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INTERNSHIP REPORT

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INTERNSHIP REPORT ON
“NATIONAL INSTITUTE OF PUBLIC FINANCE AND POLICY LIBRARY”



Submitted in partial fulfillment of the requirements of the Paper No. B-III: Internship Programme

A Report on Internship Programme B. Viva-Voce

Department of Library and Information Science, University of Delhi.

2022-2023



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PREFACE

When one works in a library, the main aim is to fulfill the needs of the users as accurately as possible and save time of the users. To do this, one needs not only theoretical but also practical knowledge concerned with library science and librarianship. Working in a library and efficiently catering to the needs of the users requires a set of skills (like ICT literacy, efficient communication and understanding with the users, systematic management and most importantly a good personality/conscience etc.) that can only be learnt and sharpened when done practically.

In today's time, practical application of classroom teachings is an important component of an education system. Every field of learning involves concepts that can be better understood when done practically by the students. An internship program bridges the theoretical concepts with practical applications. An internship program not only broadens the horizons of student's understanding of the subject but also instills confidence and other skill sets that better prepare the students for the outside professional world.

In B111 paper, we were required to physically visit a library for a month and learn, understand and experience practically the functioning of a library. For a month we visited NIPFP library under the guidance of Dr. Sonam Singh, Senior library and information officer, NIPFP, New Delhi. Here, we learnt a lot of things about different sections the library has, its services, software used and methods employed in different sections of this library.

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ABBREVIATIONS AND ACRONYMS USED

AACR-2 - Anglo- American Cataloguing Rules

CD - Compact Disc

DDC - Dewey decimal classification

DELNET - Developing Library Network

DVD - Digital Versatile Disc

IBFD - International Bureau of Fiscal Documentation

ICT - Information and Communication Technology

IFS - Institute for Fiscal Studies

IMF - International Monetary Fund

JSTOR - Journal Storage

NIPFP - National Institute of Public Finance and Policy

OECD - Organisation for Economic Co-operation and Development

ROM - Read only Memory

WEB-OPAC - Web Online Public Access Catalogue

1. INTRODUCTION OF NIPFP

The National Institute of Public Finance and Policy (NIPFP) is a Centre for research in public economics and policies. Founded in 1976, the institute undertakes research, policy advocacy and capacity building in areas related to public economics. One of the major mandates of the institute is to assist the Central, State and Local governments in formulating and reforming public policies by providing an analytical base. The institute was set up as an autonomous society, at the joint initiative of the Ministry of Finance, Planning Commission, several State governments and distinguished academicians. It is registered under the Societies Registration Act, 1860.

In its 45 years of existence, the institute has emerged as a premier think tank in India, and has made significant contribution to policy reforms at all levels of the government. It has maintained close functional links with the Central and State governments all along, and has built up linkages with other teaching and research institutions both in India and abroad. Although the institute receives an annual grant from the Ministry of Finance, Government of India, and various State governments, it maintains an independent non-government character in its pursuit of research and policy.



Fig. 1- NIPFP (Academic Block)

2. NIPFP LIBRARY

The NIPFP library is a leading research and reference library in the area of public economics in South-Asia. The three-storied library houses over 60,000 books and other documents, and subscribes to more than 612 journals and periodicals (including online journals and databases) in economics. The library is known for its unique collection of resources in the area of public economics and government publications like the Budgets of State/Union governments, Finance Accounts during the last five decades. The library holds membership of the International Bureau of Fiscal Documentation (IBFD) and Institute for Fiscal Studies (IFS), through International Monetary Fund (IMF) Depository Programme for enriching the public finance collection at the international level.

Equipped with modern facilities, the library is centrally air-conditioned and its operations are automated through Libsys and Winisis. It extends Wi-Fi facilities, and offers a conducive environment for reference to research scholars and visitors from India and abroad. It has networking arrangements with other institutions for resource sharing, and has access to e-journals through Science direct, JSTOR and journals of Oxford University Press.

