

गुरु घासीदास विश्वविद्यालय
(केन्द्रीय विश्वविद्यालय अधिनियम 2009 क्र. 25 के अंतर्गत स्थापित केन्द्रीय विश्वविद्यालय)
कोनी, बिलासपुर - 495009 (छ.ग.)



Guru Ghasidas Vishwavidyalaya
(A Central University Established by the Central Universities Act 2009 No. 25 of 2009)
Koni, Bilaspur - 495009 (C.G.)

Department : Department of Library and Information science		
Academic Year : 2023-24		
Sr. No.	Programme Code	Name of the Programme
01.	203	B.Lib.I.Sc

असि विवरी

विभागाध्यक्ष
HEAD
पुस्तकालय एवं सूचना विज्ञान विभाग
Deptt. of Library & Info. Science
गुरु घासीदास विश्वविद्यालय,
Guru Ghasidas Vishwavidyalaya,
बिलासपुर (छ.ग.)
Bilaspur (C.G.)



ACKNOWLEDGEMENT

I would like to express my heartfelt gratitude to the entire team at Government E. Raghavendra Rao postgraduate science College, for providing me with the opportunity to complete my internship at your esteemed institution. This experience has been invaluable in shaping my professional journey, and I am deeply thankful for the support and guidance I received throughout.

I extend my sincere appreciation to my supervisors, Chhatram Sahu and Tanuja ma'am, for their unwavering support and mentorship during my internship. Their expertise, patience, and willingness to share their knowledge have been instrumental in my learning and growth.

I would also like to thank all the staff members at Government E. Raghavendra Rao postgraduate science College Library for their warm welcome and cooperation during my internship. Your insights, assistance, and willingness to answer my questions have been instrumental in enhancing my understanding of library operations and management.

Furthermore, I am grateful to my fellow interns and colleagues who made this internship a collaborative and enjoyable experience. Your camaraderie and teamwork have enriched my learning experience.

Lastly, I want to express my appreciation to Government E. Raghavendra Rao postgraduate science College for providing a conducive learning environment and facilitating this internship opportunity.

Overall, this internship has been a significant milestone in my academic and professional journey, and I am thankful to everyone at Government E. Raghavendra Rao postgraduate science College Library for their contributions to my growth and development.

Thank you once again for this enriching experience

Jyoti Chandel

B.lib 2nd Semester



INTRODUCTION –

is an oldest institution the **Government E. Raghavendra Rao Postgraduate Science College, Bilaspur** is primarily a branch of a private college popularly known as SBR College that was established in 1944 by Shiv Bhagwan Rameshwardin just to provide cheap higher education to the promising children of surrounding as well as far off areas of the state. Later in 1972 it was taken over by the Government of Madhya Pradesh and continued its status till 1986. The college drew an attention of state Government and under the policy it was raised to the status of Model College in 1986 with separation of Arts & Commerce faculty and the UGC accorded it recognition under section 2 (f) & 12 (B) on 15th July, 1986, consequently the science faculty had been developed into Govt. Postgraduate Science Model College. In the year 1987, the Government and UGC found it fit to be an autonomous college, though it could be adopted autonomous structure in 1993-94 and ever since then the college has been a full-fledged academic autonomy in both UG & PG program. The college had accredited as B+ grade by NAAC in 2005 and the Government of Chhattisgarh has awarded the status of 'Centre for Excellence in Science' in 2006 and changed its name as Government E. Raghavendra Rao Postgraduate Science College. Further it has been achieved the status of 'College with Potential for Excellence' from University Grants Commission, New Delhi in 2010-11 and accredited as Grade – 'A' by NAAC in 2015. Earlier this institution was affiliated to Pt. Ravishankar Shukla University, Raipur, then after from 1984 to 2012, it was catered by Guru Ghasidas University, Bilaspur that has been upgraded as Central University and college's affiliation shifted to Bilaspur University, Bilaspur, a newly established university of Chhattisgarh state, presently known as Atal Bihari Bajpayee Vishwavidyalay, Bilaspur.



