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## INTERNSHIP REPORT

# ABOUT

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# INTERNSHIP WORK REPORT ON GANDHI BHAWAN LIBRARY

## PROJECT

*Submitted to the Department of Library and Information Science, University of Delhi in partial fulfilments 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 Sciences*

2023 – 2024

**Submitted By**

**SAFKAT ALI**

**Roll No**

**DLISB2305**

**0**

**Supervisor**

**Prof. MEERA**



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

## **ACKNOWLEDGEMENTS**

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**Safkat ali**

# **PREFACE**

## **LIBRARIANSHIP**

A profession is a body of practitioners, X who undertake and undergo specialized training and studies to practice their skills in the service of the society.

Librarianship is a people's profession. A librarian's job is to connect people with the information they are seeking in whatever format it is available. All library related jobs have one central purpose, i.e., to help people access and use information. It can be for education, work, or for pleasure. In all library roles, user services and communication skills are important. Libraries of all kinds are keen to demonstrate their value to as wide an audience as possible. Librarians select materials, organize those materials and help people to use them effectively. Many librarians are seen by users working on library counter. But a great majority of them work behind the scenes in technical support and acquisitions in administration. Although librarians traditionally worked with printed resources, they have kept up with ever evolving technology. Now they work with electronic resources that include the Internet, computerized databases and e books. Present day librarians are also referred to as information professionals.

## **NEED FOR A PRACTICAL LIBRARIANSHIP**

1. Librarians Champion Literacy - Librarians know the value of reading for fun. They get to know their "regulars" and their interests. They know which books kids read, so it is easy for them to make suggestions for new material. And they schedule guest readers and in-school reading challenges to encourage avid and reluctant readers alike.
2. Librarians Personalize Recommendations - Part of the job of a librarian is keeping up with new releases. They know what's new and can predict what will be popular. Librarians know what kids are reading and what is appropriate for each age and reading level. They encourage individual students to grow by suggesting new works tailored to their interests, thereby encouraging more reading.

3. Librarians Keep Up with the Times - Despite the fact that the ways we research change almost daily, librarians keep up. They demystify reference books and help find the best online databases to meet everyone's needs. They search for new acquisitions and are proficient at researching online and in print. Students, teachers, and even administrators need current information. Librarians are important because they keep one step ahead.
4. Librarians Find an Answer, No Matter the Question - Whether the information is online, in reference books, or in the stacks, librarians know where to look. They keep up with the latest publications and are familiar with all types of databases. If they don't have the answer right away, they know where to find it.
5. Librarians Guide and Advise Teachers and Staff - Teachers often don't have time to read reviews to find appropriate books for their students. Librarians know which books are popular and can suggest a good book to tie in with a specific topic. Since internet research is part of their wheelhouse, they can suggest websites and databases to go to for specific information, allowing teachers to do more teaching and less researching.
6. Librarians are Important Defenders of the Truth - Librarians are on the front line in the fight against fake news and plagiarism. Students need help navigating the online world. In a day where anyone can set up a website and publish "news," deciphering which sources are worthy is important. Librarians help others separate the fact from the fiction and promote the value of the written word. Teaching and reinforcing these lessons is part of their daily job.

## **INTERNSHIP**

An internship is an official program offered by organizations to help train and provide work experience to students and recent graduates. The concept of working as an intern began a long time ago but has drastically evolved over the years. Internships first started as a laborer who would take on young individuals and teach them their art or trade. In exchange for being taught a skill, the trainee would agree to work for the labourer for a specific time. Even then, the purpose of an internship or rather an apprenticeship was to gain new skills to be able to obtain future work.

## **NEED AND IMPORTANT**

- Internships provide exposure to the real world - Unfortunately, in today's job market, passing exams with high scores and getting a degree doesn't offer the

much-needed work experience, you will need to succeed in a workspace. By partaking in an internship, you will be able to gain real-life exposure, grow your knowledge and determine if you are in the right career field. Internships not only provide you with the first-hand experience in the real working world but also enable you to understand the career trajectory for your desired job title. You can learn how to apply the knowledge you have acquired during an internship to your future workplaces.

