

गुरु घासीदास विश्वविद्यालय
(केन्द्रीय विश्वविद्यालय अधिनियम 2009 अ. 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 : 2022-23		
Sr. No.	Programme Code	Name of the Programme
01.	203	B.Lib.I.Sc


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



INTERNSHIP REPORT

MODERN LIBRARY SERVICES

Guru Ghasidas Vishwavidyalaya Bilaspur



-:: Submitted BY :-

Aayush Vaishnav

Roll No. 22010101 Reg.No. GGV/19/0275

INTERNSHIP AT RAJIV GANDHI GOVT COLLEGE LORMI

Submitted to the Department of Library and information Science

Guru Ghasidas Vishwavidhyalaya Bilaspur

Under the guidance of Dr. Brajesh Tiwari

In partial Fulfillment of requirements for the award of the Degree

of

Bachelor of Library and information science

July 2023



**Rajiv Gandhi Govement Arts And Commerce College
Lormi Distt. Mungeli (C.G.)**

CRTIFICATE OF INTERNSHIP

This internship program certificate is proudly Awarded to

AAYUSH VAISHNAV

S/o Keshav Vaishnav Student of B.Lib.I. Sc. Guru Ghasidas
Vishwavidyalay Bilaspur

For him outstanding performance at Firm Rajiv Gandhi Arts And
Commerce College Lormi For the role of an intern Librarian under the
guidance of Mr. Prahlad Prasad Lathia (the Librarian) from date
15-05-2023 to 30-06-2023 He is found to be hardworking, Sincere and
diligent.

"We wish him all the best for Future."

Date :- 30-06-2023


The Librarian
P. G. Govt. Art./Comm. College
Govt. Arts & Commerce College
Lormi, Distt. Mungeli (C.G.)



Introduction

This report is all about my personal experience in the Internship which i did in the library of Rajiv Gandhi Govt. College Lormi 15 May to 30th June 2023

Internship Training (I.T.) is a practical aspect of what has been taught in the lecture room. The aim of students' Industrial Training is to have a work to develop hands-on-work experience in a certain occupational field. It was introduced by some of the departments within the university to help students course of study. Places for industrial training vary but it depends on ones field of study. This means a place the student should do the training. It also requires a job specification that would guide the institutional supervisors and I.T. coordinators in the placement of students. Industrial Training exposes students to the expected qualities and presents a potential for an offer of full time employment.

In department of Library and Information Science, the duration of industrial training for Bachelor students is one month i.e. (4 Weeks). This is a good measure to determine the practical competence of students and also helps to develop their professional work habit. So, Industrial attachment is a special opportunity for students to learn or have an idea of the nature of work in their field of study.

Historical Background of Rajiv Gandhi Govt College Library Lormi

ABOUT LIBRARY

College Library is a growing library which is expanding its resources day by day. Library is providing quality services, resources, and lifelong learning opportunities through books and a Library is to provide access to and delivery of information resources to students, faculty, and staff in support of the research and instructional mission of the college. Library contains a huge collection of books including



SUMMER INTERNSHIP REPORT

at

GOVT. ERR PG SCIENCE COLLEGE BILAPUR

Submitted for

Partial fulfillment of the requirement for the award of Degree of-
Bachelor of Library & Information Science

Submitted by

HARSH KAIWART

Roll Number

22010110

2023-24

**DEPARTMENT OF LIBRARY & INFORMATION
SCIENCE**

GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (C.G.)

(A Central University established by the Central Universities Act, 2009)

Submitted to-

Dr. SHRI BRAJESH TIWARI

(Department of Library & Information Science)



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)



सत्यं वयं संधाय, अनुसंधानं, गुणवत्तां योजित
ते ह्यसौ ज्ञानं और विज्ञानं 'मानव' के निधि ।

CERTIFICATE

This is to certify that

Mr. Harsh Kainant

has successfully completed one month

Summer Training (Internship)

program in Central Library

from 01/06/2023 -30/06/2023.


Kamari Tanuja
Librarian


Dr. Jyoti Rani Singh
Principal



PREFACE

It is with great pleasure and a sense of accomplishment that I present this internship report on the field of Library Science. This report encapsulates my journey and experiences during an enriching and insightful internship in the realm of libraries, information management, and knowledge dissemination.

