

# Structural Internship in The Libraries for More Output for Library and Information Science Students.

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## Abstract

This study shows when there is a structural format for the regular practices are made then it becomes productive and easy to achieve the targets as the path is given. The way here our central library adopted is that enlist the things that we have to cover in the internship and then distribute them day wise. Also we have to cover all the new aspects for the recent trends like arrange the lectures on NET examination preparation and also the libraries visits for more learning.

**Keywords:** Internships, on job training, internships at libraries

## 1. Introduction

Internship is an on job training for the students from which they get to know the structure and working culture of the field. Internship is very good as a tool that all acquiring students get experience while other get the employee and both are benefited by this.

## 2. Concept of Internship Scheme in library and information science:

“A period of time during which a student, a newly qualified professional or a recent graduate gets practical experience in a job.”

After B.Li.Sc., there are compulsory need of internship for the students for the fulfillment of the degree criterion thus Central Library took initiative and design the schedule wise program for the students for one month. Generally there are no structural format for the internships and thus it seems all students or interns will continue to do same work in library, or they not proceed in structural manner in the library. Librarian are sometimes busy in their schedule thus our aim to make structure for the internship so students and both librarian not lost in schedule.

## 3. Concept of structural Internship

Structural internship is a bifurcation of the work under various departments, sections or heads of the libraries into specific allotted days of time period. Following should be the process and steps to make structure,

**Step 1)** To denote sections of the library firstly according to your library, example acquisition, circulation, processing etc.

**Step 2)** Then separate out the different subsections of the main sections, Ex. classification, book binding under processing.

**Step 3)** Distribution of the days for the separate sections

**Step 4)** include inauguration, send-off, library visits to local level, NET lecture etc other activities to boost them.

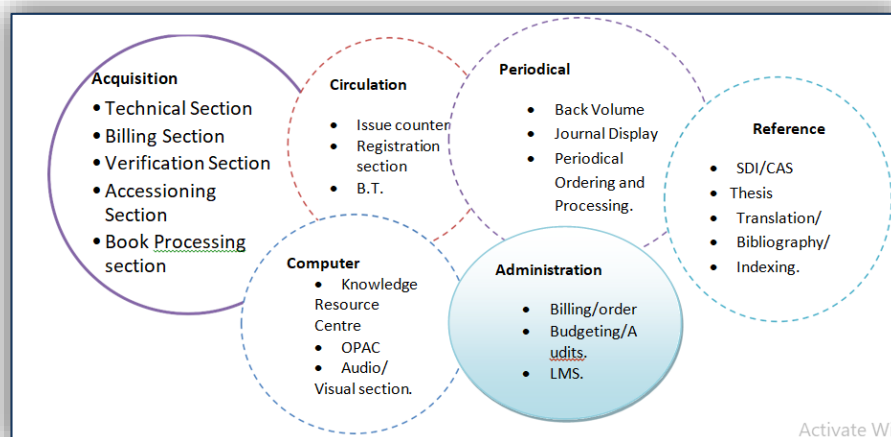
Following is the structural bifurcation of the 30 days of the work under internship.

#### 4. Actual bifurcation of the internship scheme:

SR. No.	Structure of Internship Program & Total Scope of Coverage	Tentative Bifurcation of Days
1.	Library House holding work like structure and working methodology of library,	02
2.	Working of different sections like Acquisition, Circulation, Reference and Other	05
3.	Koha software training (Module & working) & Moodle for library	02 (1+1)
4.	Library daily basis work like Barcoding, Stacking, Stock Verification etc with demo & Practical Basis	15
5.	NTA-NET Training Program for study and strategy Management (Guest Lecture as per schedule)	03
6.	Library Orientation Program on E-Resources and Career Opportunities in LIS	02
7.	Outing & Visit to various libraries at local level for advancement & observations.	02

#### 5. Distribution of the internship under different sections and sub-sections of the library for micro study.

This was first ever scheme in the region having proper distribution of the days and hours and thus it was one of the most successful program and scheme for the students from the central library.



### 6. Data Analysis:

There are two tables, in first table there are 30 days entries under which sections they are worked, and in the second table there are total number of days under which actual work done.

