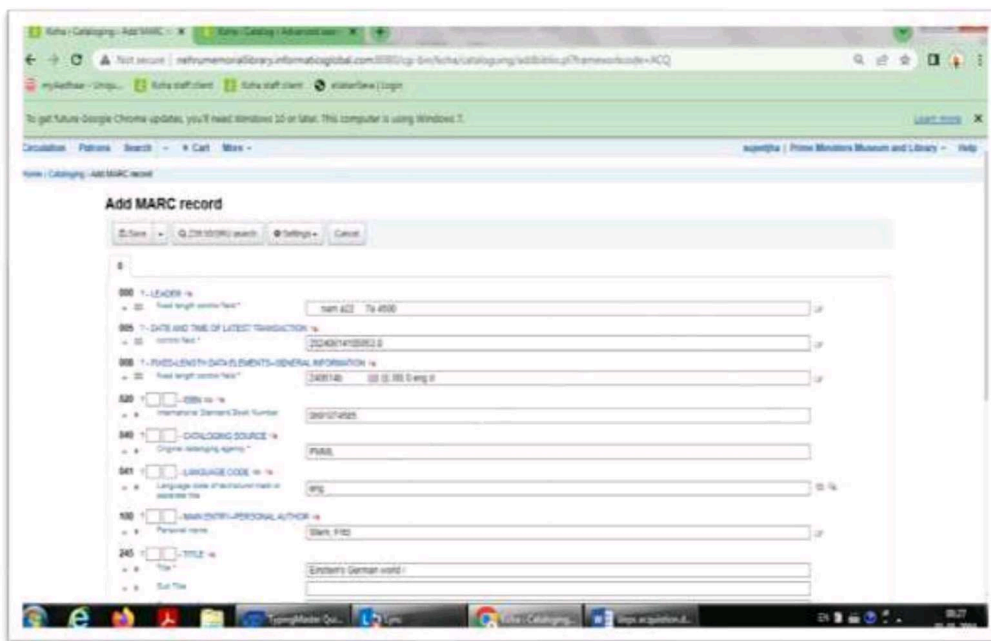


Fig.18 Photo of Adding MARC Record of newly acquired book in PMML

3.7 LIBRARY SERVICES

The library offers various services catering to its users' diverse needs. From providing access to a vast collection of books and resources to delivering innovative programs and technologies, libraries have become dynamic hubs of knowledge and community engagement. Library services contribute to the enrichment of individuals, support education and research, foster literacy and lifelong learning, and promote community development. Whether traditional services like lending materials and reference assistance or modern initiatives like digital resources and maker spaces, libraries play a vital role in connecting people with information and creating inclusive spaces for exploration, discovery, and personal growth.

Services provided by the Library are listed below-

- i) Circulation (only for Library staff and higher authorities)
- ii) Reference Services (short-range and long-range services)
- iii) Current Awareness Service (CAS)
- iv) Selective Dissemination Services (SDI)
- v) Bibliographic service
- vi) Indexing services
- vii) Abstracting Services (on demand)
- viii) Press Clipping services
- ix) Inter-library loan
- x) Referral Service
- xi) Digital references
- xii) Electronic Document Delivery Services (EDDS)
- xiii) Book Review Index

Chapter 4

LIBRARY FACILITIES

The services and facilities provided by the library make documents accessible to users in the best way, which satisfies their needs. PMML provides a good number of services to the patrons as follows-