The world of libraries has undergone a remarkable transformation in recent years, driven by rapid advancements in technology and evolving user expectations. This internship provided me with a unique opportunity to immerse myself in this dynamic environment, gaining hands-on experience, and witnessing firsthand the pivotal role libraries play in fostering intellectual growth and promoting lifelong learning.

This report serves as a comprehensive documentation of my internship, offering an in-depth analysis of the tasks, projects, and challenges I encountered while working in a real-world library setting. It also reflects on the knowledge and skills I acquired throughout the internship, demonstrating how theory and practice intersect in the field of Library Science.

I extend my sincere gratitude to the mentors, colleagues, and staff members who generously shared their expertise and guidance during this internship. Their support was instrumental in shaping my understanding of library operations and instilling a deep appreciation for the profound impact libraries have on society.

As the world continues to navigate a digital age marked by an explosion of information, libraries remain steadfast as beacons of knowledge and culture. Through this report, I hope to shed light on the enduring significance of libraries and the critical role Library Science professionals play in curating, preserving, and disseminating information to empower individuals and communities.

This report is a testament to the value of experiential learning and a dedication to the pursuit of knowledge. I trust that it will serve as a source of inspiration and insight for future students and practitioners in the field of Library Science.



AN INTERNSHIP REPORT ON
SHREE RAM COLLEGES.RAMPUR, ODISHA
IN
**COLLEGE LIBRARIES
COLLECTION DEVELOPMENT**



THE DEGREE OF
**BACHELOR IN LIBRARY AND
INFORMATION SCIENCE**
OF THE
GURU GHASIDAS UNIVERSITY
2022-23

SUBMITTED BY :
PRACHI CHOUDHURI
ROLL NO. : 016
ENROLLMENT NO. GGV/19/00616

UNDER SUPERVISION OF:
DR. BRAJESH TIWARI
(HEAD OF THE DEPARTMENT)



ଶ୍ରୀରାମ ମହା ବିଦ୍ୟାଳୟ, ରାମପୁର, ଜି.- ସୁବର୍ଣ୍ଣପୁର
OFFICE OF THE PRINCIPAL, SHREE RAM COLLEGE, RAMPUR,
AT/PO- S.RAMPUR, DIST.-SUBARNAPUR, PIN-767045 (ODISHA)
E-mail- shreeramcollege.rampur@gmail.com
(A NAAC Accredited Institution)

Letter No: 694/SRC

Dated: 15.07.23

This is to certify that Miss Prachi Choudhury, a student of Bachelor Degree Library and Information Science, Guru Ghasidas Vishwavidyalaya, (CG) worked in different section of our college library under supervision of our Assistant Librarian from dt.16.06.2023 to 15.07.2023 one month (excluding holidays) as Internship Programme.

To the best of my knowledge and belief she is having good conduct and sincerity in her work.

I wish her all success in life.

विभागाध्यक्ष
HEAD

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

15/07/23
Librarian
Shree Ram College, Rampur
Dist- Subarnapur

15/07/23
Principal
Shree Ram College, Rampur
Dist. Subarnapur



Acknowledgement

I am very much grateful to all the staff member of library ; shree ram college s. rampur for providing me the opportunity to take part into the internship programme in college library under the course LIUBPD1 internship in libraries and information institutions for the partial fulfillment of B.lib.I .sc (honours) 2nd semester examination of 2023. It was a great opportunity for me to have a practical experience about the theoretical knowledge that has been disseminated by our meritorious member throughout the 1 months integrated honours. Programme.

My deep appreciation is extended to the librarian of shree ram college library, professor Sir Dhruba charan padhan, librarian mr. Ananda padhan, all section Head and the other library officers and staffs for their co-operations, suggestion and guidance to complete the internship programme.

I am indebted and thankful to my learned and revered supervisor for his upbeat personality, kindness : encouraging support and greatly improve the quality of my internship report and brought up to its present status.