SUMMER INTERNSHIP REPORT

at

NALANDA CENTRAL LIBRARY

Submitted by

Partial fulfilment of the requirement for the award of Degree of -

Bachelor of library & Information science

Submitted by

KALYAN SAGAR SAHU

Roll Number

23010109

2023-24

DEPARTMENT OF LIBRARY & INFORMATION SCIENCE

GURU GHASIDAS VISHWA VIDYALAYA, BILASPUR (C.G)

(A Central university established by the central universities Act, 2009)

Submitted to-

Dr. BRIJESH TIWARI

(Department of Library & Information Science)



गुरु घासीदास विश्वविद्यालय, बिलासपुर (छ.ग.)
Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.)
Email-arstore@ggu.ac.in Ph No.07752-260209 website-www.ggu.ac.in

नालंदा केंद्रीय ग्रंथालय

No. 28/14/CL/2024

Bilaspur, Date: 18.07.2024

CERTIFICATE OF COMPLETION


This is to certify that Kalyan Sagar Sahu Son/Daughter of Shri Mr. Hari Ram Sahu with GGV's Enrolment No. GGV/23/00609 has successfully completed the summer internship (training) program of 6 weeks (at least 40 hours per week) in GGV from 21/05/2024 to 30/06/2024.

During the internship, the student underwent project study under the supervision of Dr. A. K. Sharma (Librarian) and demonstrated commendable dedication, perseverance, and professional competence. The student performed the following tasks assigned with great diligence and showed excellent problem-solving skills:

Circulation Section, Accessing, Classification, Data entry / Cataloguing, Bar Coding, Stack Management.

This internship helped the student gain practical exposure to the operations and provided an opportunity to apply theoretical concepts learned in classrooms to real-world situations.

We acknowledge that the conditions of the internship program have been satisfactorily fulfilled by the student. We wish them all the best in their future endeavours.


Dr. Arun K. Sharma
Librarian
Nalanda Central Library
GGV, Bilaspur (C.G.)

LIBRARIAN
Guru Ghasidas University,
Bilaspur (C.G.)



CHAPTER-1

1. LIBRARY INTRODUCTION -

A library is a collection of books, and possibly other materials and media, that is accessible for use by its members and members of allied institutions.

Libraries provide physical (hard copies) or digital (soft copies) materials, and may be a physical location, a virtual space, or both. A library's collection normally includes printed materials which may be borrowed, and usually also includes a reference section of publications which may only be utilized inside the premises. Resources such as commercial releases of films, television programmes, other video recordings, radio, music and audio recordings may be available in many formats. These include DVDs, Blu-rays, CDs, cassettes, or other applicable formats such as microform. They may also provide access to information, music or other content held on bibliographic databases.

Libraries can vary widely in size and may be organised and maintained by a public body such as a government, an institution (such as a school or museum), a corporation, or a private individual. In addition to providing materials, libraries also provide the services of librarians who are trained experts in finding, selecting, circulating and organising information while interpreting information needs and navigating and analysing large amounts of information with a variety of resources.

Library buildings often provide quiet areas for studying, as well as common areas for group study and collaboration, and may provide public facilities for access to their electronic resources, such as computers and access to the Internet.

The library's clientele and general services offered vary depending on its type: users of a public library have different needs from those of a special library or academic library, for example. Libraries may also be community hubs, where programmes are made available and people engage in lifelong learning. Modern libraries extend their services beyond the physical walls of the building by providing material accessible by electronic means, including from home via the Internet.

The services that libraries offer are variously described as library services, information services, or the combination "library and information services", although different institutions and sources define such terminology differently

ETYMOLOGY

The term *library* is based on the Latin word *liber* for 'book' or 'document', contained in Latin *libraria* 'collection of books' and *librarium* 'container for books'. Other modern



SUMMER INTERNSHIP REPORT

LIBRARY SERVICES

At
Dr. Jwala Prashad Miahra Govt. Science College Mungeli

Submitted for

Bachelor of Library & Information Science

Submitted by

NARAYANI YADAV

Enroll Number :- GGV/23/00614

2023-24

DEPARTMENT OF LIBRARY & INFORMATION SCIENCE

Submitted to-

Dr. BRAJESH TIWARI SIR

(Department of Library & Information Science)

गुरु घासीदास विश्वविद्यालय
(केन्द्रीय विश्वविद्यालय अधिनियम 2009 क्र. 25 के अंतर्गत स्थापित केन्द्रीय विश्वविद्यालय)
कोनी, बिलासपुर - 495009 (छ.ग.)