1. **Catalogue Cards:** With the advent of technology and OPAC in library science, catalog cards are losing significance. Still, the library provides a catalog card facility for books, periodicals, and photographs so users can retrieve desired information quickly.
2. **New Arrivals:** Newly acquired documents/books by the library are displayed at the reference table and on the display board in the library so that users can be informed what the new library is acquiring.
3. **OPAC Facility:** The Online Public Access Catalogue system is installed in different areas in the library for the users so that users can easily search the details about the holdings that they are looking for
4. **Reading Area:** The library provides enough individual desks for the users to sit, read, research, and use other library facilities like Wi-Fi, laptop switch connections, etc.
5. **Stack Area:** The stack area holds the library's living collection. The library provides users with open access. The subject systematically classifies the collection according to the DDC classification schemes.
6. **Newspaper Display Rack:** The library subscribes to 36 newspapers in various languages daily, displayed in a newspaper display rack in the reference section.
7. **Xerox Facility:** Users can get the Xerox copy of the required documents by filling up a Xerox slip and paying a fee, as the library's records cannot circulate outside.
8. **Cyber Centre:** A fully equipped Computing Thin Client-based (single counter serving multiple clients. The Cyber Centre is in operation for library users. There are eight computer terminals with printers and all associated facilities.
9. **Centre for Visually Impaired:** The user-friendly Centre within the library is equipped with computers, a scanner, a printer, and a microfilm reader.
10. **Wi-Fi Facility:** Free Wi-Fi facility for the Library users is available.

Chapter 5

LEARNING OUTCOMES

While on internship, I learned different skills from the library, which will be helpful in the coming days. Some learning outcomes from PMML while internship-

- i) **Communication skills:** It gives the ability to communicate in oral & written form to the user and author in an effective manner. Learned to be patient and handle people politely.
- ii) **Disciplinary knowledge:** It helps to understand major concepts, principles, and laws of various subjects in the library and other related field studies, including management, economics, etc.
- iii) **Practical Skills:** While on internship, I also learned some essential practical skills commonly used in the library. For instance, shelving, installing Microfilm and Microfiche into the scanning machine, etc.
- iv) **Critical thinking:** It helps to understand the critical subject of a document to classify them correctly & drive subject heading.
- v) **Professional skills:** It helps to understand the significant concepts of classification & capable of cataloging all types of documents using standard catalog codes and metadata standards.
- vi) **Problem solving:** It helps solve problems while providing References and services.
- vii) **Punctuality:** By reaching and leaving library on time has built punctuality and importance of time. Time management is also learnt there.

Chapter 6

CONCLUSION

The Prime Minister's Museum and Library is a premier research and reference hub, housing a singular and invaluable collection of resources on public economies and government publications, all within a contemporary and technologically advanced setting. The library showcases meticulous architecture and a hospitable atmosphere, featuring optimal illumination, ergonomic seating, comprehensive climate control, and emergency safety measures. The PMML library is fastidiously maintained, with a high emphasis on organization and tidiness. The carefully calibrated environment, complete with natural illumination and advanced ventilation, ensures the preservation of valuable documents and resources. The library staff is affable, accommodating, and approachable, demonstrating expertise and exceptional guidance throughout my internship.

This experience not only enhanced my self-assurance but also equipped me with practical proficiency in library management, ICT skills, effective communication, and the value of collaboration and perseverance. My time at this esteemed library was truly enriching and edifying.

The Prime Minister's Museum and Library is a prestigious research institution, housing a distinctive and rare collection of resources on public economies and government publications within a state-of-the-art, automated setting. The library's thoughtful design and welcoming atmosphere feature optimal lighting, ergonomic seating, comprehensive air conditioning, and fire safety measures.

Annexure 1
Press Clipping

Library newspaper clipping services are valuable resources offered by libraries to collect, organize, and preserve newspaper articles to provide convenient access to a wide range of information. These services involve meticulously curating and categorizing newspaper clippings based on subject matter, date, and relevance.

In the pre-digital era, librarians and archivists painstakingly scoured newspapers for articles of significance, physically cutting or photocopying them and then carefully indexing and cataloging each clipping. This process ensured that researchers, scholars, and the general public could easily access and reference specific articles without reading entire newspapers.

Many library newspaper clipping services have transitioned to digitized formats with the digital revolution. Libraries subscribe to digital newspaper databases and use advanced scanning technology to create digital versions of newspaper articles. These digitized clippings are often accompanied by detailed metadata, enhancing search capabilities and making it easier for users to locate and retrieve relevant information.