INTERNSHIP PROJECT WORK

ON

COLLECTION DEVELOPMENT

Submitted to the Department of Library and Information Science, GURU GHASIDAS
VISHWAVIDYALAYA in partial fulfilment of the requirement of the paper no. LIUBPD1 :Internship

Project

2022- 2023

SUPERVISOR

Prof. Brijesh Tiwari

SUBMITTED BY

Pushpanjali Shukla

Roll No. – 22010119

Enrolment No.- GGV/19/0233



B.LIB & I.SC

Department of Library and Information Science

GURU GHASIDAS VISHWAVIDYALAYA, Bilaspur Chhattisgarh



CERTIFICATE

This is to certify that Miss Pushpanjali Shukla a student of M.Lib & I.Sc. of session 2022-2023 has done her project work under my supervision. The work is original and she project report. The Project may be evaluated for the award of bachelor of Library and information science degree.

I wish her all success.

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

Head of Deptt. Of Lib & Inf. Sc.

G.G. University Bilaspur



INTRODUCTION

NAGOD CITY

NAGOD city was formerly the capital of a princely state of british India ,NAGOD state.The state was founded in 1344, and until the 18th century was known as Unchahra from the name of its original capital. Nagod is a city located in the state of Madhya Pradesh Dist. Satna in India founded by 'Late Rajput Verraj Judeo'. NAGOD derives its name from 'NAGDEV' meaning town or city. The Amarna river flow near the fort's . It's located 17 miles from the town of SATNA.It is Administrative headquarter of NAGOD tehsil'. Here, Pratihars originally came from KANNAUJ and belongs to AGNIKULA Rajput. LIFE IN THE CITY of comfortable with all areas having 24hrs. running water and electricity . In NE region of bundelkhand Panna a beautiful temple of JUGUL KISHORE JU.

"THE GOVERNMENT SHRI BARMENDRA DISTRICT LIBRARY NAGOD SATNA (M.P.)." It is established by Raja Maharaja Yadvendra Singh Judeo nagod state in 1912 . This public library are for all locals , students , emloyee, teachers, etc. There are many collections of documents like – Encyclopedia , dictionary , text book, bibliography., etc. There are many documents which is help to easily users . there maximum 50 to 60 students came and use there services online or offline what they need . In the morning many locals aged came and read newspaper and magazines . Some of them are also read story books . "Those publication or books that have been or may be published procedure or purchase by orders of either house of congress or by point resolution of the house. " There are many avenues to folloe when acquiring and administrating a document or book collection .The document or book is selves in the Library collection. This library was made for local people of the area who is not able to by books or pay money for study and with the help of this they easily use the services. There are many collections of book like manuscript, international encyclopedia etc.



INTERNSHIP REPORT

Guru Ghasidas Vishwavidyalaya Bilaspur



-:Submitted By :-

Roshni Mishra

Roll No. 22010122 Enroll. No. GGV/22/00620

INTERNSHIP AT GGV NALANDA CENTRAL LIBRARY

Submitted to the Department of Library and information Science

Guru Ghasidas Vishwavidyalaya Bilaspur

Under the guidance of Dr. Brajish Tiwari

In partial Fulfillment of requirements for the award of the Degree

of

Bachelor of Library and information science

July 2023



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

नालंदा केंद्रीय ग्रंथालय

No. 17/02/CL/2023

Bilaspur, Date: 10.08.2023

CERTIFICATE OF COMPLETION

This is to certify that Rishini Mishra DEPARTMENT of Library & Information Science B. Lib. I. Sc. Son/Daughter of Shri. Mahesh Mishra with GGV's Enrolment No. GGV/22/00620 has successfully completed the summer internship (training) program 30 days in NALANDA CENTRAL LIBRARY from 10/05/2023 to 10/07/2023.

During the internship, the student underwent project study under the supervision of Dr. ARUN KUMAR SHARMA LIBRARIAN GGV and demonstrated commendable dedication, perseverance, and professional competence. The student performed the following tasks assigned with great diligence and showed excellent problem-solving skills:

Books Data Entry in KCHA software

Open Register Entry

Books Classification by DDC

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 KUMAR SHARMA, LIBRARIAN
NALANDA Central Library

Guru Ghasidas University Bilaspur (C.G.)

ग्रंथपाल
गुरु घासीदास विश्वविद्यालय
बिलासपुर (छ.ग.)
LIBRARIAN
Guru Ghasidas Vishwavidyalaya
BILASPUR (C.G.)