Guru Ghasidas Vishwavidyalaya
(A Central University Established by the Central Universities Act 2009 No. 25 of 2009)
Koni, Bilaspur - 495009 (C.G.)



Registered Under Section 2(F) & 12(B) of UGC Act

DR. JWALA PRASAD MISHRA GOVERNMENT SCIENCE COLLEGE,
NAWAGARH ROAD, DULHINBAY, MUNGELI, CHHATTISGARH 495334

Accredited Grade "B" By NAAC

Affiliated to Atal Bihari Vajpayee Vishwavidyalaya, Bilaspur (C.G.)



INTERNSHIP CERTIFICATE

This is certify that Ms. Narayani Yadav, student of Guru Ghasidas Vishwavidyalaya Bilsapur (C.G.), Dept. of library & information science 2nd semester, having enrollment Id-GGV/23/00614 has successfully completed the internship programme from 14th May 2024 to 18th June 2024 in our college Dr. Jwala Prasad Mishra Govt. Science College Mungeli (C.G.).

We wish for her bright future.

[Signature]
18/06/2024
LIBRARIAN

LIBRARIAN
Dr. J. P. M. Govt. Sc. College
Mungeli, Distt. Bilaspur (C.G.)

[Signature]
18.6.24
प्राचार्य
डॉ. ज्योति प्रसाद मिश्रा
शासकीय विज्ञान महाविद्यालय
मुंगेली, जिला-मुंगेली (छ.ग.)



INTRODUCTION :-

India is known for its vast and precious literature and has had its literary tradition with education research as its pillars. Dr. S. Radha Krishnan, the former president of India said, "In the old days, teachers of India were themselves librarians and they held the highest esteem." Information is that power which has played a great role in the growth of human civilizations from the primitive days leading to the development of economic, political, social, occupational, and cultural and many other sectors of human society. The word library is derived from the Latin word 'Libraria' which means barks of a tree (that was an early writing material). Its origin is traced to another Greek word 'Librariun' which means a book case. It gives an idea how books were kept. Library is considered as a social institution which provides free access to knowledge.

According to Richardson, library is an institution where books are acquired for use, arranged for use, served for use and it is the 'use' which is the motive of the library. Today, library is a necessary unit in the social fabric. Now the library is an institution charged with the functions of acquiring books and other reading material, of organizing them and putting them for use and to be served to those readers who need them and to inculcate the habit of reading among them with the idea of universal education. It is the trinity of books, readers and staff charged with function of providing recreation, information and inspiration to readers.

According to Dr. S.R. Ranganathan (Founder of Library Science)

"A library is a public institution or establishment charged with the care of collection of books and the duty of making them accessible to those who acquire the use of them."



A Internship Report (Nalanda Central Library) Submitted

**In partial fulfilment of the requirement for the degree of
Bachelor of Library & Information Science**



Submitted to:-

Prof. (Dr) Brajesh Tiwari

Dean (School of Art) & Head of Department (LIS)

Submitted by: -

Nayoom Akhtar

Enrolment No- GGV/20/09322

Session: - 2023-24

**Department of Library & Information Science
Guru Ghasidas Vishwavidyalaya, (A Central University)
Koni, Bilaspur, C.G.**



गुरु घासीदास विश्वविद्यालय, बिलासपुर (छ.ग.)
Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.)
Email-arstore@ggu.ac.in Ph No.07752-260209 website-www.ggu.ac.in

नालंदा केंद्रीय ग्रंथालय

No. 28/09/CL/2024

Bilaspur, Date: 18.07.2024

CERTIFICATE OF COMPLETION

This is to certify that Nayoom Akhtar Son/Daughter of Shri Mr. MD Eshrafil with GGV's Enrolment No. GGV/20/09322 has successfully completed the summer internship (training) program of 6 weeks (at least 40 hours per week) in GGV from 21/05/2024 to 30/06/2024.

During the internship, the student underwent project study under the supervision of Dr. A. K. Sharma (Librarian) and demonstrated commendable dedication, perseverance, and professional competence. The student performed the following tasks assigned with great diligence and showed excellent problem-solving skills:

Circulation Section, Accessing, Classification, Data entry / Cataloguing, Bar Coding, Stack Management.

This internship helped the student gain practical exposure to the operations and provided an opportunity to apply theoretical concepts learned in classrooms to real-world situations.