- Internships give you a platform to establish critical networking connections - Networking is the exchange of information between individuals to form acquaintances and relationships to further their professional career. An internship is an experiential learning opportunity that offers an invaluable chance for students to network and build crucial professional connections before they even graduate.
- Internships allow you to learn more about yourself - You may start as an intern in a specific field. But the more you explore it, the more you will discover about it. Every industry has its pros and cons. Working in a real-world environment will help you understand the depths of your field and will help you determine whether it is a career you wish to pursue in the future.
- Internships equip you with more than just technical skills - When you are working as a professional for an organisation, business and technical knowledge are not the only things that the industry demands. You need people skills as well – because no matter how good you are, you won't stand a chance of succeeding in any profession unless you develop a collaborative work ethic and learn to be a team player.



The report of internship program at **Gandhi bhawan library** and it's various functions sections is grouped under these chapters.

1. Acquisition
2. Technical
3. Reference
4. Periodicals
5. Photography
6. Manuscripts
7. Preservation

In the paper B-111 the practical training is given to the students with an opportunity to physically visit a library and spend one month in learning the functions of different Sections of library and gain practical understanding, learning and experience. Such practical exercise gives exposure and confidence to the students.

With the help of this paper we all learned the work of different sections viz. Acquisition section, Processing section, periodical section, etc. And also learned the important skills of librarianship with comprehensive coverage of library functions and activities.

List of Abbreviations and acronyms used:

AACR :- Anglo American catalogue rules

CAD :- Computer Applications Division

CC :- Colon classification

CCTV :- Closed Circuit Television.

DDC :- Dewey decimal classification

GBL :-Gandhi bhawan library

ICT :- Information Comunication technology

ISBN :- International Serial Book Number

OPEC :- Online Public Access Catalogue

## **Contents**

1. Acknowledgement
2. Preface
3. List of abbreviations and acronyms used
4. About the institution
5. About the library
6. Reference Section
7. Photography Section
8. Preservation Section
9. Periodicals Section
10. Technical Section
11. Acquisition Section
12. Reprography Section

## **ABOUT THE INSTITUTION**

Gandhi bhawan is located in North campus of Delhi University Chhatra Marg near University stadium  
This was established in the memory of Gandhi there are some course given by Gandhi bhawan.  
For example y9ga and meditation, steno course and etc.

Director of Gandhi bhawan is Prof. K P SINGH (professor of library and information science) he is also written some books

### **Contact details**

**Phone : 27666243**

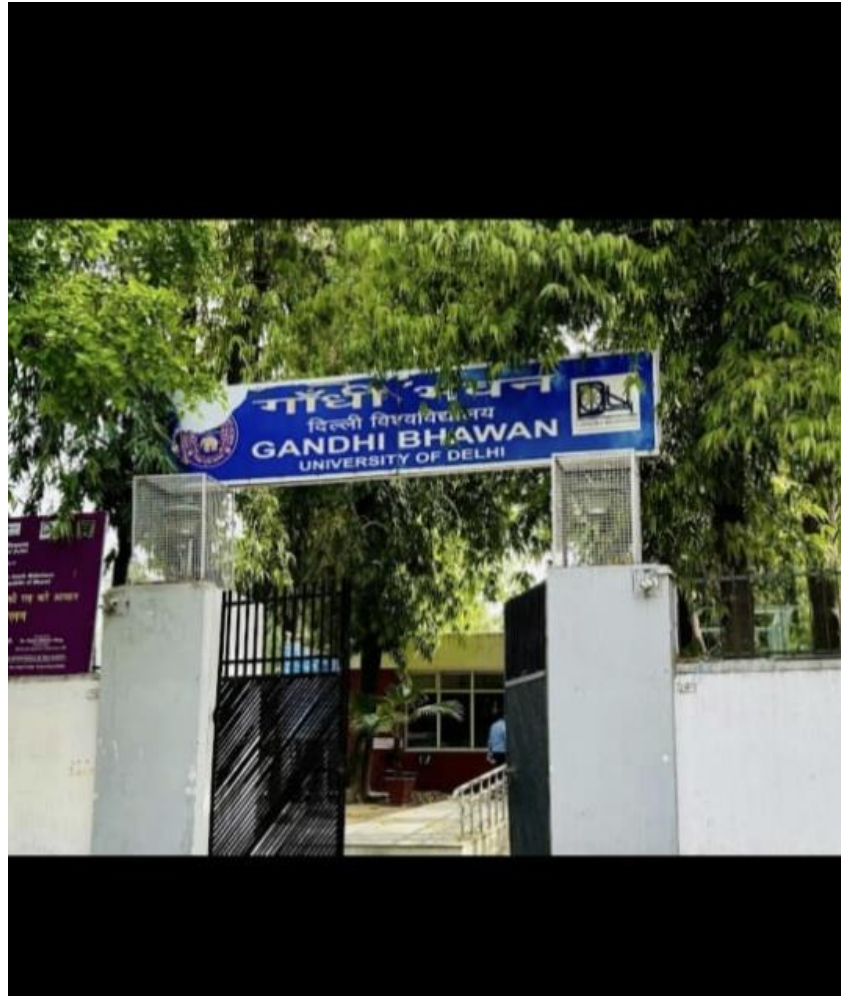
**Email : [gandhibhawan@du.ac.in](mailto:gandhibhawan@du.ac.in)**

