

# GUIDELINES FOR PROJECT WORK

## INTERNSHIP WORK REPORT

2010-2011

Submitted to the Department of Library and Information Science,  
University of Delhi, Delhi in partial fulfillment of the requirement of **B-111 : Internship** Programme of B.L.I.Sc. for the award of the degree of Bachelor of Library and Information Science.

Submitted by

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1. Acknowledgement

2. Preface

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Chapter 1 ... Acquisition Work

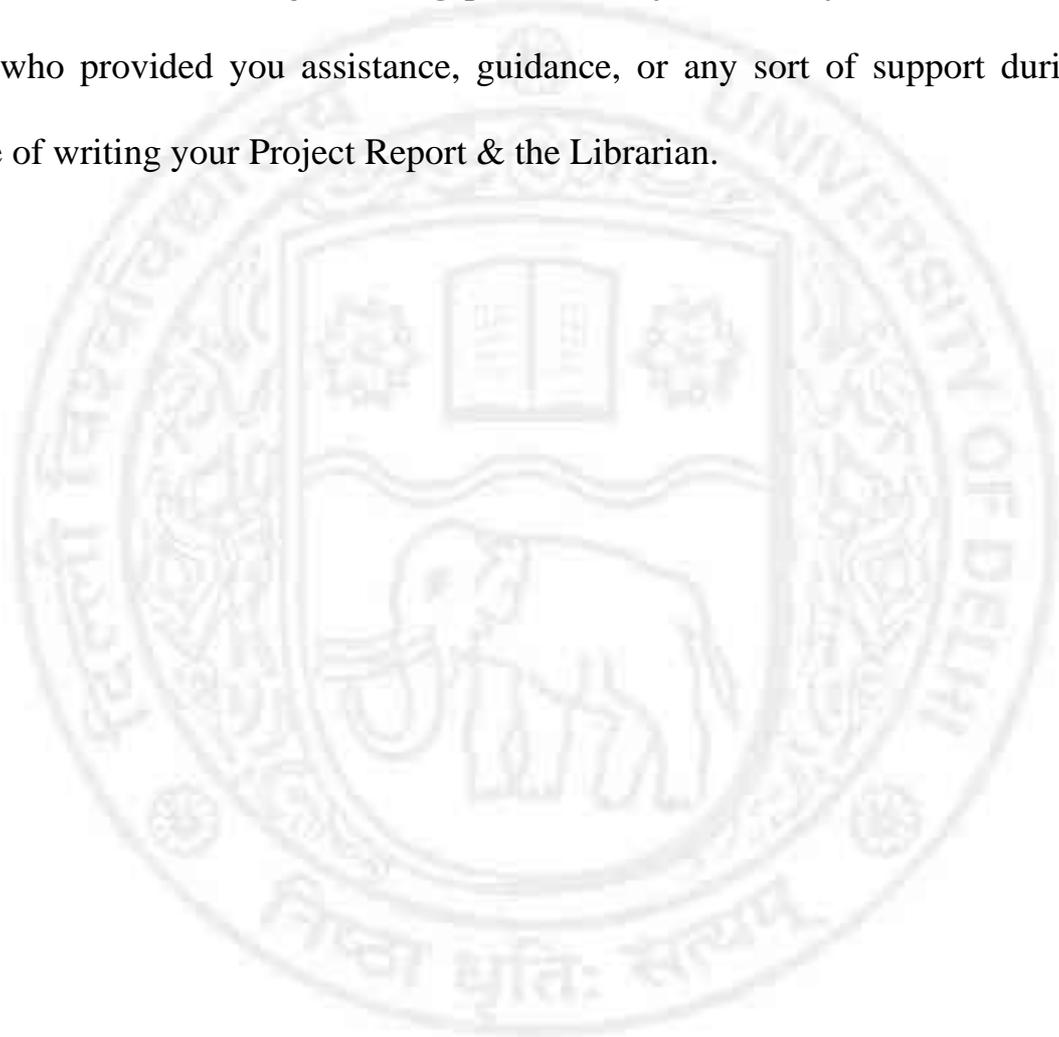
Chapter 2 ... Cataloguing and Classification Work

Chapter 3 ... Circulation Work

Chapter 4 ... Use and application of Information Technology

## WHAT IS TO BE WRITTEN IN ACKNOWLEDGEMENT

While writing the acknowledgement, acknowledge the help/assistance received from the various Section Head of library (where you did your internship training) in order to learn various jobs being performed by the library. Also acknowledge those who provided you assistance, guidance, or any sort of support during the course of writing your Project Report & the Librarian.



## WHAT IS TO BE WRITTEN IN PREFACE

In preface give:

- Few line about Librarianship
- Need and Importance of Practical Librarianship
- Need and Importance of Paper XV

In addition, also give brief but in sequence the work you have learnt while working in different Sections of the library such as. Acquisition, Cataloguing and Classification, Circulation and the IT applications. There may be 1-2 paragraphs including all section on which you are writing your work.

### LIST OF ABBREVIATIONS

If you have used Abbreviation while writing the Project Report, give a list of them.

## **REPORT ON WORK DONE**

Your report shall be divided into following sections:

Acquisition Work

Cataloguing and Classification Work

Circulation Work

Use and application of Information Technology

While writing on any Section e.g. on Acquisition Work, first of all define the term and concept of Acquisition theoretically based on some standard publications. Thereafter write step by step the tasks involved in Acquisition Work which you have learnt while doing the work in the Acquisition Section. You can make flow chart or diagram to present your explanation more understandable and attractive. Then report and discuss the work you have learned while working in this Section. At the end of this Section give full bibliographical details of the publications used for writing the theoretical framework. Likewise, you have to do for all other Sections as listed above.

For bibliographical information, use following style:

Armstrong, Philip. 2004. Libraries in the developing countries. New Jersey: Wordsworth. Pp 4-6

## **SOME GENERAL INSTRUCTIONS:**

1. Main Heading i.e. the Heading on the Title page/Jacket be given in bold in 16 font size.
2. Chapter Heading be given in italics in font 14.
3. Content Headings/Sub-Headings be given in font 12.
4. Every Section i.e. Section on Acquisition, or Cataloguing and Classification etc. be started from a fresh page.
5. Margin between two lines should be 1.5 space
6. Proper left and right margin be given
7. A4 size paper is to be used.
8. Report should be printed through Computer Printer.
9. Report should be typed on single side.
10. Report should consist of about 25 pages.