

An Internship Report on BANSDOC

(Bangladesh National Scientific & Technical Documentation Centre)



This report is submitted to the Department of Information Science and Library Management, University of Rajshahi, as a partial fulfillment of the requirement for the degree of B. S. S. (honor's) Part-4 Examination 2019.

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Submission Date: 12-03-2020

Preface

The main theme of the internship report is prepared to fulfill the partial requirements for course on internship in Bangladesh National Scientific & Technical Documentation Centre (BANSDOC) in Information Science and Library Management. It is the output of the one month long (20 working days) internships in the BANSDOC Library.

An internship is the perfect opportunity to get practical knowledge about any real work concept in an institution. Internship bridges the theory with the practice in any particular field of study. It clarifies the theoretical concept of the students which may not be possible only through class lectures and follow up examinations. Internship gives the students a clear idea about what they learnt in the theory and whether these are implemented in the work situation accordingly or with modifications. This work experiences helps the students to make them eligible for the job environment.

After the completion of the internship course I have gather enough experiences about the acquisition, processing and dissemination of library reading materials, managerial activities, stock verification, library website, website creating, web hosting, E-book making & preservation, E-book uploading in website, the whole documentation process, managerial activities, BANSDOC's databases and how to retrieve information through it, S & T services, S & T paper clipping, AGORA, HINARI, INSAPERI Consortium, current research project, union catalogue, register management, library automation and digitization, Automation software "KOHA"& module description, 'File' opening, Digital 'File', literature/CD search, information marketing, reprography service, photo-videography, government employees behavior act etc. which I have shared in different chapter of the report.

There are also some observations from my point of view which I think would be considerable to the authority for the betterment of the BANSDOC. Internship committee divided us into three batches as 35th, 36th, 37th. I was the member of 35th batch.

Acknowledgement

At first, I pleasure to express my gratitude to the Chairman, Department of Information Science and Library Management, University of Rajshahi, and Director of BANSDOC, for providing me the opportunity to take part into the Internship Program in the BANSDOC.

I am also thankful to all officers and staffs of BANSDOC specially to Begum Jesmin Akter, director general of BANSDOC; Md. Aslam Ali Khandakar, BANSDOC, who is the course coordinator of the internship course-2020; Chairman, Department of Information Science and Library Management, University of Rajshahi, and also thanks to the librarian MD. Emran Hossain, cataloguer Nasima Khatun. The assistance of Md. Najim Uddin and Runiyakhatun and the other officers and staffs for their co-operations, suggestions and guidance throughout the internship program.

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Chapter One

Introduction:

Internship is a preliminary training of relevant discipline conducted by any institution where students get to apply their theoretical knowledge by the attachment and direction of present employees within a working environment. Internship is an opportunity for interns for (i) integrate and apply the theoretical knowledge, (ii) Find out whether further competence needed, (iii) Gather knowledge on real job environment and (iv) Become acquainted with the types of work settings in which such competence can be applied.

Objectives of Internship:

The followings are objectives of the internship program in Library and Documentation center:

- To gain practical experience
- To understand the process of information collection.
- To perform professional responsibilities
- To observe the unique challenges of the research library environment
- To develop critical awareness of professionalism in librarianship
- To provoke career awareness amongst students.
- To increase professional networking contacts.
- To building up self-confident throughout the whole process.
- To discover the methods used in terms of processing of library materials.

Scope of the Study:

This study constitutes the experiences and observations of the candidate earned during the 21 working days in the different sections of BANSDOC Building from January 01 to January 28, 2020 as required for the partial fulfillment of Internship on Information Science & Library Management -2020. There are five working days in a week where the Friday and the Saturday are off.

The internship basically covers the six sections of the BANSDOC:

- Library section
- Documentation section
- Reprography section
- Bibliographic/S & T section
- Administrative section
- Accounts section

We also earn practical knowledge of stock verification from BANSDOC library.

The program schedule is given as under:

The whole students are divided into six groups – A, B, C, D, E and F to bring the efficiency in internship.