### **TIMING OF GANDHI BHAWAN**

Gandhi is open 5 days in a weak other than Sunday, Saturday and other gusseted day

10:00 AM to 5:00 PM







## **ABOUT THE GANDHI BHAWAN LIBRARY**

Gandhi Bhawan library is located in Gandhi Bhawan Gandhi Bhawan32, Chhatra Marg, Delhi University, North campus. director of Gandhi bhawan is Prof. **K P Singh** Gandhi bhawan library was set-up by K P Singh who is director if Gandhi bhawan librarian of Gandhi bhawan library is Mr.

### **WORKING HOURS**

The Library remains open five days a week other than Sunday, Saturday and gusseted holidays

Timing of Gandhi bhawan library is 10 :00 to 5:00 on working days

### **Contact Details**

Phone : 27666243

Email : [gandhibhawan@du.ac.in](mailto:gandhibhawan@du.ac.in)









### **Classification use in Gandhi bhawan library**

- **Classification system** – The Dewey Decimal Classification (DDC) is being followed for assigning the classification numbers and widely used metadata standards and rules for creating effective metadata to help users to find the library collection effectively through Web OPAC. Also for few books and documents Local variation i.e. combination DDC + Collin Classification Scheme is used for better and easy access in the library
- **Cataloguing standards** – AACR Cataloguing is being used in the GBL . Now with the latest technology KOHA is used for computerized cataloguing.

### **COLLECTIONS AND RESOURCES OF GANDHI BHAWAN LIBRARY**

The library has access to over 4500 resources which is combined by books , journal, manuscripts etc.

- Books
- Bound Volumes (Journals)
- Print Journals
- News Papers
- Thesis & Dissertations
- Special collection
- Gift
- Annual report
- Encyclopedias

## **INFORMATION TECHNOLOGY OF GANDHI BHAWAN LIBRARY**

Computer Applications Division (CAD) is the heart of Central Library for its innovative Integrated Automated Services. The division is responsible for managing the Integrated Library Management System using KOHA, Institutional Repository based on the latest , Servers and Networking Management and overall, the Library Website and services through it. The division provides support to all the sections of the **GBL** different departments of the Libraries for providing and customizing different types of Library Resources, Services and Products using different state of the art innovative systems and services.

The Wi-Fi facilities is also available in the library.

### **Software**

- **KOHA** – GBL is using this software for purposes of making catalogue cards and search the documents of the library through the OPAC search
- **MS EXCEL** – Is use to make entries of books and other documents of the library according to language of documents and their subjects in **excel** we enters the author, editor, title, accession no, **ISBN** and etc.
- **OPAC (Online Public Access Catalogue)** - The Library's Online Public Access Catalogue (OPAC) can be accessed on Intranet and Internet to search all the records available in the GBL database through a web-based search interface. The OPAC can be searched by author, title, subject, keywords,

classified number, publisher, etc. The OPAC also provides information about new arrivals of journals/books, etc. in the Library.

#### DIFFERENT SECTIONS OF GBL

The GBL Library is very well managed , section are divided and properly maintained by all the staff members. Some of the main and functional sections which help in proper functioning of the library include

1. Acquisition Section
2. Circulation Section
3. Serial Section
4. Maintenance Section
5. Technical Section
6. Reference Section
7. Reprographic,
8. Research Support Service

#### Services of Gandhi bhawan library

1. Reading hall service
2. Air conditioning environment
3. No disturbance
4. ICT use for library automation
5. Printing or reprographic service provided
6. CCTV Camera facilities
7. Stacking system is well maintained there is about 50 Plus stacks in library
8. Internship provided to students to make them aware about how to work in library

## **REFERENCE SECTION**

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

## **CIRCULATION SECTION**

The circulation area is considered the most important area in the library, as it is the section where the readers come in direct contact with library personnel and facilities. Functions of the Circulation Section.