Preface

Library is a place where reading materials like text books, reference books, periodicals and other electronic materials such as e-book, e-journal etc. are kept for use. Library and its collections are two inter related words. The utility and importance of one depends on another. Library without its proper collections is useless and in the same way a rich collection is meaningless without a good library building, its qualified and skilled staff members and overall a good collection development policy.

Collection development is a term employed by libraries to manage, build and maintain library resources according to the needs and requirements of the users. A good collection development comprises of both quantitative and qualitative collection of library resources. It is an umbrella term which includes selection, acquisition, processing, evaluation, preservation and weeding out of the library collections both in print and non- print materials of any library. It is very vital process. So a well defined policy is required for it to check and verify the strength and weakness of the library collections. A good collection development policy helps to select book or non-book materials free or minimize personal bias. It acts as a guide for budget allocation. An ideal collection development policy can improve the library's strength to satisfy the needs and demands of the user community.

Library is the heart of any institution or organization, library collection is the heart of any library. Library collection means the holdings of different types of documents of library like books, periodicals, newspapers,



INTERNSHIP REPORT
COLLECTION DEVELOPMENT
GURU GHASIDAS VISHWAVIDYALAYA BILASPUR
SESSION : 2022-23



SUBMITTED BY:
SANJANA KHANDEKAR
ROLL NO- 22010123, REG. NO. GGV/22/00621
INTERNSHIP AT DR. JWALA PRASAD MISHRA GOVT.
SCIENCE COLLEGE MUNGELI
SUBMITTED TO THE DEPARTMENT OF LIBRARY
AND INFORMATION SCIENCE
GURU GHASIDAS VISHWAVIDYALAYA BILASPUR
UNDER THE GUIDANCE OF:
DR. BRAJESH TIWARI (H.O.D.)



कार्यालय प्राचार्य, डॉ. ज्वाला प्रसाद मिश्र शासकीय विज्ञान महाविद्यालय मुंगेली,
जिला-मुंगेली (छ.ग.)

Website : www.jpmscm.in "B" Grade By NAAC

Email ID : jpmscollege370@gmail.com

क्र. 110 / स्था. / 2023

मुंगेली, दिनांक 15.06.2023

--:: इन्टर्नशिप प्रमाण पत्र ::--

प्रमाणित किया जाता है कि कु. संजना खाण्डेकर पिता
श्री सुरेश खाण्डेकर ने इस महाविद्यालय के ग्रंथालय विभाग में दिनांक
18.05.2023 से 15.06.2023 तक सफलता पूर्वक प्रशिक्षण प्राप्त किया।
मैं इनके उज्ज्वल भविष्य की कामना करता हूं।

LIBRARIAN

Dr. J. P. Singh, So. College
Mungeli, Distt. Bilaspur (C.G.)

प्राचार्य

डॉ. ज्वाला प्रसाद मिश्र
शास. विज्ञान महाविद्यालय मुंगेली
जिला-मुंगेली (छ.ग.)-495334



ABSTRACT

Collection development implies the process of systematically organizing and building library collection to provide information for study, research, teaching and other requirements of the users. The process includes selection, planning of strategies for acquisition activities, resource sharing, weeding out and evaluation of library materials which can satisfy the needs of the users. A collection development policy helps to select book or non-book materials free or minimize from personal bias. The collection development in law library also has to develop and update its collections at regular basis to satisfy the needs of the users. Here, the main objective of the study was to find out methods used for developing the library collections both print and non-print materials.



A Dissertation Report
Resource Sharing And Library Networking
Guru Ghasidas Vishwavidyalaya



Submitted By

Sapna Dahariya

Roll No 22010127

Enrollment No GGV/19/3353

Internship at Nalanda Central Library Koni Bilaspur

Submitted to the Department of Library and Information science

Guru Ghasidas Vishwavidyalaya

Under the Guidance of Dr. Brajesh Tiwari

In Partial Fulfillment Of Requirements for the award of the degree

Of

Bachelor of Library and information Science

Guru Ghasidas Vishwavidyalaya

Koni Bilaspur 495009

July 2023



Certificate

This Is To Certify That Dissertation Entitled Resource Sharing And Library Networking Is Based On Reserch Done By Sapna Dahariya (Enrolment No --) Department Of Library And Information Technology Guru Ghasidas Vishwavidyalay, This Is An Original Work Carried By Me And The Report Has Not Been Submitted To Any Other University For The Award Of Any Degree Or Diploma