3. LIBRARY BUILDING

The library is spacious, three-storied and provides wide range of collection and services to the users. It has:



Fig. 2- LIBRARY DESIGN



Fig. 3- CIRCULATION SECTION



Fig. 4-PROPERTY COUNTER



Fig. 5- MAIN READING HALL

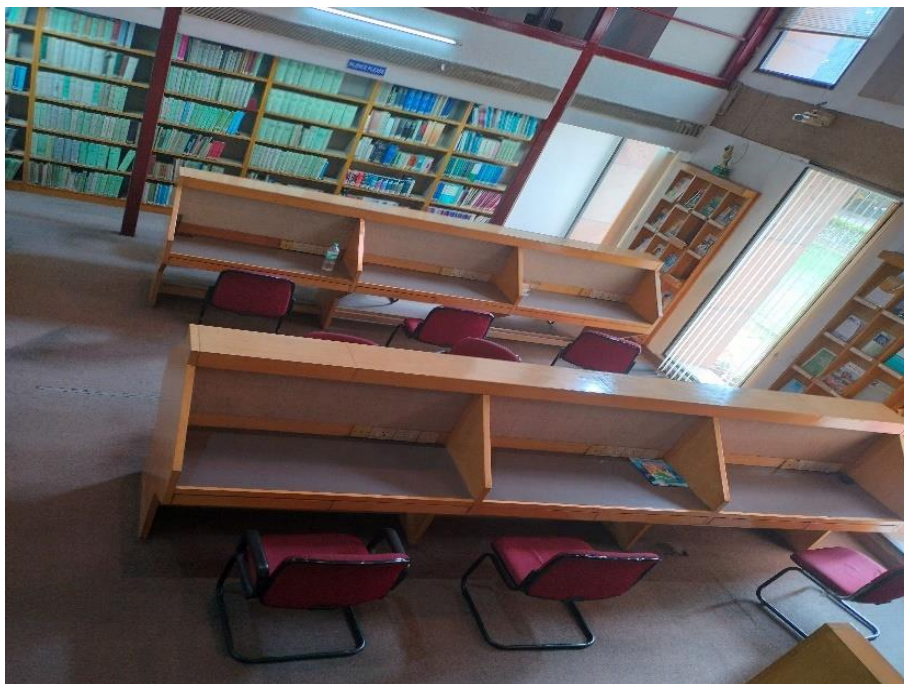


Fig. 6- CUBICLE FOR READERS



Fig. 7- NEW ARRIVALS



Fig. 8- CDs COLLECTION



Fig. 9- BUDGET & CENSUS SECTION



Fig. 10- REPROGRAPGY SECTION



Fig. 11- CATALOGUE CARDS



Fig. 12- BOUNDED JOURNALS



Fig. 13- STORY BOOKS

4. LIBRARY STAFF

Sr. No.	DESIGNATION	NUMBER
1	Senior library and information officer	1
2	Assistant library and information officer	1
3	Stenographer Gr. II	1
4	Senior library and information assistance	2
5	Sr. library attendant	1
6	Jr. library attendant	1
7	Messenger	1

Table 1- Library Staff

5. RULES AND REGULATIONS

5.1 Identification:

- i) All NIPFP Library members of the library are requested to carry their Identity Card, issued to them by the Institute, while visiting the library.
- ii) The owner of the bar-coded library card is responsible for the documents issued on his/her card.
- iii) It is the responsibility of every staff member to keep the bar-coded Identity Card- cum Library Membership Card in safe custody. If this is lost or damaged, please report immediately to the Librarian. Duplicate bar-coded card can be issued @ Rs.200/-.
- iv) This card is not transferable.

5.2 Personal belongings:

- i) All personal belongings, except money bag, mobile, notebooks, will be kept at the property counter of the library.
- ii) Readers must take care of their pen drives, CD/DVD ROMs, mobiles and wallets etc.

5.3 Library Hours:

- i) **Monday to Friday: 9.00 AM to 5.30 PM**
- ii) **Saturday: 9.30 AM to 4.30 PM**
- iii) The library remains closed on all National Holidays and other Institutional Holidays declared at the beginning of every year.

5.4 Software-generated transactions/reports:

The NIPFP Library is fully automated and software-generated transactions/reports are authenticated. These should be acceptable in case of any dispute.

NIPFP Library follows an open-access system of books and other materials taken from the stacks should not be re-shelved by the readers. These should be left on the tables reserved for this purpose. Please remember that a book misplaced is a book lost.

5.5 Discipline:

- i) The library should be used for academic and research purposes only. All readers are requested to maintain silence in the library and adhere strictly to its rules and regulations. Chatting, smoking, eating, sleeping, making visual aids and using mobile phones etc. are strictly prohibited in the library premises. Any irregularities found may kindly be brought to the notice of the Librarian for necessary action. The Librarian is authorized to terminate the membership of any borrower if he/she is found guilty of such misconduct.
- ii) Seats will be available on first-come first-served basis.