1. To provide books and other; leading material required by the readers.
2. To provide whenever possible, suitable documents if derived, books or books we not available.
3. To introduce appropriate books to the users.

To guide leaders in the use of cataloguing as the key to resources of the library and in the selection of books.

It's a special library so the users are very limited in numbers.

## **PERIODICALS SECTION**

Periodicals section is the place where needed information could be found in Journals magazine newspapers and other serials literature collection. A periodical is anything that comes out with regular issues .A daily newspaper, weekly news magazines, a monthly journal and world book series are all

examples of periodicals. Some periodicals are published in ways that make them more valuable to scholars. At library, there are 100 + periodicals including Newspapers.

## **PRESERVATION SECTION**

In library and archival science, preservation is a set of preventive conservation activities aimed at prolonging the life of a record, book, or object while making as few changes as possible.

Preservation activities vary widely and may include monitoring the condition of items, maintaining the temperature and humidity in collection storage areas, writing a plan in case of emergencies, digitizing items, writing relevant metadata, and increasing accessibility.

Preventive conservation is occasionally used interchangeably with preservation, particularly outside the professional literature.

When practicing preservation, one has several factors to consider in order to properly preserve a record:

- 1) the storage environment of the record,
- 2) the criteria to determine when preservation is necessary,
- 3) what the standard preservation practices are for that particular institution,
- 4) research and testing, and
- 5) if any vendor services will be needed for further preservation and potentially conservation.

## **Technical Section**

Technical Processing Section plays a key role to function the library. It makes a bridge between the acquisition of documents to the Circulation. The Technical Processing Section of Central Library also plays a vital role to run the functioning of this library services smoothly.

The technical processing work consists of classification and cataloguing of documents in accordance with a carefully chosen scheme of classification and code for cataloguing and also in keeping with the requirements of the internal and external forms of the catalogue decided for the library. This is also to be in tune with the classification and cataloguing policy of the library to suit its local conditions and requirements. Physical processing work involves setting up routines for giving each document ownership marks of the library as well as affixing to the documents the various stationery needed for their circulation control. The work flow of the different functions are planned and laid out to achieve maximum productivity. The necessary forms, registers and records are carefully designed to maintain speed and efficiency in work. With the introduction of computers, many of the operations of a library are amenable for computer operations. The trend has already set in and will take firm roots in the near future.

The distinctive work of the Technical Section is to be planned with reference to the following factors:

- Classification
- Cataloguing
- Binding
- Classification and cataloguing codes

In the contest of the planning of the Technical Section, it is necessary to take certain decisions.

These relate to:

### **TECHNICAL PROCESSING IN GBL**

- Classification of books following DDC 21st edition and take book no. from CC using local variation. Before consult DDC, we check our database and provide the earlier class number in case of same title if found.
- Preparing / Update Database using Koha software.
- Generating Bar-Code using Koha software.
- Classify books as Technical, Management, Science and Reference etc.
- Update database for the classified books also for Binding, Lost Books etc. Stamping and labeling barcode, spine-label.
- Send all books for Circulation to the users.

