

An Internship Report of icddr,b Library

BY

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Internship Report of icddr,b Library

Declaration

This is to ensure that the internship titled "A Report on icddr,b Library" is entirely my own work and that it contains no items already published by another individual. I counted the complete task under the dynamic monitoring of my supervisor.

I also present this report, which I have not recently filed in full or in part for any diploma or degree toward any institution, university, or organization.

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ID: 2018-2-44-010

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List of Abbreviation

icddr,b: International Centre for Diarrhoeal Disease Research, Bangladesh
NLM: National Library of Medicine
NCBI: National Center for Biotechnology Information
MeSH: Medical Subject Headings
h-index: Hirsch index
OPAC: Online Public Access Catalogue
OCLC: Online Computer Library Center

Chapter 1

Icddr,b & icddr,b library

About icddr,b

The International Centre for Diarrhoeal Disease Research, Bangladesh (ICDDR,B) is a Dhaka-based international health research center. It was established in 1978 as the successor of the Cholera Research Laboratory (CRL), which had been established in 1960.

The Centre is a non-profit, autonomous, worldwide organization dedicated to research, education, and outreach. There is training, clinical services, and information distribution accessible. The significant health challenges of today span from improved newborn survival to HIV/AIDS. It collaborates with academic and scientific institutes all over the world. Conducts research, training, and extension initiatives, as well as program-based activities, to generate and distribute information for global lifesaving solutions. The findings of studies conducted at the Centre throughout the years serve policymakers and health care professionals in Bangladesh and around the world with recommendations for adopting agencies and health care providers. Rahman (2011)

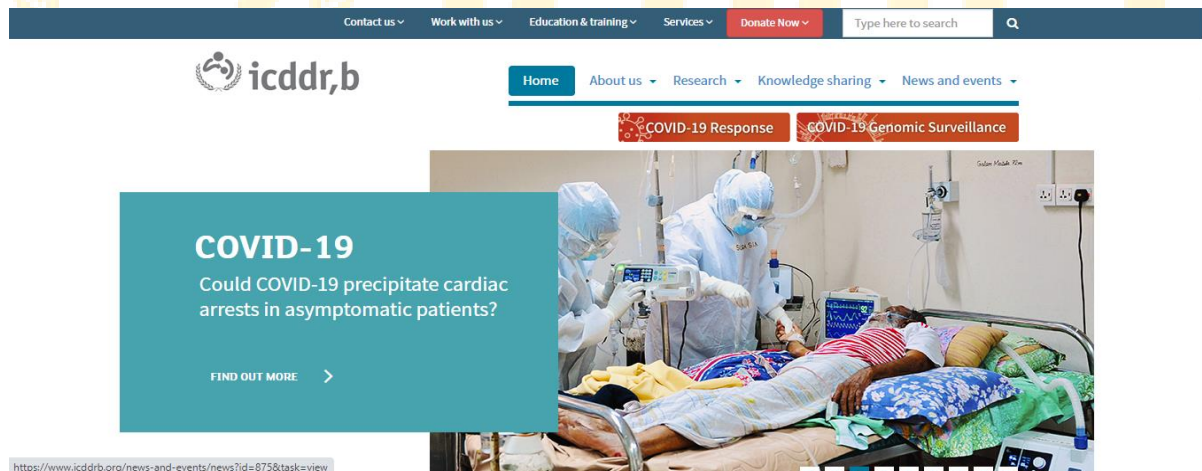


Figure 1: Organizational website of icddr,b.

icddr, b is a Bangladesh-based international health research institute that aspires to solve important public health challenges through high-quality scientific research and innovation. Policymakers and practitioners all throughout the world use icddr,b evidence and knowledge to improve health outcomes and avoid premature death and disability. For more than 60 years, icddr,b has been

providing life-saving services to the people of Bangladesh while simultaneously training the next generation of global health professionals.

The main office of icddr, b is currently located in Mohakhali, Dhaka. The institution's second-largest field office is located in Matlab. It is actively working on projects in the Dhaka neighborhoods of Kamlapur and Mirpur. The other field offices are in Chakaria, Bandarban, Teknaf, Mirzapur, Mymensingh, and Sylhet. ("icddr,b - Home", 2022)

icddr, b vision: “A world in which more people survive and enjoy healthy lives.”

icddr,b Mission: “To solve public health problems through innovative scientific research.”

icddr, b Values

Excellence

“We are single-minded in our pursuit of scientific rigor and operational efficiency.”

Integrity

“We are a responsible and accountable organization, committed to the highest standards of behavior.”

Inclusivity

“We work collaboratively throughout the organization and with our partners.”

Overview of icddr,b Library

The icddr,b Library was established in 1962. Currently, the icddr,b library is handled directly by icddr,b as a separate division known as the Library and Information Services Section (LISS). (Uddin et al., 2015).