We acknowledge that the conditions of the internship program have been satisfactorily fulfilled by the student. We wish them all the best in their future endeavours.


16.7.2024

Dr. Arun K. Sharma
Librarian
Nalanda Central Library
GGV, Bilaspur (C.G.)

LIBRARIAN
Guru Ghasidas University
Bilaspur (C.G.)



INTRODUCTION:-

Education plays a vital role in the development of a country. It is one of the fundamental rights of every individual. It not only enhances knowledge but also develops overall personality of a person where library has become “a place entrusted with the acquisition, organization, preservation, storage, retrieval and dissemination of information in whatever format it might appear” (Olanlokun & Salisu, 1993).

Library is derived from the Latin word liber, meaning "book." In Greek and the Roman languages, the corresponding term is bibliotheca. A collection or group of collections of books and/or other print or nonprint materials organized and maintained for use (reading, consultation, study, research, etc.). Institutional libraries, organized to facilitate access by a specific clientele, are staffed by librarians and other personnel trained to provide services to meet user needs. By extension, the room, building, or facility that houses such a collection, usually but not necessarily built for that purpose.

Dr. S. R. Ranganathan, father of library science in India describes the “library as a public institution or establishment charged with the care and collection of books and the duty of making them accessible to those who require the use of them.” Libraries provide physical (hard copies) or digital (soft copies) materials, and may be a physical location, a virtual space, or both. A library's collection normally includes printed materials which may be borrowed, and usually also



SUMMER INTERNSHIP REPORT

at

NALANDA CENTRAL LIBRARY

Submitted by

Partial fulfilment of the requirement for the award of Degree of -

Bachelor of library & Information science

Submitted by

PRITESH KUMAR MAITRY

Roll Number

20211048

2023-24

DEPARTMENT OF LIBRARY & INFORMATION SCIENCE

GURU GHASIDAS VISHWA VIDYALAYA, BILASPUR (C.G)

(A Central university established by the central universities Act, 2009)

Submitted to-

Dr. BRIJESH TIWARI

(Department of Library & Information Science)



गुरु घासीदास विश्वविद्यालय, बिलासपुर (छ.ग.)
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नालंदा केंद्रीय ग्रंथालय

No. 28/10/CL/2024

Bilaspur, Date: 18.07.2024

CERTIFICATE OF COMPLETION

This is to certify that Pritesh Kumar Maitry Son/Daughter of Shri Mr. R. K. Maitry with GGV's Enrolment No. GGV/20/10653 has successfully completed the summer internship (training) program of 6 weeks (at least 40 hours per week) in GGV from 21/05/2024 to 30/06/2024.

During the internship, the student underwent project study under the supervision of Dr. A. K. Sharma (Librarian) and demonstrated commendable dedication, perseverance, and professional competence. The student performed the following tasks assigned with great diligence and showed excellent problem-solving skills:

Circulation Section, Accessing, Classification, Data entry / Cataloguing, Bar Coding, Stack Management.

This internship helped the student gain practical exposure to the operations and provided an opportunity to apply theoretical concepts learned in classrooms to real-world situations.

We acknowledge that the conditions of the internship program have been satisfactorily fulfilled by the student. We wish them all the best in their future endeavours.

[Signature]
16.7.2024
Dr. Arun K. Sharma
Librarian
Nalanda Central Library
GGV, Bilaspur (C.)

LIBRARIAN
Guru Ghasidas University
Bilaspur (C.G.)



CHAPTER-1

1. LIBRARY INTRODUCTION -

A **library** is a collection of books, and possibly other materials and media, that is accessible for use by its members and members of allied institutions.

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Libraries can vary widely in size and may be organised and maintained by a public body such as a government, an institution (such as a school or museum), a corporation, or a private individual. In addition to providing materials, libraries also provide the services of librarians who are trained experts in finding, selecting, circulating and organising information while interpreting information needs and navigating and analysing large amounts of information with a variety of resources.

Library buildings often provide quiet areas for studying, as well as common areas for group study and collaboration, and may provide public facilities for access to their electronic resources, such as computers and access to the Internet.