**Data of the students who work under as intern and noted the entries of daily work.**

**Table 1:- Actual Mode of Work in this 30 days.**

Sr.No.	Days	Sections/Department/Head	Actual Mode Of Work
1	Day 1	Library Visit and Lecture	Joining Internship, Detailed Library Visit & Lecture on Google Form.
2	Day 2	Acquisition and Administration.	Learning the Structure and Function of Book and Systematic Arrangement.
3	Day 3	Acquisition	Stacking.
4	Day 4	Acquisition and Reference.	Stock Verification of Reference Section & Stamping of Newspaper.
5	Day 5	Acquisition and Reference.	Stock Verification & Stamping of Newspaper
6	Day 6	Acquisition and Reference.	Stock Verification of Reference Section.
7	Day 7	Acquisition and Reference	Stock Verification & Stamp Verification of Books: Encyclopedia, Research Project
8	Day 8	Acquisition	Stock Verification & Stamp Verification of Books: Computer
9	Day 9	Acquisition, Administration and Lecture. Computer	<ol style="list-style-type: none"> <li>1. Book processing and Maintenance of Accession Register, Classification &amp; cataloguing of Books</li> <li>2. Lecture on Book Ordering using Koha Software.(OPAC).</li> <li>3.</li> </ol>
10	Day 10	Acquisition	Stock Verification & Stamp Verification Of Books: Medical.

11	Day 11	Acquisition and Reference	Stock Verification & Stamp Verification of Books:Atlas, Dictionary.

12	Day 12	Acquisition	Stock Verification
13	Day 13	Acquisition	Stock Verification
14	Day 14	Acquisition	Stock Verification
15	Day 15	Library Visit And Acquisition.	Book Card Making, Book Processing, Labeling C.No. and Acc. No. Visit to Sipna College of Engineering, Central Library.
16	Day 16	Acquisition	Book Processing: Book Card Making and Labeling.
17	Day 17	Acquisition	Book Processing: Binding and Labeling.
18	Day 18	Acquisition and Lecture	Classification of Books Seminar on Topics Related to Library.
19	Day 19	Computer and Administration	Learning Basic Module of SOUL 2.0.
20	Day 20	Acquisition and Circulation Computer	Book Binding. Learning making catalogue, Issue return, overdue and barcode generation using SOUL 2.0.
21	Day 21	Acquisition and Circulation.	Binding of the Books and Labeling Learning of Working of Circulation Counter- ISSUE/RETURN.

22	Day 22	Acquisition and Administration Computer	Binding of Books N-List:- How to Access N-List.
23	Day 23	Visit.	Visits at two libraries at local level
24	Day 24	Acquisition.	Binding of the books and labeling.
25	Day 25	Guest Lecture	Guest Lecture on UGC NET JRF.
26	Day 26	Administration and Periodical	Discussion about Research Report and Periodical Section of Library.
27	Day 27	Acquisition	Weeding off of Books
28	Day 28	Acquisition	Weeding off of Books
29	Day 29	Periodical	Learning of Back volume processes and periodical maintenance..
30	Day 30	Administration	Learning about Library Budget and Financial Management.

**Table 1:- Actual Mode of Work in this 30 days.**

**Table 2: Section wise distribution of the work**

Sr.No.	Name of Sections	No. Of days
1.	Acquisition	23
	Technical	3
	Billing	1
	Accessioning	1
	Verification	10

	Books processing	8
2.	Administration	6
	Billing/Order	1
	Budget/Audit	1
	LMS	4
3.	Periodical	2
	Back Volume	1
	Display	0
	Processing	1
4.	Reference Section	5
	SDI/CAS	1
	Thesis	2
	Translation Bibliography	0
	Indexing	2
5.	Computer and Networking	4
	Knowledge Resource Centre	2
	OPAC	1
	Audio/Visual.	1
6.	Circulation Section	2
	Issue counter	1
	Registration Section	1

	B.T.	0
7.	Library Visit	2
8.	Lectures and Guest Lectures.	7

**7. Major outcomes of the internship:**

- 1) In house and out house training given during the internship
- 2) All students compulsorily submitted the Internship report and hence expertise in the reporting.
- 3) Some students compulsorily publish the research papers in the various journals here are the details

**8. Trainings given during internship**

1. “Basics of Google Forms”
2. “One day training program on N-LIST”
3. One day Guest Lecture on “NTA-NET & JRF of LIS Strategies & structure of examination”

**9. Conclusions:**

- 1) There should be structured for the internship in order to save the time.
- 2) There should be library visits and guest lectures and also database training should include by the librarian along with the old pattern.

**10. Reference:**

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