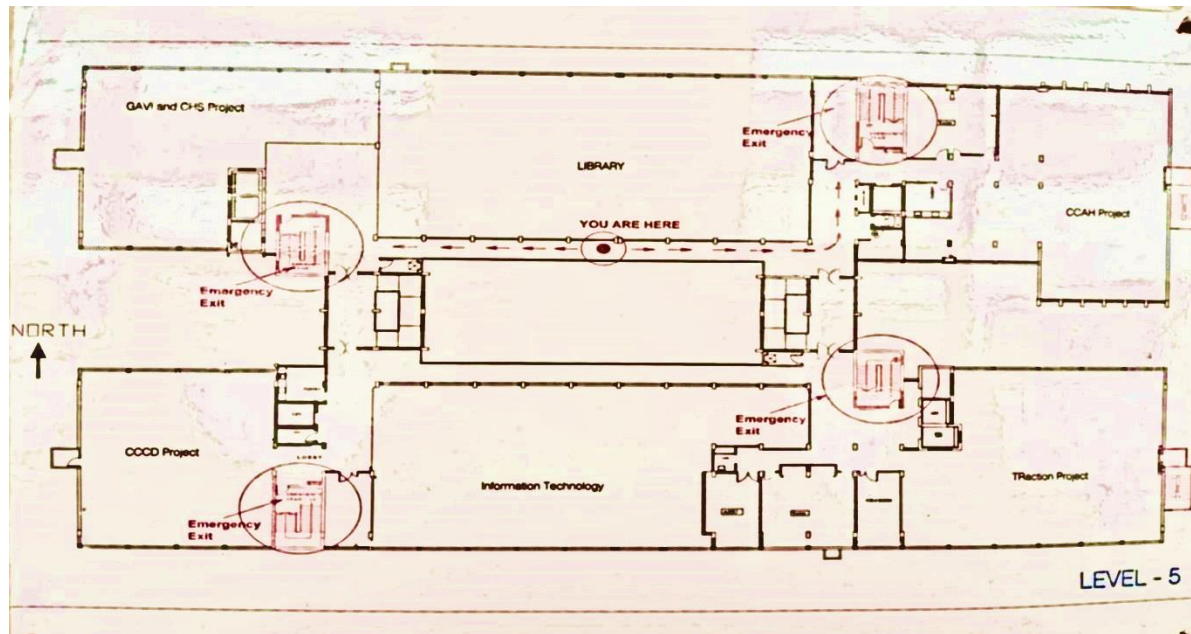
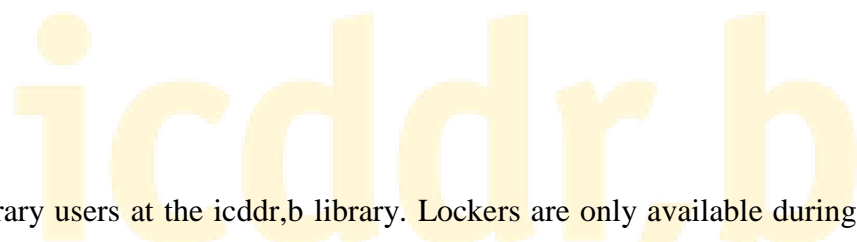
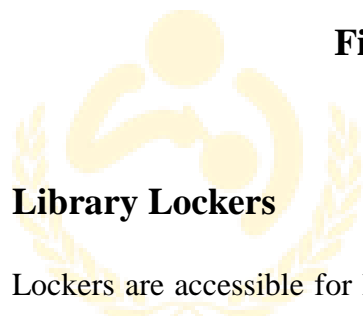


Figure 2: Library Location

The current infrastructure and setting of the icddr,b library is tastefully designed, providing a tranquil environment supported by experienced and friendly staff-maintains a modern library and information center equipped with the most advanced equipment and information technology for acquiring, processing, storing, and archiving information. icddr,Library b's and Information Services operates the area's leading medical and public health library. Its mission is to disseminate research results and outcomes from the international research community and icddr,b global health researchers.



Figure 3: Entrance of icddr,b Library



Library Lockers

Lockers are accessible for library users at the icddr,b library. Lockers are only available during library hours. The library also warns users not to store laptops, phones, money, or other valuables in the locker since the library is not liable for the loss or damage of any objects stored in the locker.



Figure 4: Library Locker

RFID (Radio-frequency identification)

RFID is a way of tracking library materials that uses tags that send a radio signal. icddr and b Library RFID has been combined with ILS Liberty. Circulation at the library can be handled directly by RFID tag.



Figure 5: RFID gate

Circulation Desk

A library's main entry is the circulation desk icddr, b where library users, scientists, and researchers can borrow books, journals, articles, recordings, and other materials owned by the library. Furthermore, scientists and researchers can obtain any type of information regarding their chosen topic.



Figure 6: Circulation Desk

BdREN DCC:

This room organizes high-quality meeting programs for scientists and researchers and contact with vendor in the icddr, b library.

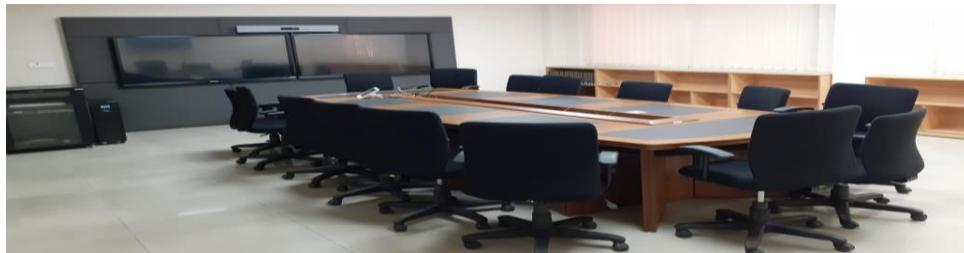


Figure 7: BdREN DCC Server Room

Newspaper Reading Area:

Icddr,b Library subscribe to a total of 5 newspapers. Three of them are in Bangla, and the other two are in English



Figure 8: Newspaper reading area

Cyber Corner:

There is a cyber-corner in the library with 16 PCs for users to use for online access to e-resources and the library catalogue via the internet.



Figure 9: Cyber Corner

Reading Area

The icddr, b library has a large and comfortable reading room. These reading areas are available to users. The library's reading areas are quiet and must keep noise to a minimal.



Figure 10: Reading Area

Training Area:

Library professionals give training programs to library users, researchers, and scientists under this department.



Figure 11: Training Area

Bound Journals

In this section, bound journals are stored on shelves.



Figure 12: Bound Journals Area

Icddr,b publication corner:

In this section displayed some popular icddr,b publication.



Figure 13: icddr,b Publication Corner

Books

This section stored essential books for user on the shelves.



Figure 14: Books Area

Meeting Room

This room plans meetings for the icddr,b staffs.



Figure 15: Meeting Room

Aims:

- i. Collect, process, store, and disseminate information. Since 1978 icddr,b library starts disseminate information by liberty root bulletin.
- ii. Promote information use and free flow. Informing user about new information coming to liberty.
- iii. Assist in promoting appropriate research work and reducing duplication; and
- iv. Optimize the application of improved information practices storing, retrieving, and disseminating

Objective:

“Child and adolescent health, Communicable disease, Chronic diseases, Equity and health systems, Food and waterborne diseases, HIV and AIDS, Nutrition and food security, Population,

urbanization, and climate change, Reproductive health, and Vaccine sciences are all issues that are addressed.”

Mission:

“The mission of the Library is to diffuse findings and results of global health and population research information for solving common health and population problems, especially in the context of developing countries.”

Library hours:

Table 1: Library hours

Day		Time
Sunday-Thursday		8:30am-5:00pm
During Ramadan	Sunday-Thursday	8:30am-03:00pm

According to icddr,b, it remains closed on Fridays and holidays.

On Saturdays, the library is solely open to icddr,b staff, participants in icddr,b training programs, and short-term visitors to icddr,b. ("library hours", 2022).









icddr,b Library Collection

The icddr,b library currently has a collection of about 49,305 bound journal and book volumes.

As well as subscriptions to more than 177 journals another more than 115 free or under exchange and more than 88 newsletters and subscribe electronic resources.