6. LIBRARY COLLECTION

NIPFP library has a vast collection of not only print resources but also e-resources, budgets, census, CDs, special and rare collection.

6.1 PRINT RESOURCES

6.1.1 Books- Books are available broadly on the following:

- i) Finance Accounts
- ii) Budget Documents
- iii) Census of India
- iv) Data Sources & Time Series

Users can also request for specific book of their need. It will be acquired by the library efficiently.

6.1.2 Periodicals- Library consists of reputed, scholarly journals. They have:

- v) International Journals
- vi) National Journal

6.1.3 Some Journals under the following International Membership:

- I. American Economic Association
- II. American Society for Public Administration
- III. Institute for Fiscal Studies
- IV. International Institute of Public Finance

6.1.4 Some Journals under the following Online Databases:

- I. Science Direct: Economics, Econometrics & Finance Bundle
- II. OUP Online Economic Journal Bundle Collection
- III. JSTOR (Business Collection I & II)

IV. Econlit with full text version

6.1.5 Working Papers- This library also has:

- I. NIPFP Working Papers
- II. Other Working Papers (IMF etc.)

6.1.6 IMF Depository Collection

This Library contains publications received from International Monetary Fund (IMF)

6.1.7 E- RESOURCES- Apart from print, this library has a good collection of e-databases like:

- I. Oxford Online Economic Journal Bundle Collection
- II. JSTOR (Business Collection I & II)
- III. Elsevier:
- IV. Science Direct Journals: Economics,
- V. Econometric and Finance Subject Bundle
- VI. Econlit with Full Text
- VII. OECD Taxation library, OECD Economics library, OECD Governance library
- VIII. IBFD Electronic Online
- IX. IMF e-library
- X. Strata Journal
- XI. EPWRF India Time Series
- XII. CEPR (Discussion Paper)
- XIII. International Taxation
- XIV. (under DEA Project)
- XV. CMIE: Economic Outlook, CMIE: Prowess IQ, CMIE: Capex

7. LIBRARY SERVICES AND FACILITIES

7.1 Article Alert Service:

This bulletin includes 6 selective newspapers which are: Business Line, Business Standard, Economic Times, Financial Express, The Hindu & Mint as well as newspaper columns by NIPFP Library faculty members. The aim of its compilation is to update the users about public finance and public economics related articles published in the above newspapers.

7.2 Article Alert Service (Union Budget - Pre & Post views):

This bulletin is released during the Union Budget session every year. The main motive of this service

is to update the users with Pre & Post Budget views which are received from the prominent policy-makers, senior consultants and researchers etc.

This compilation includes 6 selective newspapers which are; Business Line, Business Standard, Economic Times, Financial Express, The Hindu & Mint as well as other newspapers in which NIPFP Library faculty members express their views. The arrangement of the clippings has been done according to bibliography of authors-wise in alphabetical order. This bulletin has the edited full text and it has been arranged serial number wise. Besides, to make this service user friendly, corresponding web-links are also given accordingly.

7.3 Current Awareness Service:

This bulletin includes the latest addition of books/reports and other serial publications, whenever received in the library. This compilation also contains the subject area and brief description of the new documents.

7.4 Newspaper Clippings Service:

This service includes latest articles, views of NIPFP Library faculty members which are published in the newspapers on regular basis. A scan copy of the same as well as its proper link is sent to the concerned faculty member along with all faculty staff through e-mail.

7.5 Reprographic Service

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

7.6 Bibliographic Service

Bibliographic services are a core element of the research endeavor. They provide tools in the form of catalogs, indexes & abstracts, and web pages that link their users to the materials they want.

7.7 Resource Sharing

Inter-library loan facility for faculty and research scholars

7.8 Reading Hall

They have well-furnished spacious reading hall with enough seating capacity. The ambience is very

nice & befitting for faculty and research scholars and other reading activities. It is well illuminated by natural light & totally equipped with day night power supply availability.

7.9 Wi-Fi facility

Free Wi-Fi facility is also available for the users. The Wi-Fi network is strong which helps in efficient online searching and browsing articles and databases.