PMML subscribes to a digital newspaper and magazine database, the “Press Reader.” Using the database, Press Clipping is prepared daily to provide easy access to the most important news or articles.

Annexure 2

Reprography

The section prepared approximately 77 positive microfilm rolls (44275Frames) for Hindustan Times. Approximately 7 rolls (4025 Frames) for 'direct duplicating', accessioned and checked 669 Microfilm Rolls and 3,84,675 negative Microfilm frames. Rewashed approximately 1179 Microfilm Rolls & rewound approximately 2210 rolls of master negatives of dailies such as Hindustan Times, Business Standard, Calcutta Samachar, Capital, Capital Weekly, Chand, Civil & Military Gazette, The Current, Church Missionary Society Material, Daily Excelsior, Dainik Hindi Milap, Dainik Navjyoti, J.N. Papers, etc. Sequencing of approximately 3345 Microfilm Rolls was done.

Scanned images of approximately 7587 microfilms were copied on CD/DVD for scholars, various institutions, as well as the PMS and also for the organization's own use. Approximately 1,41,766 photocopies were made and around 189 scholars availed the section's services. Around 20 posters were designed during the period. The section also covered around 35 of our own events.

Annexure 3

Digitization

In order to keep pace with the latest developments in the relevant fields of technology, the Institution has implemented a number of new initiatives. A historic project to digitize the research materials in our possession has been launched. Under this project, the entire India House Collection of the Library consisting of 40,000 books, reports, and documents of great value to the scholarly community which was acquired from London in 1981-82 is being digitized. The work is likely to be completed in the next 1 year.

The Microfilm Section and the Library have around 30,000 microfilms and 57,000 microfiche containing around 2.5 crore images. These include newspaper records of the last 200 years, journals starting from the 19th century, important archival papers, gazettes, and reports of various kinds which are invaluable for research on modern and contemporary India. As part of the ongoing digitization project, all these are being converted into digital images. These are being put on Intranet in the Library, which will enable a user to read them on a computer screen like any other document and also take digital copies.

This Institution is known all over the world for its vast collection of archival papers of important personalities of modern India as well as of organizations and institutions. While 17 lac of these pages were digitized earlier, 55 lac more pages are being digitized as part of the historic digitization project started last year. This will greatly facilitate the academic use of these valuable records by scholars and researchers contributing to a better understanding of the history of modern and contemporary India. It will also lead to their wider dissemination to the society.

The Library has about 650 rare books, many of which are 200 years old. These have been digitized and are freely available on our website. Digitization of the entire collection of 2.5 lac archival photos with the Library has also been completed in the last 1 year. These are now available for researchers on Intranet. In addition, all the books published by the Research and Publications Division of our Institution since its inception have also been digitized and are available on our website.

Annexure 4
Manuscripts Section

The Manuscript Section, also known as the Archive of the Prime Ministers Museum and Library, is one of the largest repositories in the country of primary and non-official/non-governmental archival material for historical research on modern and contemporary India. It has over 1300 collections of personal papers of eminent leaders, freedom fighters, politicians, educationists, scientists, jurists, and industrialists who contributed to modern India and institutional records acquired from India and abroad. Some of the private papers include papers of eminent personalities like Mahatma Gandhi, C. Rajagopalachari, Jawaharlal Nehru, V. K. Krishna Menon, Jayaprakash Narayan, V.D. Savarkar, K.B. Hedgewar, Charan Singh. In the list of institutional records, one can find papers of the All-India Congress Committee, All India Hindu Mahasabha, All India Trade Union Congress, All India Women's Conference, and Indian Merchants' Chamber. The records comprise original letters, writings, speeches, notes, memoirs, and diaries, besides handwritten documents, typed documents, press clippings, and printed material.

