

SEC-2

Internship Programme

Course Title & Code	Credits	Credit Distribution of the Course			Eligibility Criteria	Pre-Requisite of the Course (if any)
		Lecture	Tutorial	Practical/ Practice		
SEC-2: Internship Programme	4	1	0	3	-	-

Course Objectives

The course aims to train students through practical learning of library sections, functions, activities and services helping them gain hands-on experience. It also instills the necessary skills and competencies required to shoulder job responsibilities in different types of libraries. Finally, it provides real time experience to students with the opportunity to learn under the guidance of experienced librarians and to prepare an internship report based on their learning experience.

Learning Outcomes:

After completing this course, students will be able to:

- ☞ Become more confident and skilled to do work in a library.
- ☞ Practical learning and hands on training of Library Management Software(s) and Anti Plagiarism Software(s).
- ☞ Become skilled and competent professional with better understanding of theoretical knowledge and effective practical learning experience.

NOTE: Each student shall have to undergo an Internship Programme at a library under the supervision of a faculty member, selected by the Department for a period of one month, immediately after the Second Semester Examination.

The student will have to submit a certificate of successful completion issued by the concerned Librarian / Library in-charge along with the report about what S/he learnt along with the skills acquired during the training.

Internship Programme consists of:

- (a) Report on Internship Programme.
- (b) Viva-Voce (Based on Internship Programme).

UNIT I: Acquaintance and Practical Training of varied Library Sections

- ☞ Introduction and learning of functions and activities of various library sections viz. Acquisition section, Technical section, Circulation section, Periodical section, Reference section, etc.

UNIT II: Collection Development and Evaluation of Library Resources

- ☞ Budgetary Provisions and Selection of Library Resources.
- ☞ Evaluation of Print and Electronic Resources.

UNIT III: Training of ICT and Library Management Software(s)

- ☞ Introduction and Hands on training of Library Management Software(s) and their modules.
- ☞ Introduction and Hands on training of Anti Plagiarism Software.

UNIT IV: Report Writing

- ☞ Components of internship documentation
 - ◆ Daily Work Diary
 - ◆ Library Profile
 - ◆ Section-wise work report
- ☞ Preparation of Internship Report and viva-voce

Essential Readings

- ☞ AGGARWAL (DS). Management of Academic Libraries in the Digital Era. Ess Ess Publications, New Delhi. 2015.
- ☞ ANDERSON (CB) and FISHER (DH). Artificial Intelligence for Academic Libraries. Routledge, London. 2025.
- ☞ BAKER (D). Ed. Resource Management in Academic Libraries. Library Association, London. 1997.
- ☞ INFLIBNET CENTRE. Software for University Libraries: User Manual. INFLIBNET Centre, Gandhinagar. n.d.

- ☞ KATZ (LS). Collection Development Policies: New Dimension for Changing Collections. Routledge Kegan Paul, London. 2003.

Suggested Readings

- ☞ BALASUBRAMANIAN (P) and YOHANNAN (S). Library Automation and Digitization. Ess Publications, New Delhi. 2021.
- ☞ BREEDING (M). Library Technology Guides. American Library Association, Chicago. 2016.
- ☞ BROPHY (P). The Academic Library. Library Association, London. 2000.
- ☞ CHOI (Y) and YI (H). Artificial Intelligence in Libraries: Applications and Challenges. Journal of Academic Librarianship. 2021.
- ☞ JONES (R). AI and Machine Learning for Librarians. ALA Editions, Chicago. 2022.
- ☞ KATZ (LS). Managing Digital Resources in Libraries. Routledge Kegan Paul, London. 2005.
- ☞ KHAMIS (I). Applications of Artificial Intelligence in Libraries. IGI Global Scientific Publishing, Hershey. 2024.