Methodology:

A study can be done successfully by following appropriate methods and procedures. So, selection and implementation of the selected methods leads a study to accomplish its ultimate goal. While selecting the methods one should consult both the previous similar type of studies as well as with the experts in the area. This internship is based on the methods mentioned as follows:

- **Study Design:** The present study can be visualized as follows:

Sampling: I have collected representative sample of documents, manual and computerized screens and reports, completed forms, flowcharts and other system documentation that describes the functionality of the systems and services of BANSDOC.

Observation: I have applied observation method because this method is very important together reliable data. Through this method I obtain the required data by directly observing library personnel performing activities in their workplace.

Direct Participation: Direct participation in any work is very important to know and learn about the actual work process. I have also gathered information directly by participating in the work in different sections and worked with the library personnel physically.

Personal Contact: I have gathered information by having personal contact and correspondence with the library officers and by visiting different sections. It is an active method of collecting information because this technique helps me to connect with the respondents very closely and reveal factual data from them.

Personal Interview: The personal interview is generally recognized as the most important and most often used fact-finding technique. I have collected

information from the concerned personnel through face-to-face interaction to clarify my concept about the major operations in BANSDOC.

Chapter Two

About BANSDOC:

Bangladesh National Scientific & Technical Documentation Center (BANSDOC) is the national apex body in the field of scientific and technological library, information and documentation services in Bangladesh. It has already passed 47 glorious years for the benefit of scientific and technological research and experimental development and upholds the socio-economic development of Bangladesh. According to the mandatory role and responsibility BANSDOC is dealing with library, information and documentation services, products and systems in the field of science and technology and information and communication technology.

Background of BANSDOC:

Realizing the importance of potential role that scientific and technological information plays in the socio-economic development of a country, Pakistan National Scientific & Technical Documentation Center (PANSDOC) was established in 1957 with the technical assistance from UNESCO. PANSDOC was placed under the administrative control of Pakistan council of Scientific and Industrial Research (PCSIR).

In 1963 the regional office of PANSDOC was established in East Regional Laboratories of PCSIR in Dhaka. This regional office of PANSDOC was assigned with the following information services to render:

- Document Procurement and Delivery
- Compilation and Bibliographies

- Document reproduction and
- Translation Service

In 1971, Pakistan National Scientific & Technical Documentation Center (PANSDOC) became Bangladesh National Scientific & Technical Documentation Center (BANSDOC) that had been functioning as a unit of Bangladesh Council of Scientific & Industrial Research (BCSIR), Dhaka.

In 1986, the Science & Technology Division, Ministry of Education, Government of Bangladesh had a project entitled 'National science Library (NSL)' which later on merged with BANSDOC.

Bangladesh National Scientific and Technical Documentation Centre (BANSDOC) offer one-month long internship program for the graduate students of Information Science and Library Management.

Aims and Objectives:

1. To build up a scientifically oriented society and science-based nation through dissemination of scientific and technical information provided by BANSDOC.
2. To make arrangement of right information to the right person in the right time.
3. Rapid dissemination of scientific information and documentation to the Scientist and Researcher.
4. To build up a digital data bank that can remotely access.
5. To build up a connection with the researchers in the home & abroad.

Mission:

1. To transform the present traditional science library of BANSDOC into a digital library with ultimate goal of establishing it as a Virtual Library.

2. Taking initiatives in BANSDOC for providing training support to other libraries of the country.
3. Organizing seminar/workshop from time to time for modernization, extension and more publicity of BANSDOC activities.
4. Arranging up-to-date training, especially foreign training for the personnel of BANSDOC.
5. To launch inter-library cooperation and resource sharing at national level.
6. To introduce library Bar-coding system to ensure the proper use of library reading materials.
7. To arrange BANSDOC visit and focus its overall activities, render information services of BANSDOC to the students of schools, colleges and universities who are concerned in the field of Science and Information & Communication Technology.
8. To enable the center to furnish relevant scientific, technological and industrial data to policy-makers and decision-makers for promptly formulation/revision of science and technology policy best suitable for the country in the next 20 years and
9. To establish a children Library in BANSDOC.

Functions:

- To provide bibliographic service.
- To collect and disseminate the related duplicate copy of publication.
- To establish scientific contact with scientists and researchers.
- To impart translation service.
- To execute photo-reprographic service.
- To provide computer and internet service.