The library's clientele and general services offered vary depending on its type: users of a public library have different needs from those of a special library or academic library, for example. Libraries may also be community hubs, where programmes are made available and people engage in lifelong learning. Modern libraries extend their services beyond the physical walls of the building by providing material accessible by electronic means, including from home via the Internet.

The services that libraries offer are variously described as library services, information services, or the combination "library and information services", although different institutions and sources define such terminology differently

ETYMOLOGY

The term *library* is based on the Latin word *liber* for 'book' or 'document', contained in Latin *libraria* 'collection of books' and *librarium* 'container for books'. Other modern



SUMMER INTERNSHIP REPORT

at

NALANDA CENTRAL LIBRARY

Submitted by

Partial fulfilment of the requirement for the award of Degree of -

Bachelor of library & Information science

Submitted by

PUSHKAR PATIL

Roll Number

23010121

2023-24

DEPARTMENT OF LIBRARY & INFORMATION SCIENCE

GURU GHASIDAS VISHWA VIDYALAYA, BILASPUR (C.G)

(A Central university established by the central universities Act, 2009)

Submitted to-

Dr. BRIJESH TIWARI

(Department of Library & Information Science)



गुरु घासीदास विश्वविद्यालय, बिलासपुर (छ.ग.)
Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.)
Email-arstore@ggu.ac.in Ph No.07752-260209 website-www.ggu.ac.in

नालंदा केंद्रीय ग्रंथालय

No. 28/11/CL/2024

Bilaspur, Date: 18.07.2024

CERTIFICATE OF COMPLETION

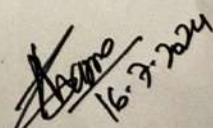
This is to certify that Pushkar Patil Son/Daughter of Shri Mr. Ramchandra Patil with GGV's Enrolment No. GGV/18/5059 has successfully completed the summer internship (training) program of 6 weeks (at least 40 hours per week) in GGV from 21/05/2024 to 30/06/2024.

During the internship, the student underwent project study under the supervision of Dr. A. K. Sharma (Librarian) and demonstrated commendable dedication, perseverance, and professional competence. The student performed the following tasks assigned with great diligence and showed excellent problem-solving skills:

Circulation Section, Accessing, Classification, Data entry / Cataloguing, Bar Coding, Stack Management.

This internship helped the student gain practical exposure to the operations and provided an opportunity to apply theoretical concepts learned in classrooms to real-world situations.

We acknowledge that the conditions of the internship program have been satisfactorily fulfilled by the student. We wish them all the best in their future endeavours.


Dr. Arun K. Sharma
Librarian
Nalanda Central Library
GGV, Bilaspur (C.G.)

LIBRARIAN
Guru Ghasidas University
Bilaspur (C.G.)



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SUMMER INTERNSHIP REPORT

**Summer Internship report Submitted to the Department of
Library & Information Science
as
Partial fulfillment of award of The Degree in the Bachelor of
Library & Information Science**



Submitted To

Dr. Brajesh Tiwari

**HoD (Department of Library
& Information Science)**

Submitted By

Shailesh Pratap

Roll No. – 23010124

B.Lib. & I. Sc. 2nd Semester

Department of Library & Information Science

Guru Ghasidas Vishwavidyalaya

(A Central University) Koni, Bilaspur (C.G.)

Session – 2023-24

गुरु घासीदास विश्वविद्यालय
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कोनी, बिलासपुर - 495009 (छ.ग.)



Guru Ghasidas Vishwavidyalaya
(A Central University Established by the Central Universities Act 2009 No. 25 of 2009)
Koni, Bilaspur - 495009 (C.G.)

GOVERNMENT E. RAGHAVENDRA RAO POSTGRADUATE SCIENCE COLLEGE

Bilaspur (C.G.)

(An Autonomous PG College & Research Center Accredited 'B+' Grade by NAAC)

Affiliated to Atal Bihari Vajpayee Vishwavidyalaya, Bilaspur (Chhattisgarh)
(A State University of Government of Chhattisgarh)



लाभ्य का संधान, अनुसंधान, गुणवत्ता सहित
है हमारा ज्ञान और विज्ञान 'मानव' के लिये।

CERTIFICATE

This is to certify that

Mr./Ms. Shailok Pratap

Has Successfully Completed One Month Summer Training (Internship) Program In Central Library