Table 2: Library Quick Link

	Library catalogue
	Institutional Knowledge Repository (IKR)
	PubMed
	Plagiarism checker
	National Geographic Virtual Library
	Google Scholar
	Walter de Gruyter GmbH, known as De Gruyter, specializing in academic literature
	research4life (Hinari/AGORA/OARE/ARDI/GOALI)
	CINAHL
	A comprehensive biomedical literature database
	Start exploring
	JSTOR
	Indian Journals: Collection of interdisciplinary Indian Journals and Research Publications
	SpringerNature
	Cambridge University press
	Books — Wiley Online Library
	American Society for Microbiology (ASM) Journal
	The Cochrane Library
	Cochrane Infectious Diseases Group
	EBSCO Discovery Library Search

	<u>PLoS Journals</u>
	<u>(DOAJ)</u>
	<u>Project MUSE, an online-database</u>
	<u>UpToDate: A premier evidence-based clinical decision</u>
	<u>United Nations data</u>
	<u>World Bank Open Data.</u>
	<u>World Development Indicators</u>
	<u>Oxford University Press Journals</u>

These all resources are available in icddr,b library. user can access the resources from the shetu intranet library website.

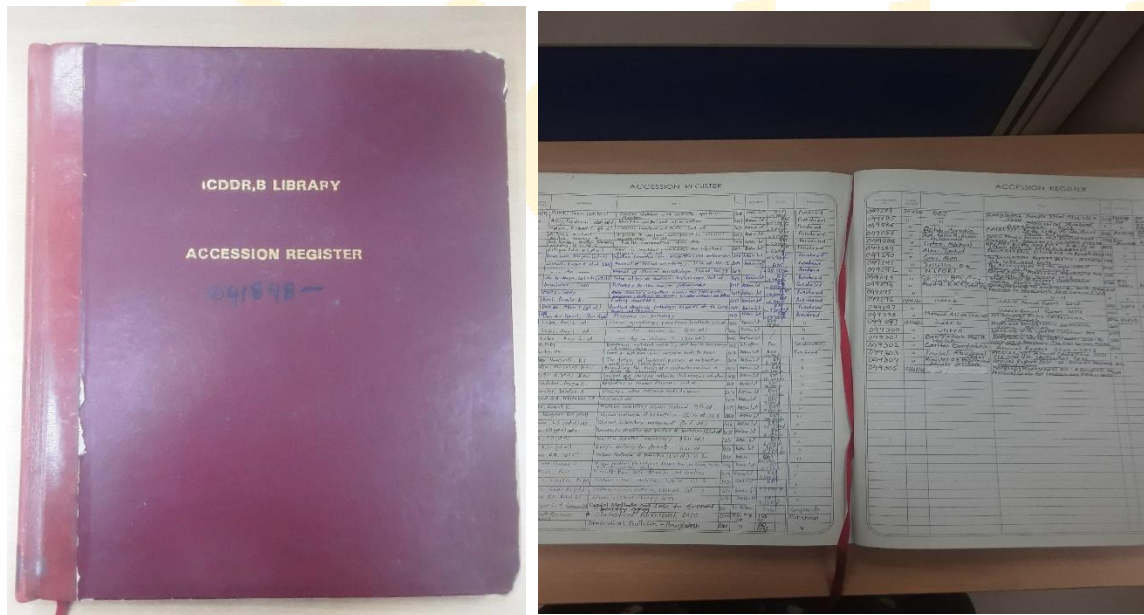


Figure 16: Accession Register

Some bound journal list:

Table 3: List of Some bound Journal

Sl no.	Journal Title
1	“ACTA Prediatica”
2	“AIDS”
3	“AIDS and Behavior”
4	“AIDS care”
5	“AIDS Education and Prevention”
6	“Aids Research and Human Retro Viruses”
7	“Advance in Internal Medicine”
8	“Advances in Pediatrics”
9	“Adult Education and Development”
10	“American Anthropologist”
11	“American Journal of Epidemiology”
12	“American Journal of Gastroenterology”
13	“American Journal of Medicine”
14	“American Journal of Pathology”
15	“American Journal of Preventive Medicine”
16	“American Journal of Public Health”
17	“American Journal of Tropical Medicine and Hygiene”
18	“Annals of Internal Medicine”
19	“Annals of Tropical Medicine and Parasitology”
20	“Annual Review of Anthropology”
21	“Annual Review of Immunology”
22	“Annual Review of Medicine Selected topics in the Clinical Sciences”
23	“Annual Review of Nutrition”
24	“Antimicrobial Agents and Chemotherapy”
25	“Applied and Environmental Microbiology”
26	“Archives of Disease in Childhood”

27	Bangladesh Armed Forces Medical Journal
28	Bangladesh Journal of botany
29	British journal of Nutrition
30	British Medical Bulletine
31	Child Development
32	Chinese Medical College
33	Clinical Chemistry
34	Clinical Infectious Disease
35	Clinical Pediatrics
36	Demography
37	Dengue Bulletin
38	Diagnostic Microbiology
39	Digestive disease and Science
40	East American Medical Journal
41	Epidemiology and Infection
42	European Journal of Clinical Nutrition
43	Food and Nutrition Bulletin
44	Gastroen-Terology
45	Health Economics
46	Health Care Manager
47	Health Education and Behavior
48	Health Policy and Planning
49	Indian Journal of Pediatrics
50	Japan Medical Association Journal
51	“Journal of the American Medical Association”
52	Korean Journal of Parasitology
53	“Korean Journal of Medicine”
54	Laboratory Investigation
55	Lancet

There are more than 177 journal in icddr,b library.

Subscribe e-resources:

Table 4: List of Subscribe e-resources.

Sl no	Resources
1	Indian Journals
2	EBSCO Discovery Search
3	ProQuest Medical Library Database
4	Springer
5	Wiley
6	Cambridge
7	JSTOR
8	Ulrichsweb Global Serials Directory
9	ASM Journal
10	Uptodate
11	UNdata
12	Oxford University press

Registered Resources:

Research4Life

Research4Life provides low-income institutions with web access to professional and academic participant content. Research4life aims to improve health, agriculture, the environment, and other life, physical, and social sciences teaching, research, and policy-making.



Figure 17: Resource Collection of Research4Life

Research4Life has 5 programs:

Hinari research for health was launched in 2002 and is managed by the World Health Organization in collaboration with Yale University and publishing industry partners.

The Food and Agriculture Organization manages AGORA Access to Global Online Research in Agriculture, which was developed in 2003 in conjunction with Cornell University and publishing industry partners.