- To deal cooperation with SAARC Documentation services.
- To provide Photostat service.
- To provide publication service.
- To arrange exhibition, conference, seminar, workshop & training and to award the scholar students for assisting human resource development and to take action for reducing the poverty.
- To supply web-based research information.
- To cooperate research and activities among the scientists and professionals and excellence of patronization.
- To provide digital library service.
- To exchange information at national and international level.
- To arrange internship for library and information management.
- To arrange and attend of book exhibition or book fair at national level.
- To drive scientific and technological research and development to provide consultancy service in the same field of interest.
- To accomplish a deed of contract with any other foreign organization, prior permission of the Govt. to achieve the aims of BANSDOC.
- To execute other activities assigned by the Govt.

Databases:

BANSDOC provides its online services through 10 databases, includes-

1. Directory of Scientists and Technologists of Bangladesh –5720 individuals' information

2. Information of Current Science & Technology Research Projects – 3053 Nos
3. National Union Catalogue – 5258 titled Journal of 90 Libraries from different University & Research Institution.
4. National Science & Technology Abstracts— 5175 Nos
5. Bibliographical Information of 17,535 Books
6. Title & Abstracts of 25,818 Thesis
7. Innovations of Young Scientists & Science Club – 1429 Nos
8. Scientific & Industrial innovation – 361 Nos
9. S&T Paper Clipping –1905 Nos
10. E-Books – 390 Nos

Cooperation programs:

BANSDOC works closely with the following similar counterpart national and international institutions:

Bangladesh Agriculture Information Centre (BARC);

Bangladesh National Health Library and Documentation Center (NHLDC);

Bangladesh Institute of Development Studies (BIDS);

Bangladesh Atomic Energy Commission (BAEC);

Dhaka University Library (DUL);

National Institute of Science Communication and Information Resources (NISCAIR);

Pakistan Scientific and Technological Information Centre (PASTIC);

Institute of Scientific and Technical Information of China (ISTIC);

- # International Federation of Library Associations (IFLA);
- # British Library and Document Supply Centre (BLDSC);
- # National Centre for Science Information System (NACSIS);
- # National Library of Australia (NLA);
- # Academy of Sciences (RAS);
- # SAARC Documentation Centre (SDC), India;
- # Federation of International Information and Documentation (FID), the Netherlands;
- # European Patent Office (EPO);
- # European Commission (EC), Belgium and
- # UNESCO, France.

Important Publications of BANSDOC:

- ❖ Directory of Scientists and Technologists of Bangladesh;
- ❖ Directory of Scientists and Technologists of Bangladesh Living Abroad;
- ❖ Directory of Bangladesh R&D Organizations and their Current Scientific and Technological Research Projects;
- ❖ Current Scientific and Technological Research Projects of Bangladesh;
- ❖ Bangladesh Science and Technology Abstracts;
- ❖ National Union Catalogue of Scientific and Technological Periodicals in Bangladesh;
- ❖ Survey Report on Research and Development (R&D) Activities in Bangladesh.

Chapter Three

Different Section of BANSDOC

Library Section:

Library remains open from 9.00 A.M. to 5.00 P.M every Sunday to Thursday except Friday and Saturday & other Govt. holidays. A Photostat machine is installed at the disposal of BANSDOC library to facilitate quick dissemination of information to its users. Two study carrels have been installed with proper decoration & facilities for veteran academicians and scientist to carry out study comfortably for their research and development program activities.

Acquisition process

Books, Journals, Periodicals, serials and other reading materials are procured every year by a national advisory committee that approved by the government and according to the instructions and guidance given by the committee.

It may be mentioned that the BANSDOC library acts as an agency to supplement the resources of all libraries, information and documentation centers in the field of S&T and ICT by its own selective acquisition method and also act as the referral center for maximum utilization of the existing reading materials in the country. Thereby it extends its base of operations as a national library of science and technology in the country.

The library has organized in three sections such as:

Book Section

As we know, presently it holds a stock of about 20,864 text and reference books. New books are also added in the stock of library. During our internship we catalogue the books according to AACR2 formats. We determined classification number of the books following DDC 23 addition. We also learned how to give accession number and how to use accession register.

Journal section

Library holds 4448 titles of local and foreign journal, periodicals and serials of different fields of science technology and ICT. There are about 5,754 journals, periodicals and serials are stocked.