8. ACQUISITION SECTION

The task of building up a collection of documents is entrusted to the acquisition section of a library, which functions on the basis of the aims and objectives of the library and is in tune with the general scope of the activities and services of the library. 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. In the actual operation of these different functions, a number of records, registers, and files have to be designed, created, maintained and handled.

The objective of Acquisition Department is to build up information resources in conformity with the objectives of the parent institution on the one hand, and that which is suitable to the differential information requirements of the different users on the other. The documents in the library can either be acquired by Purchase from validated source, through Gift or as Donations. (<https://egyankosh.ac.in/bitstream/123456789/33063/1/Unit-7.pdf>).

8.1 NIPFP library Acquisition section:

The Acquisition section of NIPFP library is responsible for selection, procurement and accessioning of both books and electronic resources. Checking invoice, processing bills and maintaining such records are also done by this section. They use both traditional method (of using accession register) and modern method (LIBSYS) to maintain all the records of acquisition section.

Following are three major methods by which this library purchases its documents:

8.1.1. Single Purchase

The librarian can directly make a single purchase by taking permission of Library Committee Chairman.

8.1.2. Bulk Purchase

For bulk purchase of resources, the library committee will take decision in the meeting.

8.1.3. Standing Order Procurement

Standing order procurement of books such as government reports, subject specific collection i.e. income reports, etc. is made by the approval of chairman.

8.2 What we learnt:

In the Acquisition section of this library, we worked in a group. We were first taught about the acquisition module of LIBSYS software manually because LIBSYS software is not working due to technical reason. We were taught how to enter details of books to be procured, how to update the details and how to proceed for approval process and placing of Order. We also learnt how to maintain necessary records in accession register. We learnt about approving invoices and bills under the supervision of Mrs. Manju Thakur.

9. TECHNICAL SECTION

The newly acquired books are prepared for library use in technical section. For this purpose, these are classified, catalogued, entries filed in library catalogue and books shelved on display racks or in the stacks. (<https://www.nios.ac.in/media/documents/SrSecLibrary/LCh-015A.pdf>).

In the technical section of NIPFP library, classification is done manually while cataloguing is done through LIBSYS management software. The DDC scheme of classification is used for classifying the documents of this library while cataloguing is done using LIBSYS software. After classification and cataloguing, barcode labels are printed and pasted on the documents, book cards are prepared and books are stamped. Finally, books are put on shelves for use.

9.1. What we learnt:

In the technical section of NIPFP library, we learnt about classification, cataloguing and other technical processes being employed by this library. Cataloguing is done by cataloguing module of LIBSYS, but we were taught manually.

10. CIRCULATION SECTION

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 of the library.
(<https://egyankosh.ac.in/bitstream/123456789/59869/1/Circulation%20Services.pdf>)

10.1 NIPFP library circulation section

The Circulation desk of NIPFP library is present on the left side as soon as one enters the library. For circulation services, Circulation module of LIBSYS software is used in this library. Some key points of circulation section are:

10.2 Library Hours

Monday to Friday: 09:00AM to 05:30PM Saturday: 09:30AM to 04:30PM

For External Users: Monday to Friday: 09:00AM to 05:30PM

10.3 Property Counter

All personal belongings, except money, purse, mobile and notebook must be deposited at the property counter of the library which is present on the right-hand side as soon as one enters the library.

10.4 Library Membership

10.4.1 Only NIPFP Library faculty and staff is allowed to access borrowing facility of the library.

10.4.2 Members are given a Barcode Identity Card-cum-Library Card. This card is not transferable.

10.4.3 NIPFP library is open to researchers, staff of governmental organizations, government officials, employees, students, teachers, consultants and policy-makers working in the area of Economics, Taxation, Public Finance, Energy, Environment, and Sustainable Development. An authority letter from their Competent Authority is required to be eligible to use the NIPFP Library.

10.5 Lost Card

If the card is lost or damaged, user have to report immediately to the Librarian. A duplicate barcoded card can be issued @ Rs.200/-.

10.6 Open Access System

NIPFP Library follows an open-access system of books and other materials taken from the stacks should not be re-shelved by the readers. These should be left on the tables reserved for this purpose.