OARE (Online Access to Research in Environment), which was introduced in 2006 and is managed by the United Nations Environment Program in partnership with Yale University and Publishing Industry Partners, is an acronym for Online Access to Research in Environment.

The World Intellectual Property Organization and its publishing industry partners operate ARDI, which was launched in 2009.

GOALI Research for Global Justice was launched in 2018 by the International Labor Organization in collaboration with Cornell University, Yale University and Publishing Industry Partners.

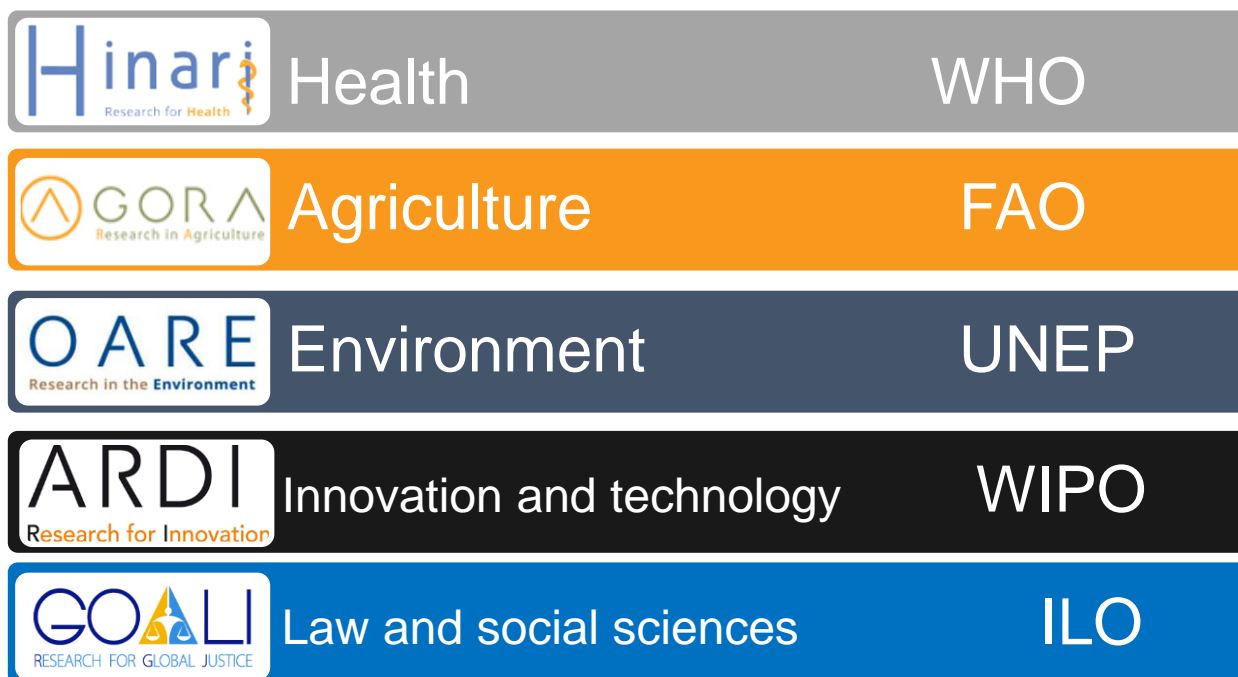


Figure 18: 5 program of Research4life

icddr,b Library Web-based resources:

The Library gives users access to a wide range of full-text web-based materials. The Library Consortium of Bangladesh (LiCoB), formerly known as the BIPC, and the UGC Digital Library (UDL) Consortium are both members of the library. (Uddin et al., 2019)

Table 5: Web-based resources of icddr,b library

Sl no	Description of the e-resources
1	ProQuest- provides access up to 1934 journal titles based on health sciences
2	JSTOR provides access to more than 2.3 million journal articles, books, and original materials from 75 different fields.
3	UpToDate is a physician-authored clinical decision support program that clinicians rely on to choose the most appropriate moment in time health choices.
4	Ulrichsweb- Offers bibliographic and editor information with over 3 million international journals, covering scholarly and academic journals, Freely Accessible publications, reviewed titles, periodicals, papers, bulletins, and more.

5.	ASM Journals- the field's most prestigious periodicals, providing up-to-date and reliable coverage both of basic and clinical microbiological.
6.	The Cochrane Library includes a wide range of elevated, independent evidence to assist guide clinical decision.
7.	. EBSCOHost is a bundled service that includes digital repositories, referencing databases, subscriber management, web journals, pdfs, connecting services, as well as an A-to-Z solution.
8.	Wiley Online e-books- gives you online access to over 24,000 e-books.
9.	Springer Nature e-journals - access to millions of scientific documents from e journals, e-books, series, protocols and reference works
10.	Cambridge Journals Online- provides online access to journals in the areas of engineering, astronomy, biology, physics, mathematics, medicine, politics, sociology, history, economics, anthropology, and security studies
10.	EBSCO Discovery Library Search- provides better, easier access to the databases, journals, conference proceedings, magazines, newspapers, e-books, images, videos and other resources subscribed by icddr,b library
11.	Wiley Online e-journals - provides online access to more than 1,600 e-journals
12.	ScienceDirect through Hinari- provides online access to more than 20,000 e journals and e-books
13.	Indian Online Journals- online access to more than 350 scholarly journals
14.	Hinari- provides access up to 14,900 e-journals, 60,000 e-books, and 105 other information resources
15.	AGORA- provides a collection of up to 13,700 e-journals and 26,500 e-books
16.	OARE- provides access to a collection of up to 11,500 scientific journals, 27,000 e-books, 40 databases
17.	ARDI- provides a collection of up to 7,000 e-journals and 21,500 e-books
18.	GOALI- provides a collection of up to 1,600 e-journals and 2,300 e-books
19.	EndNote Reference Management Service
20.	Plagiarism Software (ithenticate)
21.	Guideline for how to avoid predatory publishing
21.	Open Access Resources

(Uddin et al., 2019)

icddr,b Library Services:

Table 6: Traditional Services of icddr,b Library:

Sl no	Services
1	Circulation and dissemination: icddr,b employees and users, who members of the library have access to the library's books, journals, and other reading materials. Library items may not be borrowed for the use or benefit of others.
2	Photocopying: Under the copyright legislation, only a single copy (a chapter of a book, an article in a journal, or a few pages of a book) of work-related materials may be made. All photocopying requests are handled as personal requests, and requesters are charged.
3	Cyber Corner for internet browsing: There are some computers in the Library's Cyber Corner that users can use to browse the internet. Users can access both Internet and Intranet web pages and take advantage of all library resources.
4	WIFI connectivity for internet browsing: For patrons with personal laptops, a Wireless Local Area Network (Wi-Fi) is also provided inside the library. To use Wi-Fi, customers must get a password from the Library's Circulation Desk.
5	Guidance: Libraries typically offer assistance to patrons who are new to using library materials. In that scenario, the Library provides a brief summary of the library collection, Institutional Repository, OPAC, and resources available on the Library's Intranet and Internet pages.
6	Guided library tour (visitors/students): The Technical Training Unit (TTU) organizes guided tours of the icddr,b, which includes the lab, hospital, library, and other facilities.
7	Newspapers: One approach to stay up to date on current events is to read the newspaper. As a result, the icddr,b library subscribes to five daily newspapers (two English and three Bengali).

icddr,b Library Web based services:

Table 7: Web based Library Services

SI no	Services
01.	Web OPAC
02.	Online circulation service
03.	Online reservation service through OPAC
04.	Online renewal of loan document
05.	Online status of reserved documents
06.	Mobile based library Services
07.	RFID based library Services
08.	Liberty map services
09.	Electronic document delivery services
10.	Web-scaled search service through EBSCO
11.	Online bulletins through Root Circulation
12.	Online new acquisition list
13.	Electronic journals (digital library consortium)
14.	Digital collections building Institutional Repository
15.	Electronic current awareness service
16.	Research Data services
17.	Online Journal Citation Report services
18.	Remote access (VPN) to library resources
19.	E-mail based reference management service
20.	E-mail based Scientometric Services
21.	WiFi and Internet services
22	Distance Collaboration Centre (DCC): A digital video conferencing facility is now available in the library of icddr,b with high-configured audio-visual and network technologies. The infrastructure of DCC has been sponsored and developed by the Bangladesh Research and Education Network (BdREN).

icddr,b Library Facilities:

Table 8: Library facilities

Sl no	Facilities
1	Computers: PCs Each library staff member is furnished with a computer and the most recent software, as well as some computers for interns. In addition, computers are provided in the library for a variety of uses.
2	Intranet and the Internet: The icddr,b library has its own Intranet and Internet web sites where all relevant information and details about the library's resources are available. Access to library web pages from outside or inside icddr,b is now possible.
3	Cyber Corner: There are some computers at the Library's Cyber Corner where you can browse the Internet and the Intranet.
4	Scanning: A professional scanner and two standard scanners are linked via Local Area Network. Scanning services are only available to library employees.
5	Training Program: The icddr,b Library can hold training programs for icddr,b researchers to help them improve their skills. Literature search, e-resource discovery, information literacy, and EndNote are a few examples.
6	Technique for searching the literature: There are training programs for scanning the Internet for books. This allows researchers to save time and receive needed information more quickly.
7	Program of Internships: Internships are available in the icddr,b Library for students studying Information Science/Studies and Library Management (ISLM). The internship proposal should come from the relevant department at the university.
8	Reference management software: The icddr,b Library has reference management software for handling references in scholarly work (manuscript). EndNote software is available for icddr,b researchers to use.

9	<p>Information literacy: Library typically organizes Information Literacy (IL) training programs for icddr,b researchers, where researchers can learn about the library's resources.</p>
10	<p>Citations and references, as well as an analysis database: The icddr,b Library has a mechanism for gathering icddr,b researchers' publications. The library has the ability to manage researcher citations using the database.</p>
11	<p>Collaboration and partnership formation: The icddr,b Library works with other libraries in Bangladesh and around the world. These initiatives encourage the exchange of information and resources.</p>
12	<p>Inter Library Loan: Inter-library lending is available at the icddr,b library. This facility includes the ability to borrow books, journals, and other library items.</p>
13	<p>Document request: The icddr,b library contacts with other libraries in order to acquire specific documents at the request of icddr,b scholars. There are costs associated with this.</p>
14	<p>Reading Areas: Reading areas and arrangements are offered to provide readers with a comfortable environment in which to study at the library.</p>
15	<p>Bangladesh INASP-PERI Consortium (BIPC) online resources: The Bangladesh Academy of Sciences founded the Consortium of International Network for the Availability of Scientific Publications (INASP), which includes the icddr,b library (BAS).</p>
16	<p>Online journals: The Library provides access to online resources (subscribed, registered, and charitable) such as HINARI, OARE, AGORA, GOALI, BIPC, PubMed, ASM, and many more.</p>
17	<p>Central air conditioning: The entire library is air-conditioned. The temperature within the library is adequately maintained for the protection of printed materials and a dust-free environment, and readers enjoy a comfortable and sound-free reading environment.</p>

Library General Training

The library provides and organizes various forms of hands-on training programs for icddr,b staff members, as well as partnership with other organizations for the mutual benefit of researcher work and researchers. The following are the training programs often offered by the icddr,b library.

Table 9: Library Training Program

Sl no.	Training Program
1	Library tour (for visitors/students)
2	Scholarly writing reference management (EndNote)
3	Knowledge of Information
4	Finding E-resources
5	Technique for searching literature
6	Hinari live search on Research4Life

The icddr,b library, in partnership with the Technical Training Unit (TTU), offers guided tours to both the icddr,b library and visitors.

Contact the library or keep watch at the Intranet and/or 'root emails' for a new training date.

Contact Library at library@icddr.org or 3598 for training materials or forthcoming training date.

Membership of icddr,b Library

Outside personnel who wish to use the library's services must become library members by paying an annual membership fee. For outside users, LISS maintains three categories of memberships:

- Personal membership,
- Corporate membership, and
- Institutional membership.

Table 10: Membership of icddr,b library

Personal Membership	Corporate Membership	Institutional Membership
<p>The library maintains a personal membership system for outside library users, which is renewed on a one-year basis for Tk 1,000.00 for general membership and Tk 450.00 for student membership. The annual membership renewal price is Tk 1000.00 and Tk 450.00, respectively.</p>	<p>An organization can become a corporate member by paying an annual membership price of Tk. 600.00 for each employee, however the facility of the lower membership fee requires a minimum of 10 members. Membership advantages are the same as those available to individual members.</p>	<p>The library has an institutional membership system that is renewed on a yearly basis.</p> <p>An organization of either local or international origin, or a foreign organization with a presence in Bangladesh, may become an institutional member of LIS by paying an annual subscription fee. The annual membership fee was determined after considering the benefits provided, the resources involved, the time of staff members, and other relevant factors/costs.</p>

The membership fee is payable in the form of a cheque (or bank draft) made payable to the "International Centre for Diarrhoeal Disease Research, Bangladesh" from any bank in Bangladesh, the United Kingdom, or the United States. The membership is applicable for one calendar year.