### **Classification used in GBL**

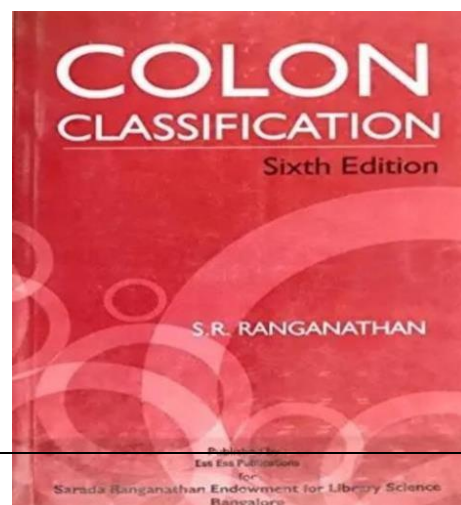
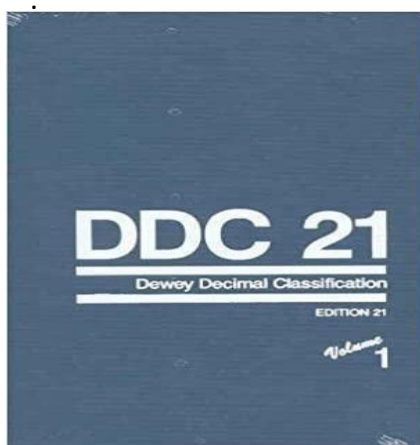
- GBL is using KOHA for making catalogue cards
- GBL is using CC and DDC for classification of books and other documents.
- catalogue cards are created according to AACR
- MS EXCEL entries are done by us



## Cataloguing Work

The objective of the catalogue is to provide nodes tool that give information about all documents available in a library. The catalogue must be designed to meet the different approaches that readers may make to documents. Readers may seek a document either through its subject or author or tide or series or any of its collaborators like translator, compiler, editor, etc. To meet this multiple approach the catalogue has to enter and describe one and the same book under each of its possible search names or headings. This multiple entry method is the basic feature of modem library cataloguing. Cataloguing work, therefore, consists of making the necessary catalogue entries for each document. These entries may belong to different types, each having its own specific function, to perform in the catalogue. Every such entry is to be made in strict conformity with the rules prescribed in the catalogue code in use. The nature and content of each type of entry may also be influenced by the physical and internal forms of the catalogue. The work of the cataloguer also includes certain jobs other than making catalogue entries, like writing of the Shelf-list Card and the Book Card. These are necessary to complete the technical processing of a document. The whole procedure involved in cataloguing work can be outlined as follows:

- Assigning of appropriate Subject Headings
- Preparation of the Main Entry
- Preparation of the Added Entries
- Writing the Tracing
- Writing the Shelf-list Card Technical Processing
- Writing the Book Card



I worked for 1 month in the technical section with my partner **Sartaj Hussain** and **Hera Praveen** the head of this section.

Mrs. **Meera ma'am** with Mr. **K P Singh** helped us to learn about this section.

Introduction of the section and basics of DDC and the way of classifying books in

**GBL**

**Day 1**

- 1) How to classify books by reading the first few pages of the book as **GBL** is a special library and they use local variation with DDC and CC to classify the books.

**Day 2 and day 3**

### **SEGREGATION OF BOOKS**

The practice of separating books and resources by age, genre, language, or subject matter, has been a longstanding tradition in many libraries. While segregation can facilitate access and organization, it also raises important questions about diversity, inclusion, and social barriers. On the one hand, segregation can be beneficial. Children's sections, for example, provide a safe and welcoming space for young readers. Similarly, separating fiction and non-fiction books by genre can help patrons find related materials more easily. Segregation can also facilitate targeted services and programming for specific age groups or communities. On the other hand, segregation can have negative consequences. It can limit users' exposure to diverse perspectives and reinforce social and cultural barriers. For instance, separating books by language may inadvertently marginalize non-English speaking communities. Moreover, segregation can lead to censorship and exclusion, perpetuating harmful stereotypes and biases. Libraries play a crucial role in promoting diversity and inclusion. By intentionally curating diverse collections and programming, libraries can foster empathy, understanding, and social cohesion. Integrating materials and services, rather than segregating them, can help break down barriers and promote a culture of inclusivity. Library segregation is a complex issue with both benefits and drawbacks. While it can facilitate access and organization, it also risks reinforcing social barriers. Libraries must strive to strike a balance between segregation and integration, promoting diversity, inclusion, and social justice for all users.

### **Gandhi Bhawan Library Segregation**

During my time at Gandhi Bhawan Library, I had the opportunity to work on a significant project – library Segregation. The goal was to organize the library's vast collection into categorized sections, making it easier for patrons to locate books and resources. Through careful planning and execution, I successfully segregated the library's collection into distinct sections. Based on age, genre, language, and subject matter. This involved categorizing fiction and non-fiction books, separating children's and young adult literature, and creating dedicated sections for languages and specialized subjects. The project required meticulous attention to detail, as I had to ensure that each book was properly labeled and shelved in its appropriate section. I also worked closely with library staff to ensure a

smooth transition. And minimize disruptions to patrons. The outcome of this project was a more organized and user-friendly library environment. Patrons can now easily locate books and resources, and staff can more efficiently assist users and maintain the collection. This project has not only improved the overall library experience but also enhanced the library's role as a valuable resource for the Community.