Reference Section

There are many reference books like dictionary, encyclopedia, handbook, world yearbook, gunnies world record etc. in BANSDOC library.

Library Services

Presently BANSDOC library renders the following services to the user:

Readers Services

- ✓ Books (local & foreign)
- ✓ Journals (Foreign & Indigenous)
- ✓ Thesis (Local)
- ✓ Periodicals (Foreign & Indigenous) &
- ✓ Newspaper (local)
- ✓ Study Carrel Service
- ✓ Online Retrieval Service
- ✓ Cyber Service;

Photocopy service

In our internship we knew how photocopy service provide for necessary pages of books, journals and periodicals as per user's requirements.

Current Awareness Service (CAS)

We learn how provided to 170 R&D and academic organizations of the country which are related with science and technology and information & communication technology.

BANSDOC Library delivered them the photocopy of all the content pages of recently procured journals on quarterly basis through Current Awareness Service (CAS).

Reference Service

- Referral Service

Online information Service: Online information service was shown from BANSDOC website books journal are also available for search.

Administration Section:

Administration section is called as the hurt of an organization. In BANSDOC we learned administrative work in administration section. Here we learned about

- File Management
- File Presenting with Letter sending & receiving
- Vacation & Pension
- Government employee's behavior act-1979
- P.P.R 2008

File Management:

Sir Md. Azam Khan took a short class on File Management. In his speech we came to know how to maintain Files & letters in any Institution.

File Presenting with Letter sending & receiving

We learned about File Presenting & also letter sending & receiving. We showed the total process of File Presenting & processing with letter Presenting & processing in any Institution & Ministry by Sir Md. Azam Khan.

Vacation & Pension:

Sir Md. Shahidullah told us about various types' vacation. He also told about pension & how to pension will get.

Documentation Section:

Access to information holds a very important key to socio-economic development of a country.

This information explosion over the world during last few years has been amazing. Libraries being the storehouses of human knowledge and information cater to the requirements of different branches of knowledge. That's why library, information and documentation centers disseminate information and knowledge in different forms of services.

BANSDOC since its inception has been providing document copy delivery service with procuring those from similar local and foreign sources. Firstly, it does so from its own library collection.

In addition, BANSDOC utilizes resources of a number of science & ICT libraries, information and Documentation Centre (NHLDC), Bangladesh Institute of Development Studies (BIDS), Bangladesh Atomic Energy Commission (BAEC) and Science Library of the Dhaka University and BUET Library.

BANSDOC since its inception has been providing document copy delivery service with procuring those from similar local and foreign sources. Firstly, it does so from its own library collection. In addition, BANSDOC utilizes resources of a number of science & ICT libraries, information and documentation centers in the country from the National Catalogue of Scientific and Technological.

Periodical Holdings (STPH) published by BANSDOC. Some of the most important libraries, information and documentation centers in the country delivering only 10% of the total user's demand of BANSDOC is: Agricultural Information Centre (AIC) of BARC,

Bangladesh National Health Library and Documentation Centre (NHLDC), Bangladesh Institute of Development Studies (BIDS), Bangladesh Atomic Energy Commission (BAEC) and Science Library of the Dhaka University and BUET Library.

During our internship, we learn how to find the requested information. In this section we entered many theses abstract in digital form. Popy Mondol mam talked about how we search thesis In BANSDOC website. She also showed us how we scan abstract. Mam talked about how the printed input data edited proofed reading. She said about the AGORA HINARI and INSPPERI how we collect information from these. Mam also said how user pays take by online.

If the user requested for document, which is not available in the country, then BANSDOC procures it from its international information sources. At first BANSDOC searched the requested document in AGORA, HINARI Consortium. If they got the information, they brought it from here. Then informed to the user by phone or email or the document send to the user in his/her e-mail id. BANSDOC has co-operation programs of activities with a number of renowned international libraries, information and documentation centers over the world and procures documents from them like: National Library of Australia (NLA), The British Library and Document Supply Centre (BLDSC), National Institute of Science Communication and Information Resources (NISCAIR) and European Patent Office (EPO) on payment basis.