Library Guideline

The icddr,b library houses a well-organized collection of print books, bound journals, e-resources, online databases, CDs, and training materials, as well as ICT equipment. The library management system employs web-enabled platform/technologies for systemically disseminating all types of

material to professional staff members, researchers, and outside users. Our library provides a variety of services and facilities. The instructions for using our library, which is organized in a systematic manner, are as follows.

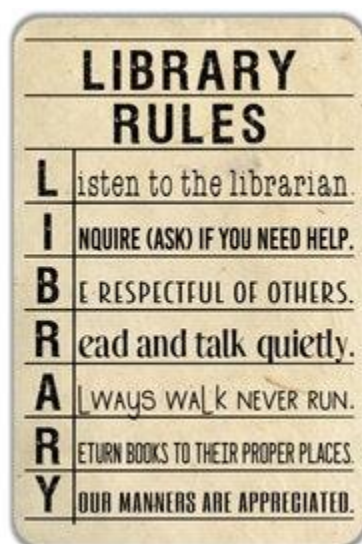


Figure 19: Library Rules

General Library Rules:

- An external user of the library shall enter his/her name, address, and time of entry legibly and put their signature in the register kept at the entrance for the purpose.
- Sound decorum and discipline must be maintained in the Library. Users must ensure that the rights of other users of the library are not breached in any way by their own acts.
- Use of Cell phones is not allowed. If readers wish to keep them while using the library, cell phones must be switched off / silent mode.
- Smoking, eating, gossiping, and talking loudly are strictly prohibited in the Library.

- Library users must not bring any type of bags, briefcases, boxes, and other such materials inside the library. Such types of materials should be deposited at the library property counter and get a token. The deposited item can be recovered by returning the token. The users are advised not to leave expensive items on the property counter.
- Documents taken out from the shelves must be left on the table. Re-shelving the documents on shelves by users is not encouraged.
- Readers are requested to handle all library properties carefully to avoid damage and also not to disturb other readers/users.
- No Library materials can be taken out of the library without check out from the circulation desk.
- Photocopying and printing services only for education and research purposes are available for all icddr,b staff members, and external library members at nominal charges. All photocopying and printing must comply with copyright legislation.
- Users are requested not to bring personal books inside the library.
- Library users are responsible to take care of their personal belongings (Laptop, iPod, iTab, Camera, Pen drive, Mobile phone, Wallet, Wristwatch, etc.) while using the library.
- icddr,b library will not take any responsibility in case of any loss of personal belongings from the library.
- The Manager, Library, with the approval from Executive Director, reserves the right to add, delete, or modify any of these rules as and when required.
- Suggestions on all aspects of library services are welcome.

Guideline for Cyber Corner:

- Cyber Corner PCs are only used for academic, research and online database searching purposes.
- Online Chatting in the Cyber Corner is not allowed.
- Browsing of dating, social networking sites is prohibited.
- Members are not allowed to carry foods and drinks in the entire Cyber Corner.
- External members, fellows and students must carry their Library ID/ icddr,b ID card while using the PCs of Cyber Corner.
- All cyber corner users of the library must enter his/her name, log in and log out timing legibly and put signature in the register kept at the entrance of Cyber Corner.
- Changing the settings and display of the Computers kept in the Cyber corner is not permitted.
- Computer gaming is completely prohibited throughout the whole library grounds.
- Members are not allowed to connect Pen drive or other removable disks to the PCs of Cyber Corner.

Staff in icddr,b Library

The Library's structure, as well as the relationships and relative grades of its staff roles in accordance with center policy and guidelines All staff members are associated with information services and have an interest in the advancement of health research and global health. There are Four working member in icddr,b library.

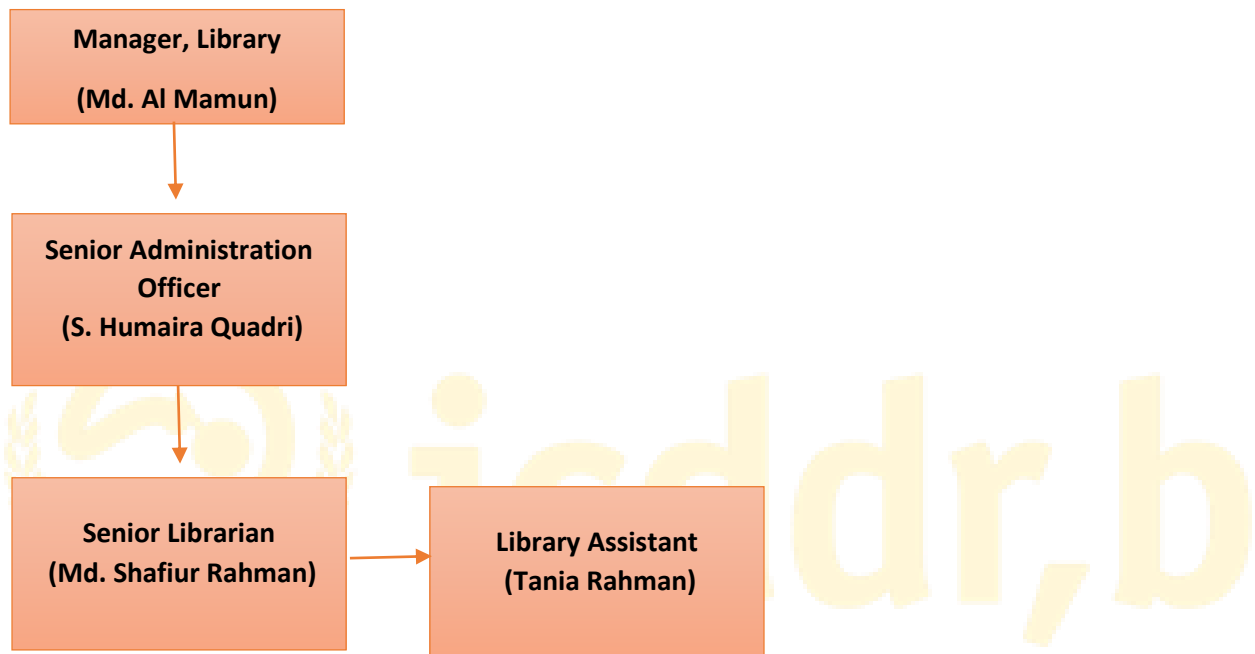


Figure 20: Library Staff

Chapter 2

Acquisition Section

Acquisitions, often known as library acquisitions, is the process of selecting and collecting materials for libraries and information centers in various formats, including digital objects, as well as keeping the necessary records. First, resources are chosen in accordance with the library's collection development policy. It entails doing pre-order bibliographic searches of the library catalog in order to avoid material duplication. The chosen materials are then obtained by ordering them for purchase, exchange, or gift. This is followed by acquiring the materials, inspecting their quality, processing bills, paying vendors or persons, and keeping the relevant acquisition records.