- 1) Segregation of books and other documents so it can be easy to make entries of all books in easy way in excel

### **dusting of documents**

books are very important source of information we can get all the historical information from the books so we need to protect the books from the damage that's why we need to cleaning of books from the damage and we go through the dusting of documents and we complete this very carefully we continue this process for two days

#### Day 4

- 1) Entries of documents done by us we do the entries of books which are belongs to specific subjects while other members of our groups doing entities of on Gandhi and all the books written by Gandhi
- 2) 4<sup>th</sup> day we only do about 60 entries

#### Day 5

- 1) Entries are done in **MS Excel** and we do about 70 plus entries on our 5<sup>th</sup> day

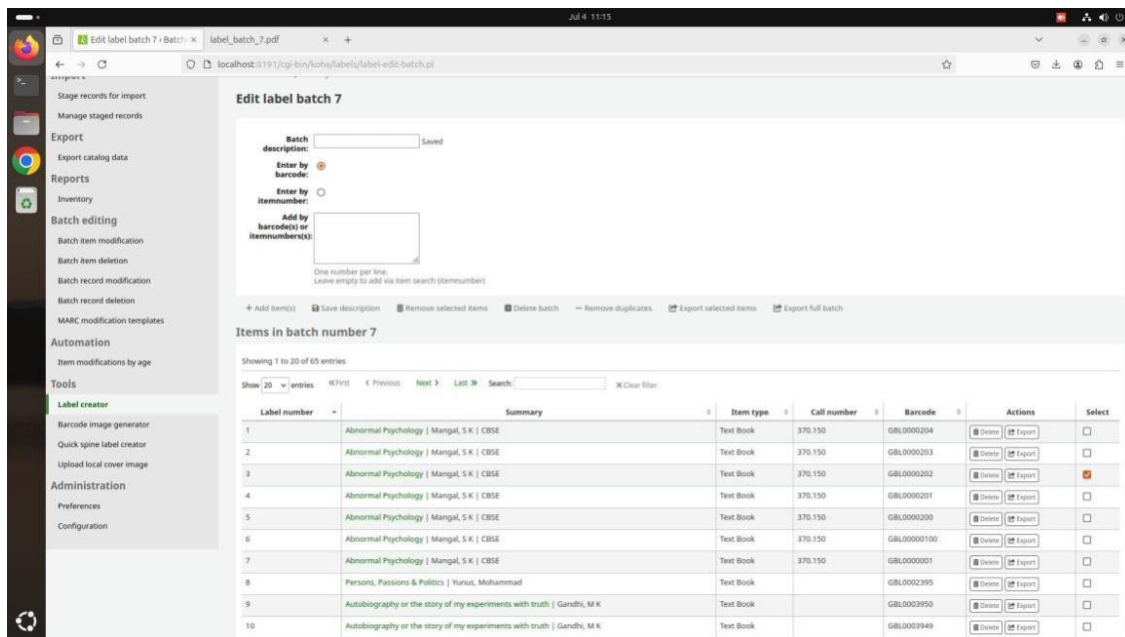
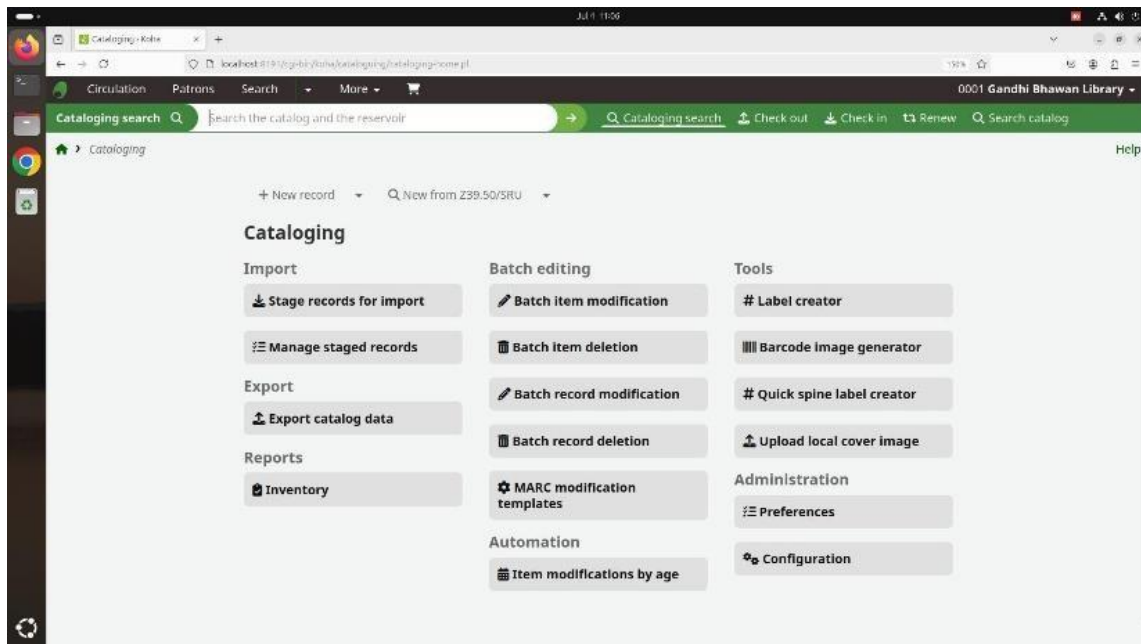
#### Day 6

