

# **Internship Alternative**

## **Library- Based Survey**

A report submitted in partial fulfillment of the requirements for the award of Degree of

**BACHELOR OF LIBRARY AND INFORMATION SCIENCE**

By

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Enrollment No.:.....



Faculty of Library and Information Science  
School of Social Sciences (SOSS)  
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## Contents

1. Abstract- Please give an abstract of your work in about 200 words.
2. Introduction- Briefly introduce the library based survey as a concept , its objectives , functions and benefits.
3. Names of the Institutions Describe in brief the institutions which you surveyed
4. About the Five libraries – Please describe the five libraries in your own words on the following points. Ensure that you visit the libraries to study them in detail.
  - 1) Brief History of the Library
  - 2) Mission and Objectives of the Library
  - 3) Organisational Structure-
    - a. Place of Library in the Organisation
    - b. Sections and Divisions of the Library
  - 4) Collection of the Library- Mention here the different types of collections in the library. This shall include print and electronic collections. Print collections may be of different kinds, like books, journals, and special collections, non- book material, collection acquired on gratis/ gift, government documents, etc. e- books, e- journals, databases, etc may be described in detail.
  - 5) Library staff- Professional, semi- professional and non- professional staff in the library with designations, job titles and their number must be described in detail.
  - 6) Status of Automation- Mention here the extent of automation in the library, whether it is completely, partially or very little automated. Indicate the type and name of software used. Also mention the type of automated services offered. If the library is part of any library and information network, mention the participation in the same.
  - 7) Status of Digitisation- Indicate the type and name of software used for digitisation and whether there is any institutional repository of the institution. Also mention the OA and OER policy is any of the institution.
  - 8) Services- Mention here the services offered by the library with the facilities and rules for the same. Whether these services are offered at a distance in the campus and outside the campus through the web.

- 9) Website and Social Media Presence- Describe here the presence of the library on the web and different social media.
5. Conclusion- Provide a conclusion of all the aspects mentioned in the above paragraphs. You may add here the views of excerpts from the literature with reference for any critical comments
6. Suggestions- Based on your observations and study of the libraries, give suggestions here.
7. References and Bibliography
8. Appendix - Documents to support your description in the report, like images showing services and routines in the library.

## **EVALUATION CRITERIA**

100 Marks

1. Introduction	05
2. Methodology	10
3. Module Description	50
a. Operations	
b. Services	
c. Automation	
d. Digitisation	
e. Administration	
4. Website and Social Media Presence	10
5. About the Library and Overall presentation	10
6. Conclusion and Suggestions	10
7. Referencing	05