The first function of Library Technical Services is acquisitions. Acquisitions can also refer to the functional department that is in charge of all elements of acquiring resources for libraries. Historically, the chief librarian made acquisitions decisions, while the clerical staff did the actual ordering, and this is still true for small libraries. Acquisitions responsibilities are now done by a separate unit called as the Acquisitions Unit or Acquisitions Department in major libraries with vast collections and adequate budgets.



Figure 21: Library Acquisitions

Acquisitions functions are performed in a special library to support the organization's research needs, and collections are established primarily in its area of competence.

icddr,b library to support icddr,b organization research needs, and collections are established primarily in its area of competence.

Library Budget:

Library budget is a financial document that estimates an institution's earnings and expenditures for a specific time period. "It is not only a financial estimate of income and expenditures for a specified period, but it also represents a logical, comprehensive, and forward-looking financial program for the coordination of the activities of the various financial divisions of the library or organization," according to Wilson and Tauber.

In icddr,b library Input how many materials are required for the library and the price to automatically compute the amount in the suchona navigation excel sheet. The entire resource acquisition process takes place on the Suchona navigation. All budgeting for library resources that are vital for library employees and library users is done on suchona intranet. It is quite simple to calculate on suchona navigation.

Book Purchasing:

Icddr,b library purchasing book which are essential for user and researcher according to their research section. User request for their required book through root mail. Then library create a book list with bibliographic information and sent in to the supply chain management. Then procurement contact with vendor and purchase the required books.

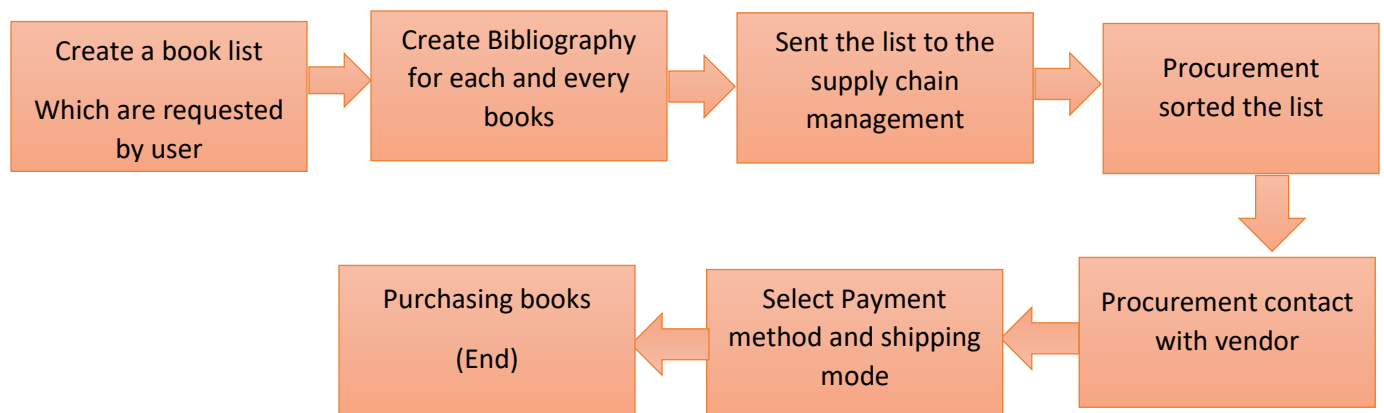


Figure 22: Book Purchasing Process

Journal Purchasing:

Icddr,b library purchase journal with users requirements and organization research section to full fill the icddr,b's research program. Icddr,b library purchase journal in 3 ways:



Figure 23: Journal Purchasing method

From Publisher:



Figure 24: Journal Purchasing Process (Publisher)

From Vendor:

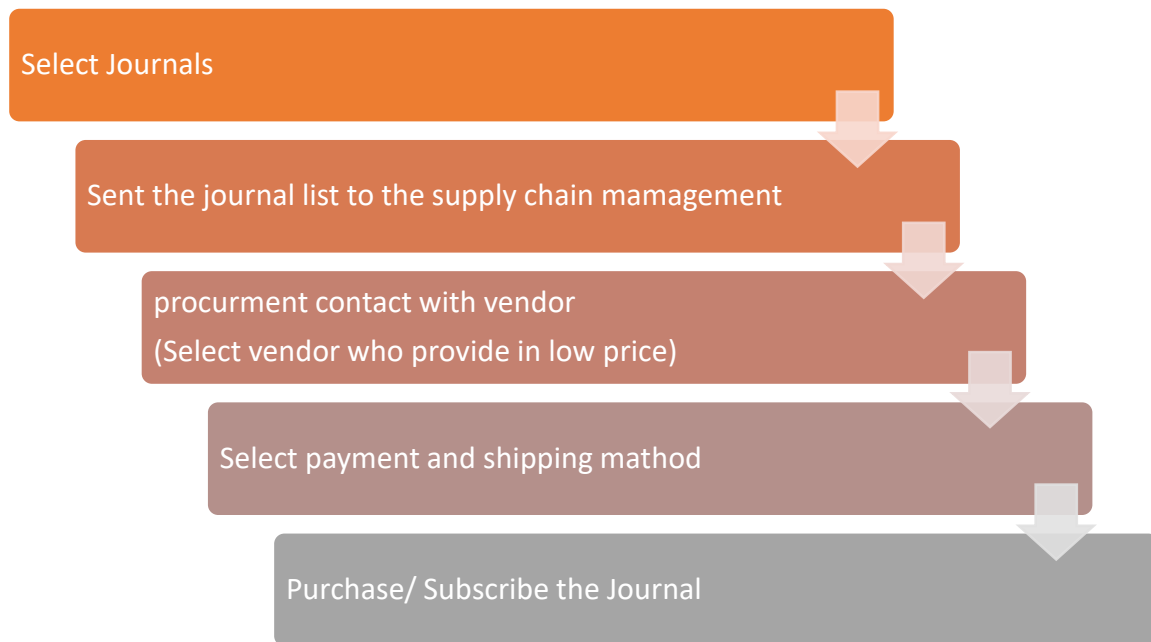


Figure 25: Journal purchasing process (Vendor)

From consortium:



Figure 26: Journal Purchasing Process (Consortium)

Chapter 3

Processing Section

Processing and Preservation:

When a library receives new books or resources, the library staff members who work in the processing area sort the books or resources from the list. Then he or she checks for resource duplication. Then, inspect each resource for any form of damage or missing pages. Then they assign a Barcode and an Accession number to each book, journal, or resource. The catalogue is then updated with a new collection of books or resources.