Accounts section:

In this section Md. Sayem Khan told us about the accounts section of BANSDOC. We learnt from here about

- Cash Book Maintenance
- How to make an institution's budget
- Audit related activities
- How preparing a bill

- Bill or invoice receiving & sending
- How to preserve check, voucher, cash, register etc.
- How payment bill of an institution
- How to cash high pay-order, laser book NTD, GPF etc.

Md. Sayem Khan very carefully taught us those things of accounts section

The payment to the foreign document supplier is made in the form of UNESCO Dollar Coupons. Service charges for document delivery at a much-reduced rate are realized from the users whereas the document procurement rate is very costly.

BANSDOC delivers research papers/articles to its users mainly by procurement through placing orders to its counterpart different international libraries, information and documentation centers. To expedite the procurement process, BANSDOC uses e-mail facilities through internet connection, so that the searching for document procurement may be easier and quicker services may be delivered to the users.

BANSDOC joined in some renowned consortium like -

1. HINARI -- (the Health Inter Network Access to Research Initiative)
 - Lead by WHOM.
 - IP based Medical Science Consortium
2. AGORA - (Access to Global Online Research in Agriculture)
 - FAO developed it
 - IP based service
3. INASPERI - Basic Science
4. NISCAIR - (National Institute of Science Communication and Information Resources), New Delhi, India.
5. SDC - (SAARC Documentation Centre), New Delhi, India.

Bibliographic Section/ S&T:

We knew during our internship that the scientists are interested to know about the research works which has already been done in their fields of interest before starting their research works. This helps them to avoid duplication of research works and thus saving their costs, energy and time. Bibliographies are also prepared by searching CD

and DVD form of databases which are available in this Division. Following international science and Technological information-based databases on CD-ROM are used for these purposes:

- ✓ Biological Abstracts
- ✓ Physics Abstract
- ✓ Current contents

Abu Ahsan sir is talked about databases bibliographical data entry, CD search, entry data input, uploading downloading, networking and how we linked with other institution website, Web Maintenance, Creating web site and about webhosting. He showed us how to link e-book, searching and printing method. He also showed us how to search current research project from BANSDOC website.

In this section we make bibliographical list of researchers. We also make project entry here.

Abu Ahsan sir said that during the period of 2012-2013 BANSDOC has provided 1,229 bibliographic references to its 21 users on request.

Reprographic Section:

Reprography is the reproduction of graphics through mechanical or electrical means, such as photography or xerography. Reprography is commonly used in catalogs and archives, as well as in the architectural, engineering, and construction industries.

From class of sir Md. Moniruzzaman (S.R.O), we knew that typical items produced by reprographers include architectural/engineering blueprints and renderings, indoor and outdoor signage, maps, billboards, backlit displays, trade show graphics, legal and medical exhibits, etc. without changing its body & meaning.

In this section we learned-

- how we can photocopy,

- use spiral binding machine,
- how can we laminate a paper?
- Using scientific photography
- Video graphing
- Duplo-copying

The purpose of learning those things for preserving document, materials, paper etc. CD, DVD, Hard disk are also used in BANSDOC to preserve Information. Beside this, Microfilm, Microphyte are also included in reprography service but it is no longer used in BANSDOC.

Products and Services:

- Plain Paper Copy;
- Scientific Photography;
- Slide Making;
- Overhead Slide;
- Spiral Binding and
- Laminating.

These Products and Services used in BANSDOC Reprographic Section. According to sir Md. Sofiullah during the period 2015-2016 BANSDOC has provided 18,535pages photocopies and spiral binding 39 Nos. of different documents on user's request.

Chapter Four

Schedules, Site visit & Others

Schedules

1st Working Day		
01-01-2020		
Time	Name of training topic	Trainer
09.00 – 11.00	Orientation Ceremony	All employees of BANSDOC
11.00- 01.00	Rooppur Nuclear Power Plant	Md. Anwar Hossain, Senior Secretary, MOST
01.30-03.30	Aims and goals of BANSDOC	Begum Jesmin Akter, DG, BANSDOC
03.30-05.30	Activities of reprographic section	Md. Monirujjaman, SRO, BANSDOC.
2nd Working Day		
02-01-2020		
Time	Name of training topic	Trainer
09.00 – 11.00	Requirements of workplace internship courses to expand research	Md. Aslam Ali Khandaker, course coordinator, PO, BANSDOC
11.00- 01.00	Roles of BANSDOC for human resource development	Begum Jesmine Akter, DG, BANSDOC
01.30-03.30	Distribution of duties in performing official functions	Md. Monirujjaman, SRO, BANSDOC.
03.30-05.30	Administrative activities, file opening and classification	Md. Mukhlesur Rahman, Administrative officer, BANSDOC