- i) **Acquisition of the Papers:** INA Papers DVDs
(Total no. of acquisitions - 01)

- ii) **Collections catalogued:** Revised lists of Socialist Party (Badari Vishal Pitti) Papers, Laxminarayan Jharwal Papers and Jag Prवेश Chandra Papers IInd and IIIrd Insts.
(Total no. of collections catalogued - 3)

- iii) Reading Room attendance: 107 scholars

- iv) No. of files issued to Scholars: 2160

- v) Photocopy for Scholars: 18703 pages

- vi) Work for Digitization: Pilot Project- 1, documents paginated 1,90,000

Annexure 5
Preservation Section

During the period under review tissue pasting was done on around 2800 sheets , about 10200 books/files underwent fumigation treatment, approximately 1157 books from the Library were 'bound and repaired', 328 sheets received lamination treatment, approximately 18160 documents were given full pasting, 'guarding' of approximately 18090 documents were done, 'cutting' of approximately 74699 folders, documents and slips were done, approximately 235126 archival papers were checked and 'patches' removed, about 2012 parcels of CD/DVD and documents were stitched. 'Gather stitching' of 10 documents and flattening of 5595 documents were completed. 418 polyester albums were prepared.

Annexure 6
Oral History Division

Shri Pratap Singh Sethi; Smt. Savitri Devi, freedom fighter and wife of former Chief Minister of Punjab, Comrade Shri Ramkishan; Shri Josh Malihabadi, Urdu poet and writer; Shri Bhagat Ram Talwar, freedom fighter; Shri Syed Mohammad Jafri, Urdu journalist and Editor of Hamdard and Millat; Shri Natwar Thakkar, Gandhian; Shri Sheikh Mustafa Husain Nayer, freedom fighter and an advocate; Shri Hakim Abdul Shakoor, freedom fighter; Prof. Ashok V. Desai, an economist; Shri Maidavolu Narasimham, economist; and Prof. Arvind Panagariya, economist. Also, 241 audiocassettes (approx. 305 hours 40 minutes) of lectures/seminars/programmes/interviews have been digitized.

The oral history project of the Nehru Memorial Museum and Library (NMML) was conceived as part of its research activities. So far, the NMML has conducted nearly 1372 Interviews. Of these, 988 have been transcribed, edited, and prepared in book form. These are available to scholars and researchers for consultation in the Reading Room of the Manuscripts Section.

This division is tasked with conducting interviews of people from various spheres who have distinguished themselves in any field, came into contact with great leaders, or were connected with significant movements and events as participants or witnesses. The interviews are transcribed, edited, and prepared in book form, a continuous process.

The list of persons to be interviewed is being revised continually. Among those who have recorded their recollections are Khan Abdul Ghaftar Khan, Acharya J.B. Kripalani, Smt. Renuka Ray, Smt. Kamaladevi Chattopadhyay, Dr Sushila Nayar, E.M.S. Namboodiripad, H.V. Kamath, AP. Jain, Nawab of Chhatari, Dr Jivraj Mehta, R.K. Nehru, H.M. Patel, Jyoti Basu, IK. Gujrat and V.P. Singh. Among the scientists interviewed are S. Chandrasekhar and Prof. Satyen Bose. The foreigners who have been interviewed on Jawaharlal Nehru or their association with the Indian national movement include Louis Mountbatten, Fenner Brockway, Horace Alexander, James Cameron, Yehudi Menuhin, Mrs Martin Luther King, Willy Brandt, Chancellor Kreisky of Austria, Pierre Mendes-France, Chester Bowles, Tibor Mende, Faiz Ahmed Faiz and many others.

Annexure 7

Members of Library Network/Associations

Members of Library Network/Associations: The Library is an active member of DELNET, the resource sharing library network, and has been making considerable use of the network's facilities for inter-library loan, acquiring references, document delivery services and also for ascertaining the availability of documents. The Library is also a member of the Indian Library Association, Central Government Library Association, Delhi Library Association and the Indian Association of Special Libraries and Information Centres.