10.7 Entitlement of borrowing of resources

Sr. No.	For Circulation	No. of Book/Report	Loan Period	No. of Bound Journals	Loan Period	No. of CD	Loan Period
1	Academic Permanent Staff	16	2 months	3	3 days	01	Overnight
2	Academic Temporary Staff (One Year Duration)	08	2 months	1	3 days	01	Overnight
3	Academic Temporary Staff (Six Month Duration)	03	2 months	1	3 days	01	Overnight
4	Non-Academic Permanent Staff	05	2 months	--	--	--	--
5	Non-Academic Temporary staff	03	2 months	--	--	--	--

Table 2- Entitlement of borrowing of resources

10.8 Circulation Rules

- I. Issuing and borrowing facility is available for regular/temporary staff of NIPFP Library.
- II. Borrowers can get the book(s) reissued on or before the due date, if required.
- III. Reference books and loose journals can be borrowed on loan for overnight only.
- IV. Any issue of the loose journal will be issued only after 4.00 PM and returned next day by 10.00 AM.
- V. NIPFP Library follows an open access system of books and other materials taken from the stacks should not be re-shelved by the readers. These should be left on the tables reserved for this purpose. Please remember that a book misplaced is a book lost.
- VI. Borrowers can get the book(s) reissued on or before the due date, if required.
- VII. No reader shall take a book or journal or any other material out of the library without having it properly issued.
- VIII. All books should be returned to the library before going on long leave (i.e. for a month or so) and on official tour etc.
- IX. The computers which are kept in the library to search the Online Public Access Catalogue (OPAC) and retrieve the data from online databases, only those are to be used for academic purpose.
- X. Online chatting/dating, playing games, browsing of social networking sites is strictly prohibited.
- XI. Changing the settings and display of the computers in the library is not permitted. Readers should also not remove/unplug computer cables/connections, network cables and other peripherals/ accessories in the library.
- XII. The Electronic Resources available in NIPFP Library are governed by license agreements. Each user is responsible for ensuring that he or she uses these products only for non- commercial, educational, scholarly or research use without systematically downloading and distributing the portions of information.

10.9 Renewal

The renewal system of the documents is not automatic therefore the books and journals may be reissued at the library counter, if not required by other users.

If a book is required for a longer period, it can be reissued for further period with a prior approval from the Librarian, if there is no demand for it.

10.10 Inter library loan

Inter-Library Loan facilities shall be provided to the users on demand through the document delivery service of DELNET, New Delhi.

10.11 Reference and Information Services

Reference and Information Services would be provided to the users on demand.

10.12 Clearance service

If any faculty member/researcher is going to leave NIPFP Library, they will be required to return all library books etc. along with library card. Only after receiving all the books and library card in the library, a Clearance Certificate will be given to the concerned member.

10.13 Charging of overdue/fines

A fine of INR 1/- per day will be charged on per overdue document i.e. Books/Bound Journals/Loose Journals etc. The amount of fine recovered from the members will be deposited to the Accounts Section with an intimation to the concerned member.

In case the faculty members/researchers want to waive off their fine on overdue documents, in special cases, a separate approval is to be obtained from the Chairman, Library Committee.

10.14 Damage and loss of library documents

- I. Readers should not deface, mark, cut, or mutilate the reading material in any manner.
- II. Readers will be solely responsible for any damage caused by them to the documents
- III. Readers should check the books before borrowing that these are not damaged. If a book is found to be damaged or certain pages are missing, the borrower should get this statement recorded on the book, otherwise he/she shall be held responsible for the damage, discovered at the time of returning the books.
- IV. In case of lost or damaged of single Book/Bound Journal/Loose Journal/ Magazine by the borrower, the individual shall replace the same along with fine, if due. In case replacement is not possible, cost of the lost item will be charged.
- V. In case of lost or damaged of any volume from a multi-volume set of Book/Journal, the individual shall replace the same. In case replacement is not possible, cost of the whole volume set will be charged.

- VI. In case of lost or damaged of any Government publication on complimentary basis such as; Budget Documents; Finance Accounts, Appropriation Accounts, Annual Report, Detailed Demands for Grants, Outcome Budget and other Reports etc., the individual shall replace the same. In case replacement is not possible, cost of photocopy, binding work, etc. will be charged.
- VII. In case of lost or damaged of any CD which is being received from Indian/Foreign publishers, Government Data Agencies etc., the individual shall replace the same. In case replacement is not possible, cost of the CD will be charged.
- VIII. If the replacement copy of the lost or damaged Book/Bound Journal, a volume or multivolume set, Government publications, CDs are arranged either by the library or user or user pay the cost of the lost or damaged item so in all cases a processing charges of Rs.100/- will be charged from the user.