3rd Working Day		
05-01-2020		
Time	Name of training topic	Trainer
09.00 – 11.00	Applying the digital method to modern information management	Md. Aslam Ali Khandaker, course coordinator, PO, BANSDOC
11.00- 01.00	Roles of BANSDOC for human resource development	Begum Jesmine Akter, DG, BANSDOC
01.30-03.30	An overview about documentation services at BANSDOC	Popy mondol, DO, BANSDOC.
03.30-05.30	Library automation & digitalization	Md. Emran Hossain, Librarian, BANSDOC
4th Working Day		
06-01-2020		
Time	Name of training topic	Trainer
09.00 – 11.00	Purchase of official's goods and depository management.	Md. Azam Khan, JPO, BANSDOC
11.00- 01.00	Overview of S&T information service and literature	Sheik Abu Hasan, JBO, BANSDOC
01.30-03.30	Copyright Law	Md. Monirujjaman, SRO, BANSDOC
03.30-05.30	Tendering & work order (PPR-2008), E-tendering	Md. Mukhlesur Rahman, Administrative officer, BANSDOC
5th Working Day		
07-01-2020		
Time	Name of training topic	Trainer

09.00 – 11.00	Acquisition process of BANSDOC e-resources databases of information.	Md. Aslam Ali Khandaker, course coordinator, PO, BANSDOC
11.00- 01.00	Modern Librarianship	Dr. Anowarul Islam libn. SAU
01.30-03.30	Data collection, storage and distribution from consortium.	Popy mondol, DO, BANSDOC.
03.30-05.30	Act of information right 2009	Begum Jesmine Akter, DG, BANSDOC
6th Working Day		
08-01-2020		
Time	Name of training topic	Trainer
09.00 – 11.00	Manner and etiquettes at working area.	Begum Jesmine Akter, DG, BANSDOC
11.00- 01.00	Established communication with Ministry of Finance on financial matters	Md. Aslam Ali Khandaker, course coordinator, PO, BANSDOC
01.30-03.30	Internal and cooperative audit	Md. Sayem khan, JRO, BANSDOC
03.30-05.30	Requirement and producers for granting necessary funds for the performance of the organization.	Md. Mukhlesur Rahman, Administrative officer, BANSDOC
7th Working Day		
09-01-2020		
Collecting Data from different Organizations		
8th Working Day		
12-01-2020		

Time	Name of training topic	Trainer
09.00 – 11.00	Data collection, storage and distribution from consortium.	Md. Azam Khan, DEO, BANSDOC
11.00- 01.00	Library automation & digitalization	Md. Emran Hossain, Librarian, BANSDOC
1.30-03.30	Book-journal selection and purchase methods	Md Monirujjaman, SRO, BANSDOC
03.30-05.30	Annual performance planning of an organization	Begum Jesmine Akter, DG, BANSDOC
9th Working Day		
13-01-2020		
Time	Name of training topic	Trainer
09.00 – 11.00	Requirements of the Administrative ministry in BANSDOC activities	Md. Fazlur Rahman, AS, BPRM
11.00- 01.00	Various activities of the accounting department of the organization	Md. Aslam Ali Khandaker, course coordinator, PO, BANSDOC
01.30-03.30	E-filing and distribution of digital file	Md. Mukhlesur Rahman, Administrative officer, BANSDOC
03.30-05.30	Digital Information Management	Md. Monirujjaman, SRO, BANSDOC
10th Working Day		
14-01-2020		
Time	Name of training topic	Trainer
09.00 – 11.00	MARC-21	Dr. Md. Mizanur Rahman, Librarian, BANBEIS