- 1) Praveen sir came to tells about the KOHA and teach about KOHA how can we make entries in KOHA

The screenshot displays the KOHA library management system interface. The main content area shows the details for the book 'Encyclopedia Of Yoga For Common Diseases'. The title is prominently displayed, followed by the author 'By K.M. Kumar' and the publisher 'Public Health and Family Welfare Corporation 2011'. The description lists the book's structure: 'Description: Vol. 1-433p volume 1 of, 444770p volume 2 of, 376-1136p volume 3 of, 1129-1323p volume 4 of, 152-1493p volume 5 of, 196-2422p volume 6'. The ISBN is 9781760707182, and the author is listed as 'Kumar, K. Yog'. The MARC printing is 'Shree' and the MARC framework is 'Default'.

Below the details, there is a 'Holdings' section with a table listing the different volumes of the book. The table has columns for Item type, Current library, Home library, Call number, Serial enumeration / chronology, Status, Last seen, Date accessioned, Date not borrowed, Barcode, and Public notes. There are five rows, each representing a different volume of the encyclopedia.

Item type	Current library	Home library	Call number	Serial enumeration / chronology	Status	Last seen	Date accessioned	Date not borrowed	Barcode	Public notes
Reference Book	Gandhi Bhawan Library	Gandhi Bhawan Library		Volume 1: Heart Disease, Diabetes, Asthma, Arthritis and others	Not for loan	01/15/2024 14:12	01/15/2024		01.004014	56,9000 (acc volume set)
Reference Book	Gandhi Bhawan Library	Gandhi Bhawan Library		Volume 2: Skin Diseases, Hypertension, Obesity and Headache	Not for loan	01/14/2024 14:33	01/14/2024		01.004014	56,9000 (acc volume set)
Reference Book	Gandhi Bhawan Library	Gandhi Bhawan Library		Volume 3: Asthma (Asthma), Constipation and Stroke	Not for loan	01/15/2024 14:22	01/15/2024		01.004014	56,9000 (acc volume set)
Reference Book	Gandhi Bhawan Library	Gandhi Bhawan Library		Volume 4: Depression, Venous and Impotency	Not for loan	01/15/2024 14:33	01/15/2024		01.004014	56,9000 (acc volume set)
Reference Book	Gandhi Bhawan Library	Gandhi Bhawan Library		Volume 5: Herbs by Ayurvedic, Herbal, Eastern and AYI Diseases	Not for loan	01/14/2024 14:33	01/14/2024		01.004014	56,9000 (acc volume set)



- 2) And we practice on KOHA to learn how can we make catalogue cards in KOHA
- 3) And we also do some entries in KOHA

**DAY 7**

- 1) We continue to do over entries in Excel and we completed about 60 plus entries

**Day 8**

- 1) We done about 94 entries and out the books according to their subjects which they belongs

**Day 9**

- 1) We done about 95 entries of books

**Day 10**

- 1) We did about 80 books entries of books which are in English languages
- 2)

**Day 11**

- 1) **Praveen sir** come to tell us how can we generate barcodes in the KOHA
- 2) Generating barcode and spine label with Koha software.