10.15 Reprography Facility

1. If external users want any pages of the document to be photocopied, he/she should contact the Reference Desk. The charges of photocopy will be @ INR 1/- per page. Some items in the library cannot be copied because of copyright laws, poor condition, or donor restrictions.
2. If external users want any material to be printed, he/she should contact the Reference Desk. The charges of printing will be @ INR 5/- per page & @ INR 10/- per page for black & white and colour printing respectively.
3. External users are not allowed to refer the documents in stack area at first & second floor of the library. If any document is required to be used, may kindly contact the Reference Desk.

10.16 What we learnt:

In the Circulation section we learnt how to issue books to the users, return and also renew them but because of some technical issues they taught us manually under the guidance of Mr. Rajan Dhaka.

11 PERIODICAL SECTION

Periodicals Section collects and organizes a number of periodical publications (such as, a journal, magazine, newspaper). A periodical publication (serial publication) is published in continuity and with predefined periodicity (such as, daily, weekly, fortnightly, monthly etc.). A library first receives the current issues of the volume of a periodical publication. Later on, the completed volumes may be bound together and shelved in the Periodicals Section. The current issues are displayed in specially

designed Periodical Racks.

(<https://www.nios.ac.in/media/documents/SrSecLibrary/LCh-015A.pdf>).

11.1 Periodical section of NIPFP library

The Periodical section of NIPFP library consists of a number of print and electronic journals. They have reputed national and international journals in various fields of Economics. The old journals are bound together while the new, latest and current issue of journals are displayed on the periodical racks near the main reading area.

11.2 What we learnt:

In the periodical section of this library, we learnt about different scholarly journals in the field of Economics. We also prepared a list of journals in which we mentioned the names of journals, their Country of origin and subject coverage for specificity and ease in use of these resources by the users quickly. We also made a list of accession number of old bound journals of the second floor. We also saw Kardex File System used for maintaining records of periodicals and tried to understand its entries and uses under the guidance of Mrs. Azad Kaur.

12 MAINTENANCE SECTION

Maintenance work is the backbone of any object, structure, organization, institution and so much so, in a library also. In a library, Maintenance Section is responsible for jobs such as organization of collection, shelving and re-shelving, dusting and cleaning, mending and binding, weeding and stock verification. Much of the work done in Maintenance Section is behind the scenes which helps to keep the collection live and presentable for maximum use.

(<https://www.nios.ac.in/media/documents/SrSecLibrary/LCh-015A.pdf>).

12.1 Maintenance Section of NIPFP Library

The maintenance section of this library employee's practices like shelving of books and journals, dusting and cleaning of the documents, re-shelving, and stock verification done every 5 years. Old newspapers are stacked and journals are bound together and stored on the second floor.

12.2 What we learnt:

We learnt how to shelve books and journals after they were returned by the users. We also prepared

list of books of first floor books according to their call numbers. We also arranged working papers of first and second floor according to their accession numbers. Every day we used to place newspapers in their designated stacks both upon coming to the library and before leaving the library in the evening.

13. Others things that we learnt:

Apart from these, we also learnt how to make newspaper clipping and how to provide SDI service to the users. Selective dissemination of information or SDI represents an important value-added service because it is the means by which librarians can keep users informed about the latest literature on topics of specified interest, thus helping them keep on top of the so-called information explosion – indeed, it is a service by which librarians themselves can keep up to date. An SDI service is greatly facilitated by computerization. We also searched online databases of this library and tried to analyze them, their pros and cons and compare them to see what kind of information is best given by which database. Then such information can be relayed to the users as and when required.

We also learned about the CAS services, which are one of the services the NIPFP library provides to the user. We prepared an assignment on CAS (Current Awareness Services) and submitted it to Dr. Sonam Singh. They mainly provide this type of service. 1. Current content service 2. Newspaper clipping service 3. An article alert service; and 4. A book alert service. We learned about how to make this & provide an effective service to the library by means of CAS, as this service is useful for users as users does not go into depth and user-interest information is easily available to them.

14. CONCLUSION

NIPFP library is a special research and reference library. It has a unique and rare collection of resources in the area of public economies and government publications, as well as it is equipped with modern facilities and automated environment. The library has a well-planned architecture and has a good ambience. It has proper lighting, comfortable chairs, fire extinguishers and water sprinklers in case of emergency.

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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