Place - Bilaspur

Name Of Supervisor

Date -

Name -

Department Of Library And Information Science
GGV BILASPUR

Forwarded To The Controller Of Examination ,Guru Ghasidas Vishwavidyalaya Bilaspur In Partial Fullfilment Of The Degree Of Bachlour Of Library And Information Science

Place - Bilaspur

Department

Date -

विभागाध्यक्ष
HEAD
पुस्तकालय एवं सूचना विज्ञान विभाग
Deptt. of Library & Info. Science
Name Of Head Of
Guru Ghasidas Vishwavidyalaya
बिलासपुर (छ.ग.)
Bilaspur (C.G.)



Introduction

Defination

Library and information networks have the potential to improve library services in several ways. It brings down the cost of information products and services in the network environment in shared mode. It enables libraries to offer need – based services to the end users eliminating the limitation of size, distance and language barriers among them. With evolution in library networks, the emphasis has moved from the networks as physical entities to the resources available through the networks. These network-accessible resources include databases of library holdings, journal articles, electronic text, images, video and audio files, scientific and technical data, etc.

A network is developed when a group of libraries and/or information centres decide to exchange information using computers. The library networks use existing communication facilities to establish networks amongst libraries that agree to cooperate amongst themselves through more or less formal agreements with a view to pooling their resources and to offer better services to the users. The participating libraries generally follow identical or compatible rules and procedures. The term “network” is increasingly used in place of “resource sharing” or “cooperative systems”. Networking and modernisation are becoming very important in all types of libraries as they enable the users to have access to the resources of many other libraries in addition to their own. The term “library consortium” is also used; some times, interchangeably with the library network.

Need



पुस्तकालय सेवा : अटल बिहारी वाजपेयी विश्वविद्यालय बिलासपुर, (छ.ग.) के विशेष संदर्भ में।



गुरु घासीदास विश्वविद्यालय बिलासपुर (छ.ग.)

एक परियोजना कार्य

पुस्तकालय एवं सूचना विज्ञान विभाग में उपाधि की आंभिक परिपूर्ति हेतु प्रस्तुत

सत्र - 2022 - 23

मर्णदर्शक

अविनाश ठाकुर

कार्य प्रभारी

केन्द्रीय पुस्तकालय

अटल बिहारी वाजपेयी

विश्वविद्यालय बिलासपुर (छ.ग.)

शोधार्थी - सीमा साव

विभाग - पुस्तकालय एवं

सूचना विज्ञान विभाग

द्वितीय सेमेस्टर

नामांकन संख्या

GGU|22|00623

रोल नं. - 22010128



प्रमाण पत्र

प्रमाणित किया जाता है की सीमा साव ने परियोजना कार्य “पुस्तकालय सेवा : केंद्रीय पुस्तकालय अटल बिहारी वाजपेयी विश्वविद्यालय बिलासपुर, छत्तीसगढ़ के विशेष संदर्भ में” अध्ययन प्रकरण पर यह परियोजना कार्य मेरे निर्देशन में नियमित शोधार्थी के रूप में पूर्ण किया है।

स्थान - बिलासपुर

दिनांक - 27/07/2023

INCHARGE
Central Library
Atal Bihari Vajpayee
Vishwavidyalaya
Bilaspur (C.G.)

निर्देशक

यशवंत कुमार पटेल

पुस्तकालय प्रभारी

अटल बिहारी वाजपेयी विश्वविद्यालय

बिलासपुर, छत्तीसगढ़



प्राक्कथन

विश्वविद्यालय में उपस्थित समस्त छात्र - छात्राओं का इस विश्वविद्यालय में दी जानें वाली पुस्तकालय सेवाओं के बारे में जानकारी होनी बहुत आवश्यक हैं। पुस्तकालय सेवाओं में पुस्तक प्राप्त अजन - इतेक्हाणिक पुस्तकालय जैसे महत्वपूर्ण बिंदुओं पर विशेष ध्यान दिया जाता हैं। विद्यार्थियों को पुस्तकालय सेवाओं के बारे में जितना अधिक पता होगा वे उतना ही अधिक पुस्तकालय जाना पसंद करेंगे। पुस्तकालय शिक्षकों तथा पुस्तकालय स्टॉफ व छात्र - छात्राओं से प्रश्नोत्तर के माध्यम से मेनें **अटल बिहारी वाजपेयी विश्वविद्यालय** में पुस्तकालय सेवाओं को अपने एक परियोजना कार्य का विषय बनाकर जानकारी प्राप्त की हैं।