GBL0002395



GBL0002395

GBL0003236



GBL0003236

GBL0000129



GBL0000129

GBL0003969



GBL0003969

GBL0003968



GBL0003968

GBL0003967



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GBL0003949



GBL0003948



GBL0003947



GBL0003946



GBL0003476



GBL0003945



#### **Day 12**

1. We continue our data entries in Excel sheet and we do approximately 75 books entries
2. At the end we have done about 600 entries of English language books

#### **Day 13**

1. On day 13 we have done about 70 entries and all books entries are done which are in English language

#### **Day 14**

1. We continue making entries of volumes and we done about 60 entries of volumes

#### **Day 15**

1. We have done all the entries of volumes and total 104 volume entries are done by me and my team mates
2. Total volume entries are about to 120 which is done by us

#### **Day 16**

1. Day 16<sup>th</sup> we continue entries of Hindi language books and on day first we done only 50



entries of Hindi language books

**Day 17**

1. We done about 70 entries of Hindi language books in excel sheet.

**Day 18**

1. We had completed all the entries of Hindi books with total no of Hindi books is about 160.

**Day 19**

1. We do about 60 journals.
2. Total entries of journals done by us is 60.

**Total entries done**

**we do about 950 entries including journals encyclopedias Books etc**

**Day 20**

Remove the multiple copies of all books and only 5 copies of every book having multiple copies other are bonded to donate or gifts

We discarded the books which is no longer use in the library and which is not having good condition or effected by fungus or other things

## **ACQUISITION SECTION**

Collection development, an important function of the library, should be based on such policies and programmes as would:

- a) enable the library regularly to receive the books, periodicals, reports, memoranda, standards, specifications, etc., published all over the world as quickly as possible
- b) facilitate timely access to the users of the original documents required and also enable them to be continuously aware and knowledgeable about the developments in their respective areas of interest.

Building a collection of documents and kindred materials is a major and important function of a library. In the earlier units of this block, you have been exposed to some of the theoretical aspects of collection building, such as principles of book selection, different types of documents and selection tools that aid the process of selection, leading to a broad policy of book selection. 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:

1. Selection
2. Procurement and
3. Accessioning.

### **SELECTION REQUIRES**

A Selection Policy (involving a statement about users and needs; subject, topic or mission to be dealt with and type of information sources to be covered). Selection Aids and Tools which will help in selection and verification. Specification of a Selection

Process (involving decisions on who selects; procedures for judging intrinsic value of information in sources and procedures for judging demand and user appropriateness).

### **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, e.g., getting on loan, photocopying pertinent sections, getting permission to use them in another information centre/ system, etc., have to be set.

### **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.

## **CONCLUSION**

This internship has been a very useful experience for me. I can safely say that my understanding of the job environment has increased greatly. However, I do think that there are some aspects of the job that I could have done better and that I need to work on. I need to work on my confidence, my technical knowledge and my classification portions.

In GBL , this internship has been an excellent and rewarding experience. I can conclude that there have been a lot I've learnt from my work at GBL . Needless to say, the technical aspects of the work I've done are not flawless and could be improved provided enough time. As someone with no prior experience with working in the library whatsoever I believe my time spent in Learning and practicing my knowledge and skills it was well worthy. Two main things that I've learned the importance of are time-management skills and self-motivation. GBL is a fully equipped and a future ready library. This library covers all the aspects of the theory we have learnt in our text books and even beyond it , it is trying to move and work for and in respect and fir the good being if the user. From the staff we understand, that being hard working is a very important thing but maintaining a positive important is another. We should be working on all the aspects as well.

With this I Conclude my report with the thought and ambition that wherever I go in future, whatever institute I choose to serve, the initial learning from this library will remain be my benchmark for the rest of my life.

This whole experience of working on this Project File was very enriching and educating as I was able to gain a lot of knowledge and learn a lot of new things and concepts too. I will always we thankfully to the respective people for helping me complete this project with ease. I wish and hope that the information and knowledge I have gained during this internship will be very helpful in my future career and work life

**THANK YOU**