11.00- 01.00	Development of Digital Library in Bangladesh: Some issue and Challenges	Dr. Md. Nazim Uddin, SM, LISS, ICDDRB
01.30-03.30	The head of the organization should be able o improve the efficiency of the officers and employees.	Begum Jesmine Akter, DG, BANSDOC
03.30-05.30	Reproduction of Information	Md. Monirujjaman, SRO, BANSDOC
11th Working Day		
15-01-2020		
Time	Name of training topic	Trainer & Place
09.00 – 11.00	MARC 21	Exotic Specialist trainer
11.00- 01.00	Official letter communication, digital file typing.	Md. Azam Khan, JPO, BANSDOC
01.30-3.030	Internal and cooperative audit	MdSayem khan, JRO, BANSDOC
03.30-05.30	Internet service/cyber service	Mishrat Jahan, SO, BANSDOC
12th Working Day		
Practical Session (36th batch/group D)		
16-01-2020		
Time	Name of training topic	Trainer & Place
09.00 – 10.00	S&T Abstract: scanning and arranging	Jannatul ferdous, S&T section
10.00- 11.00	Leaser book, STD, cash bool Management	Md. Monir Hossain, Accounting section

11.15-12.15	Despas method for presenting and exchanging documents in digital file	Nuri Eyasdani, Administrative section
12.15-01.15	Stock verification and old book-journals weeding and binding process	Md. Nazim Uddin, Library section
02.45-03.45	Spiral binding, laminating and photocopy service.	Md. Sofiullah, Reprographic section
03.45--04.45	Process of information input and thesis entry in database.	Md. Masud Gazi, Dcumentation section

13th Working Day
Practical Session (36th batch/group D)

19-01-2020

Time	Name of training topic	Trainer & Place
09.00 – 10.00	Formulate and present the budget of the organization	Md. Saim Khan, Account section
10.00- 11.00	PABX operating and telephone management	Nilufa Naznin, Administrative section
11.15-12.15	Sound system and electricity management	Alauddin, Administrative section
12.15-01.15	Classification & Cataloguing of Books and Journals	Rubina Khatun, Library
02.45-03.45	Methods of information collection and database entry in Directory of Scientist & Technologist	Md. Sofiullah, Reprographic section
03.45--04.45	Preparing and preserving e-	Md. Azam Khan,

	book.	Documentation section
14th Working Day 20-02-19		
Time	Name of training topic	Trainer & Place
09.00 - 10.15	Stock verification and old book-journals weeding and binding process	Library section, Md. Nazim Uddin
10.15- 11.30	Method of information collection and database entry of scientist and technologist.	Reprographic section, Md. Sofiullah
11.45-01.00	Process of information input and thesis entry in database.	Popy mondol, Dcumentation section
2.00-03.15	S&T Abstract: scanning and arranging	Jannatul ferdous, S&T section
03.30-04.45	Receiving and distributing letter, file no. and dashcams method.	Noori yeajdani, administrative section
15th Working Day 21-01-2020		
Time	Name of training topic	Trainer
09.00 - 11.00	Economics development in Bangladesh: transition from below developing country to developing country	Md. Jahurul Islam, DG, Novo theater
11.00- 01.00	Modern Librarianship	Dr. Md. Anwarul Islam, Librarian SAU

01.30-03.30	Preparing presentation	Begum Jesmine Akter, DG, BANSDOC
03.30-05.30	Reproduction of Information	Md. Monirujjaman, SRO, BANSDOC
16th Working Day 22-01-2020		
Time	Name of training topic	Trainer
09.00 - 11.00	An overview of Photography & videography and information marketing	Md. Aslam Ali Khandaker, course coordinator, PO, BANSDOC
11.00- 01.00	Advance Searching System in Library Services	Dr. Dilroba, Chief librarian, BIDS
01.30-03.30	Creating team and team work for official work	Begum Jesmine Akter, DG, BANSDOC
03.30-05.30	Establishing Strategies of National Good-manner.	Roksana Malik, NDC, Additional Secretary, MOST
17th Working Day 23-01-2020		
Time	Name of training topic	Trainer
09.00 - 11.00	Integrated System in Libraries	Dr. Dilara Begum, Head, ISLM, EWU
11.00- 01.00	Digital School Library	Dr. Md. Nasir Uddin, NU
01.30-03.30	Classification & cataloguing of Books and journals	Md. Emran Hossain, Librarian, BANSDOC
03.30-05.30	Adjustment of payment and payment method approve in ad	Md. Mukhlesur Rahman, Administrative officer,

	advance for performance	BANSDOC
18th Working Day		
26-01-2020		
Time	Name of training topic	Trainer
09.00 - 11.00	BANSDOC's Contribution as a National Information Service Organization	Begum Jesmine Akter, DG, BANSDOC
11.00- 01.00	Video Conferencing	Md. Monirujjaman, SRO, BANSDOC
01.30-03.30	Reserve service: Reference/Referral service, Current awareness service, SDI service and management of Study Carrol	Md. Emran Hossain, Librarian, BANSDOC
03.30-05.30	Rules of Holiday	Md. Mukhlesur Rahman, Administrative officer, BANSDOC