**AN INTERNSHIP REPORT ON RUNGTA INSTITUTE OF SCIENCE & MANAGEMENT
BHILAI, CHHATTISGARH**

Submitted by
SHRUTI SHARMA
Roll No.-22010126
Enrollment No.-GGV/19/8060

Under Supervision of
Dr. Brajesh Tiwari (Head of the Department)



DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE
SCHOOL OF SOCIAL SCIENCE
GURU GHASIDAS VISHWAVIDALAYA (A Central University)
BILASPUR, KONI 495001
2022-2023



CERTIFICATE

I Certify that Shruti Sharma has carried out the project work entitled on "Library Digitization and E-resources" Rungta Institute of Science and Management Bhilai Chhattisgarh under my guidance and supervision.

So, far my knowledge goes, her work is an original one and has special educational significance.

Mr. Ratan Kumar Sahu
(Librarian and work In charge)
Bhilai Chhattisgarh



PERFACE

The main goal of the internship report is to complete the prerequisites for the BLISc degree to be awarded. It is the result of the one month internship at the Rungta Institute of Science and Management.

A fantastic approach to learn about a practical topic in a hands-on setting is through an internship. Internships link theory and practice in all fields of study. As a result, it clarifies the students' theoretical understanding in a way that lectures in the classroom and subsequent exams might not be able to.

Internships give students a clear image of how their theoretical knowledge is applied in the real world and whether it is used as planned or needs to be modified. Students' preparation for the workforce is aided by this hands-on experience.

After finishing the internship programme, I had sufficient experience with the acquisition, handling, and distribution of library reading materials as well as with managerial tasks, using the library's websites, reference services, and other digital services.



**A PROJECT REPORT ON CENTRAL LIBRARY OF GURU GHASIDAS UNIVERSITY
BILASPUR, CHHATTISGARH**

Submitted by
Shweta Sahu
Roll No.-22010127
Enrollment No.- GGV/22/00624



**DEPARTMENT OF LIBRARY & INFORMATION SCIENCE
SCHOOL OF ARTS
GURU GHASIDAS CENTRAL UNIVERSITY
BILASPUR, KONI 495001
2022-2023**



Certificate

I certify that Shweta Sahu has carried out the project work entitled "Classification and Cataloguing in Central Library Guru Ghasidas University Bilaspur C.G. "

Under my guidance and supervision .

So, far my knowledge goes her work is an original one and has special educational significance.

Supervisor

Arun Kumar Sharma

Librarian Central Library of Guru Ghasidas Central University Bilaspur C.G.



Chapter -1 Introduction

In the heart of academia, the university library stands as a bastion of knowledge, a sanctuary for scholars, and a hub of intellectual exploration. Within this hallowed space, the seamless organization and accessibility of information are paramount. This is where the disciplines of classification and cataloguing come to the fore, acting as the crucial scaffolding that supports the edifice of scholarly pursuits.

The Nexus of Knowledge:

University libraries, with their diverse collections encompassing a myriad of subjects, serve as the intellectual nucleus of academic institutions. They house a rich tapestry of resources, ranging from traditional print volumes to an everexpanding digital repository. The efficient organization and retrieval of this vast pool of knowledge are essential to empower researchers, faculty, and students in their academic quests.

Classification, in the context of university libraries, is the systematic arrangement of materials based on their subject matter, enabling patrons to locate resources within a coherent framework. This process facilitates the serendipitous discovery of related works and encourages interdisciplinary exploration. Systems like the Dewey Decimal Classification and Library of Congress Classification have long been the guiding stars in this endeavour.

Cataloguing: The Gateway to Knowledge

Complementing classification is the meticulous practice of cataloguing. This involves the creation of detailed records for each item in the library's collection, providing vital information such as authorship, title, publication details, and subject headings. Cataloguing not only forms