

WORKBOOK OF INTERNSHIP

MASTER OF LIBRARY AND INFORMATION SCIENCE

NAME -

Enrolment number -

Sign of training Supervisor

Weeks	Module	Day	Tasks Assigned & Performed
1st Week	Operations – Cataloguing	1st	1) Cataloguing of books in Koha software. 2) Label and spine creation via Koha and pasted on books. 3) Stamping process completed. 4) RFID tag pasted on books and tagged using RFID station. <p style="text-align: right;">Sign of the training Supervisor</p>
	Accessioning	2nd	1) Checking bibliographic details of books. 2) Entry verification in accession register. 3) Writing accession number and date inside the book. <p style="text-align: right;">Sign of the training Supervisor</p>
	E-Resources Management & Stock Verification	3rd	1) Introduction to e-books and e-journals. 2) Study of CDs/DVDs and E-newspapers. 3) Advantages and process of stock verification. 4) Purchase of online journals. 5) Used RFID technology for stock verification and security. <p style="text-align: right;">Sign of the training Supervisor</p>
	Classification	4th	1) Learning classification process. 2) Library follows UDC classification scheme. 3) Writing call numbers in pencil. 4) Classification of bound journals. <p style="text-align: right;">Sign of the training Supervisor</p>
	Acquisition	5th	1) Introduction to acquisition section. 2) Checking recommended book list from faculty. 3) Ordering and receiving books. 4) Matching invoice with purchase order. <p style="text-align: right;">Sign of the training Supervisor</p>

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2nd Week	Service – Circulation	1st	1) Issuing books using Koha. 2) Renewing and returning books. 3) Shelving returned books. 4) Checking plagiarism using plagiarism checker tool. 5) Creating membership for new patrons in Koha. 6) Observing fine collection process.
			Sign of the training Supervisor
	CAS/SDI	2nd	1) CAS service through personalized email alerts. 2) SDI service: Creation of user profile and document profile.
			Sign of the training Supervisor
	ILL	3rd	1) Arrangement of research articles for faculty and scholars. 2) Protocol of ILL. 3) Management of ILL through DDS (Document Delivery Service).
			Sign of the training Supervisor
	Reprography	4th	1) Introduction to reprography section. 2) Handling membership forms. 3) Photocopying and scanning. 4) Newspaper scanning.
			Sign of the training Supervisor
	Reference	5th	1) Introduction to reference section. 2) Study of Encyclopaedias, Handbooks, Yearbooks, Dictionaries. 3) Pasting red sticker on reference books.
			Sign of the training Supervisor

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3rd Week	Database Creation & Digital Services	1st	1) Newscast design and management. 2) AMC of Koha and RFID. 3) Monthly publication and citation check. 4) LAN (Local Area Network) setup. 5) Creating communication lines and wireless setup. <p style="text-align: right;">Sign of the training Supervisor</p>
	Digital Service	2nd	1) Management of Koha software. 2) Management of D-Space and RFID. 3) Library server management. 4) Library website management. <p style="text-align: right;">Sign of the training Supervisor</p>
	Database creation, applications in different routines and services.	3rd	1) Bibliography database creation. 2) Practice acquisition and circulation using Koha. 3) Use of LAN, WAN, VPN. 4) Use of Sci-Finder, Grammarly, i-Thenticate. <p style="text-align: right;">Sign of the training Supervisor</p>
	Database creation, applications in different routines and services.	4th	1) Introduction to database components and structure. 2) Creating comprehensive database tables (books, patrons, transactions). 3) Ensuring data security and backup procedures. 4) Book return using book dropper. <p style="text-align: right;">Sign of the training Supervisor</p>
	Automation	5th	1) Introduction to library automation. 2) Book issue using self-checkout kiosk. 3) Use of OPAC. 4) Use of RFID technology. <p style="text-align: right;">Sign of the training Supervisor</p>

Weeks	Module	Day	Tasks Assigned & Performed
4th Week	Digitisation – Institutional Repository	1 st	1) Use of IDR (Institutional Digital Repository). 2) Creating New Arrivals Report. 3) Thesis and Dissertation upload in D-Space. 4) Uploading institutional news. <p style="text-align: right;">Sign of the training Supervisor</p>
	Publication	2 nd	1) Handling faculty and research scholar publications. 2) Checking publications through IRNS. 3) Checking copyright forms. 4) Interaction with printer. <p style="text-align: right;">Sign of the training Supervisor</p>
	Preservation	3 rd	1) Newspaper clipping. 2) Preservation of old articles and documents. 3) Digital archiving management. 4) Institutional archive management. 5) Transformation of CD-ROM to computer. <p style="text-align: right;">Sign of the training Supervisor</p>
	Administration	4 th	1) Roster duty management. 2) Letter dispatch. 3) Fine collection management. 4) CAS Author Workshop. 5) Springer Nature Author Instruction Workshop. 6) Library orientation program for new users. <p style="text-align: right;">Sign of the training Supervisor</p>
	Digitising Materials	5 th	1) Learning digitisation process and application. 2) Preparing materials for digitisation. 3) Scanning and quality control checking. 4) Maintaining digital project of library and staff. <p style="text-align: right;">Sign of the training Supervisor</p>