From 21/05/2024 to 28/06/2024

Tanuja
Kumari Tanuja
Librarian

Dr. Jyoti Rani Singh
Principal



INTRODUCTION

GOVERNMENT E. RAGHAVENDRA RAO POSTGRADUATE SCIENCE COLLEGE, BILASPUR CHHATTISGARH

Affiliated to Atal Bihari Vajpayee Vishwavidyalaya, Bilaspur (C.G)

Grade – 'B+' Accredited by NAAC

As an oldest institution the Government E. Raghavendra Rao Postgraduate Science College, Bilaspur is primarily a branch of a private college popularly known as SBR College that was established in 1944 by Shiv Bhagwan Rameshwardin just to provide cheap higher education to the promising children of surrounding as well as far off areas of the state. Later in 1972 it was taken over by the Government of Madhya Pradesh and continued its status till 1986. The college drew an attention of state Government and under the policy it was raised to the status of Model College in 1986 with separation of Arts & Commerce faculty and the UGC accorded it recognition under section 2 (f) & 12 (B) on 15th July, 1986, consequently the science faculty had been developed into Govt. Postgraduate Science Model College. In the year 1987, the Government and UGC found it fit to be an autonomous college, though it could be adopted autonomous structure in 1993-94 and ever since then the college has been a full-fledged academic autonomy in both UG & PG program. The college had accredited as B+ grade by NAAC in 2005 and the Government of Chhattisgarh has awarded the status of 'Centre for Excellence in Science' in 2006 and changed its name as Government E. Raghavendra Rao Postgraduate Science College. Further it has been achieved the status of 'College with Potential for Excellence' from University Grants Commission, New Delhi in 2010-11 and accredited as Grade – 'A' by NAAC in 2015. Earlier this institution was affiliated to Pt. Ravishankar Shukla University, Raipur, then after from 1984 to 2012, it was catered by Guru Ghasidas University, Bilaspur that has been upgraded as Central University and college's affiliation shifted to Bilaspur University, Bilaspur, a newly



SUMMER INTERNSHIP REPORT

**Summer Internship report Submitted to the Department of
Library & Information Science**

as

**Partial fulfillment of award of The Degree in the Bachelor of
Library & Information Science**

Submitted By

SHIVAM R SHARMA

**B.Lib & ISc 2ND Semester
Enrollment no. GGV/20/03227
Roll No.: 23010125**

Under the guidance of

Dr. BRAJESH TIWARI

HoD (Department of Library & Information Science)



**GURU GHASIDAS VISHWAVIDYALAYA
A CENTRAL UNIVERSITY
KONI , BILASPUR, (C.G.)**



गुरु घासीदास विश्वविद्यालय, बिलासपुर (छ.ग.)
Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.)
Email-arstore@ggu.ac.in Ph No.07752-260209 website-www.ggu.ac.in

नालंदा केंद्रीय ग्रंथालय

No. 28/06/CL/2024

Bilaspur, Date: 18.07.2024

CERTIFICATE OF COMPLETION

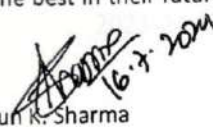
This is to certify that **Shivam Sharma** Son/Daughter of **Shri Mr. R.N. Sharma** with GGV's Enrolment No. **GGV/20/03227** has successfully completed the summer internship (training) program of 6 weeks (at least 40 hours per week) in GGV from **21/05/2024** to **30/06/2024**.

During the internship, the student underwent project study under the supervision of **Dr. A. K. Sharma (Librarian)** and demonstrated commendable dedication, perseverance, and professional competence. The student performed the following tasks assigned with great diligence and showed excellent problem-solving skills:

Circulation Section, Accessing, Classification, Data entry / Cataloguing, Bar Coding, Stack Management.

This internship helped the student gain practical exposure to the operations and provided an opportunity to apply theoretical concepts learned in classrooms to real-world situations.

We acknowledge that the conditions of the internship program have been satisfactorily fulfilled by the student. We wish them all the best in their future endeavours.


Dr. Arun K. Sharma
Librarian
Nalanda Central Library
GGV, Bilaspur (C.G.)

LIBRARIAN
Guru Ghasidas University
Bilaspur (C.G.)



CHAPTER-1

INTRODUCTION

The internship at Nalanda Central Library, Guru Ghasidas Vishwavidyalaya, was an enriching and insightful experience that provided a comprehensive understanding of library management and operations. This report serves as a formal documentation of my internship, encompassing the key aspects, activities, and observations during my tenure at this esteemed institution.