19th Working Day
27-01-2020
Site visit (Bangabandhu Novo theater)

20 th Working Day		
28-01-2020		
Time	Name of training topic	Trainer
09.00 – 11.00	Entering the workplace at the beginning of the internship	Dr. Kazi Mustak Gausul Hauque, Charmin of ISLM dept., DU
11.00-2.30	PowerPoint presentation	
03.30-04.30	Examination and evaluation	All members of internship committee
21 th Working Day		
29-01-2020		
Certificate dissemination, Closing Ceremony & Photo session		
Chief Guest: Secretary, Ministry of Science & Technology		

Table: Program Schedule of BANSDOC

Site Visit:

We went to Bangabandhu Novo Theater as a part of Site visit on 27 January, 2020.

Group Presentation:

The whole of us were divided into six groups and each group was given an individual topic to present.

Group Name and Batch	Presentation Topic
A	The role Information and Communication Technology in education and library

(35 th Batch)	sector
B (35 th Batch)	Information and Documentation Services in Special library: A Study on BANSDOC
C (36 th Batch)	Library Remote Services under Networking Environment.
D (36 th Batch)	Knowledge Management to Achieving SDGs
E (37 st Batch)	Role of Library & Information Professionals in Digital era.
F (37 st Batch)	Internet of Things in Library Development: Recent Trend.

I was in Group A and our presentation topic was “Information and Documentation Services in Special library: A Study on BANSDOC”. The presentation was held in 28 January, 2020.

Chapter Five

Drawback & Suggestions

Limitations:

We came across a number of limitations while interning in BANSDOC. A few of these are given below:

- Inadequate Time:

The whole internship program finished within 20 working days. It's an inadequate time for any internship.

- No Residential Facility:

The big problem of BANSDOC is it has no permanent residential facilities for the students like us who are coming from outside Dhaka.

- Lack of Computer LAB:

There is no computer Lab in BANSDOC, thus it was a problem carrying out computer and technology related classes.

Another problem of this internship was:

- Lack of skill manpower
- Lack of technical tools
- Lack of software packages

Recommendations:

In spite of all the limitations the BANSDOC is trying its best to serve their users by maintaining a minimum standard. BANSDOC have already taken some important measures such as introducing new library automation software. This is already mentioned in the earlier chapter.

Here are some recommendations that seeks the kind consideration of the BANSDOC authority which the author thinks may be helpful for the better future of the BANSDOC.

- A computer lab should be established immediately.
- BANSDOC should contribute for the development of National Consortium for Science and Technology literature.
- Resolve the Manpower Shortage.
- Increase Publicity about its services through advertising, social media, prospectus, websites, calendars, public relations etc.
- Bibliographical information of all resources should be made available through remote access.
- Tied the bondage with different academic libraries/ institutions and collect their Institutional Repositories
- Persuade the Govt. to help realizing its importance and allocate more funding.
- A canteen should be established.
- Arrange seminars, symposium, training to increase the staff quality and branding the BANSDOC.
- A dormitory should be established immediately for students who are conducting internship and coming from outside Dhaka.

Conclusion

The main goal of the Internship Report is to fulfill the partial requirements for the students of Information Science and Library Management. BANSDOC as a special type of library, it has a number of users; ranging from general people to students, researchers etc. The main purpose of the BANSDOC is to fulfill the research needs of its user community through acquiring standardized information resources and disseminating those information resources to the right users through appropriate information services. BANSDOC performs all its functions to attain this objective. So, it is a great opportunity for the students of the Department of Information Science and Library Management to join in an internship program in BANSDOC and earn practical knowledge about the library operations in practice.