During the internship period, which spanned [mention the duration], I had the privilege of working under the supervision of two experienced and knowledgeable mentors, Karuna Verma ma'am and Meenakshi ma'am. Their expertise in library science and their commitment to nurturing my professional growth significantly contributed to the depth of my learning.

Nalanda Central Library, a cornerstone of knowledge dissemination at Guru Ghasidas Vishwavidyalaya, is renowned for its vast collection, state-of-the-art facilities, and a dedicated team of professionals. This internship afforded me the opportunity to immerse myself in the intricate workings of a modern academic library, providing insights into various aspects of library management, cataloging, circulation, reference services, and digital resources management.

The objectives of this internship were multifaceted, encompassing practical exposure, skill development, and an exploration of the intricate processes involved in managing a large academic library. Throughout this report, I will provide a detailed account of the experiences, challenges, and accomplishments encountered during my internship.

This report is structured to reflect the various components of my internship, including a description of Nalanda Central Library, the specific tasks and projects undertaken, observations made during the



SUMMER INTERNSHIP REPORT

**Summer Internship report Submitted to the Department of
Library & Information Science**

as

**Partial fulfillment of award of The Degree in the Bachelor of
Library & Information Science**



Submitted To

**Dr. BRAJESH TIWARI
(Department of Library &
Information Science)**

Submitted By

SONALI CHATURVEDI

Roll No. - 23010126

Enrollment NO. - GGV/23/00626

B.Lib. & I. Sc. 2nd Semester

Department of Library & Information Science

Guru Ghasidas Vishwavidyalaya

(A Central University) Koni, Bilaspur (C.G.)

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गुरु घासीदास विश्वविद्यालय
(केन्द्रीय विश्वविद्यालय अधिनियम 2009 क्र. 25 के अंतर्गत स्थापित केन्द्रीय विश्वविद्यालय)
कोनी, बिलासपुर - 495009 (छ.ग.)



Guru Ghasidas Vishwavidyalaya
(A Central University Established by the Central Universities Act 2009 No. 25 of 2009)
Koni, Bilaspur - 495009 (C.G.)



इन्दिरा गांधी राष्ट्रीय जनजातीय विश्वविद्यालय

(संसद के अधिनियम के अधीन स्थापित केन्द्रीय विश्वविद्यालय)

INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY

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Ref No:- IGNTU/10

Date: 05/07/2024

08/07/2024

CERTIFICATE

This is certify that Ms. Sonali Chaturvedi has successfully completed four week Summer Training (Internship) program in Prof. Ram Dayal Munda Central Library, IGNTU, Amarkantak, 484887 from 10/06/2024 to 05/07/2024.

sonu


05/07/2024
Registrar

Registrar
I.G.N.T.U. Amarkantak (M.P.)
कुलसचिव
इ.गां.रा.ज.जा. वि. अमरकंटक (म.प्र.)



1. INTRODUCTION TO LIBRARY

A library is a collection of materials, books or media that are accessible for use and not just for display purposes. A library provides physical (hard copies) or digital access (soft copies) materials, and may be a physical location or a virtual space, or both. A library's collection can include printed materials and other physical resources in many formats such as DVD, CD and cassette as well as access to information, music or other content held on bibliographic databases.

A library, which may vary widely in size, may be organized for use and maintained by a public body such as a government; an institution such as a school or museum; a corporation; or a private individual. In addition to providing materials, libraries also provide the services of librarians who are trained and experts at finding, selecting, circulating and organizing information and at interpreting information needs, navigating and analyzing very large amounts of information with a variety of resources.

Library buildings often provide quiet areas for studying, as well as common areas for group study and collaboration, and may provide public facilities for access to their electronic resources; for instance: computers and access to the Internet. The library's clientele and therefore the services offered vary depending on its type: users of a public library have different needs from those of a special library, for example. Libraries may also be community hubs, where programs are delivered and people engage in lifelong learning. Modern libraries extend their services beyond the physical walls of a building by providing material accessible by electronic means, including from home via the Internet.

The services the library offers are variously described as library services, information services, or the combination "library and information services", although different institutions and sources define such terminology differently.