When the icddr,b library receives new resources, they verify for duplication, assign a barcode and an accession number, and update the catalogue and accession register book with each resource's bibliographical information.

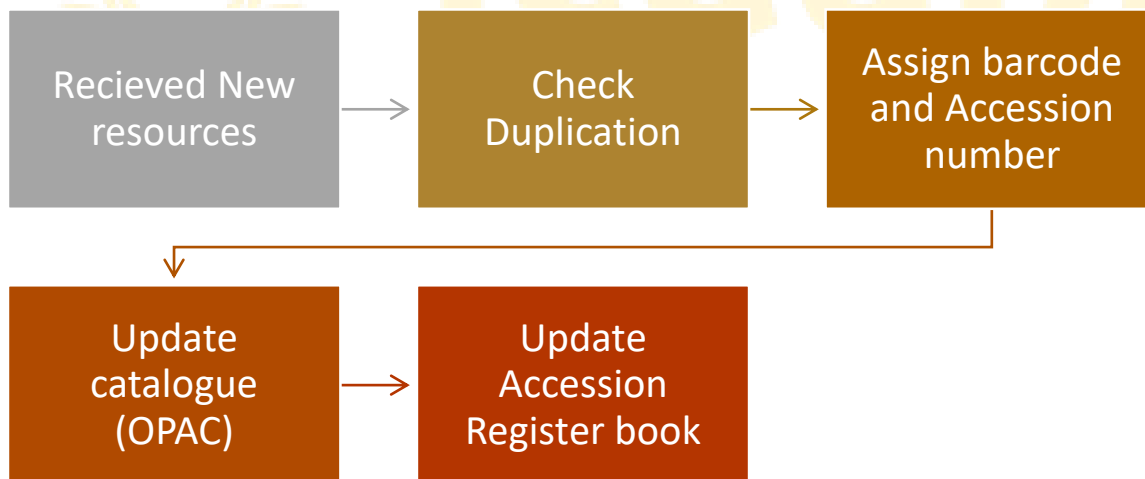


Figure 27: Book cataloguing process

Cataloguing:

Cataloguing, also known as Cataloguing or Library Cataloging is the process of creating and updating bibliographical and authoritative records in a bibliographic database, that is a database of books, serials, audio recordings, moving pictures, topographical items, computer records, e-resources, and other items.

Icddr,b library catalogue their resources on OPAC. All process done on liberty.

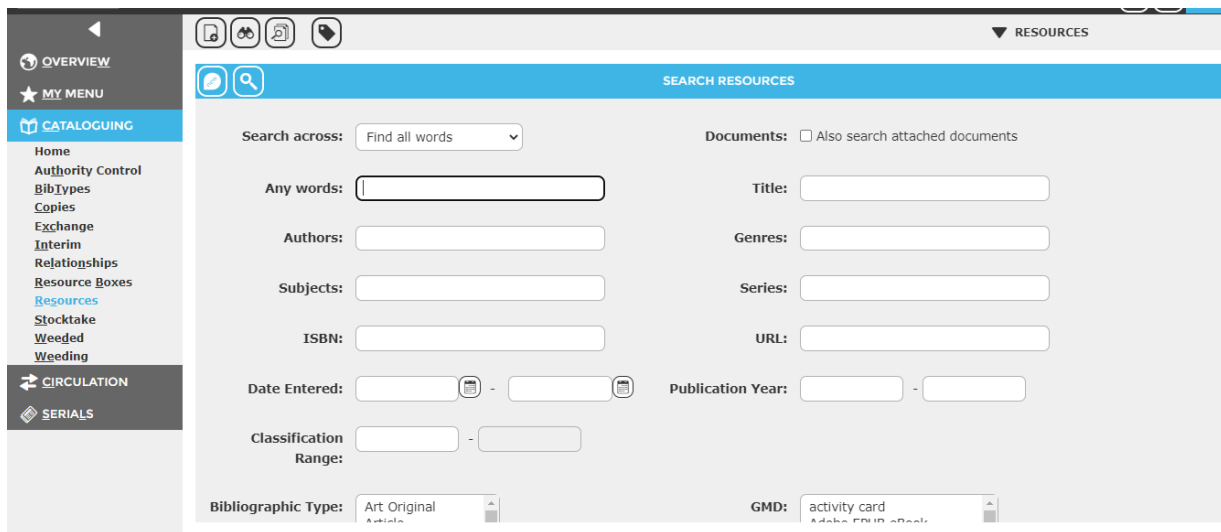
The image shows a screenshot of a web-based library cataloguing interface. On the left is a dark sidebar menu with categories: OVERVIEW, MY MENU, CATALOGUING (highlighted), CIRCULATION, and SERIALS. Under CATALOGUING, there are links for Home, Authority Control, BibTypes, Copies, Exchange, Interim, Relationships, Resource Boxes, Resources, Stocktake, Weeded, and Weeding. The main content area is titled 'SEARCH RESOURCES' and contains various search filters and input fields. These include: 'Search across:' with a dropdown set to 'Find all words'; 'Documents:' with a checkbox for 'Also search attached documents'; 'Any words:' with a text input field; 'Authors:', 'Subjects:', and 'ISBN:' with text input fields; 'Title:', 'Genres:', 'Series:', and 'URL:' with text input fields; 'Date Entered:' and 'Publication Year:' with date range pickers; 'Classification Range:' with a range input; 'Bibliographic Type:' with a dropdown menu showing 'Art Original' and 'Article'; and 'GMD:' with a dropdown menu showing 'activity card' and 'Adobe PDF eBook'.

Figure 28: Interface of book cataloguing

Weeding:

Weeding is the systematic reduction of library resources based on predefined criteria. It is the inverse of material selection, yet material selection and de-selection frequently entail the same thinking process. Weeding is an important procedure for an active collection since it keeps it current, relevant, and in good condition. Weeding should be performed on a regular basis. A library can consider educating its employees through workshops and lectures on collection quality, upkeep, and the importance and positive advantages of weeding the collection. ("Weeding (library) - Wikipedia", 2022)

Icddr,b library weeding resources Which are Poor content, Poor condition and Poor circulation. They weeding the resources and updated the database.

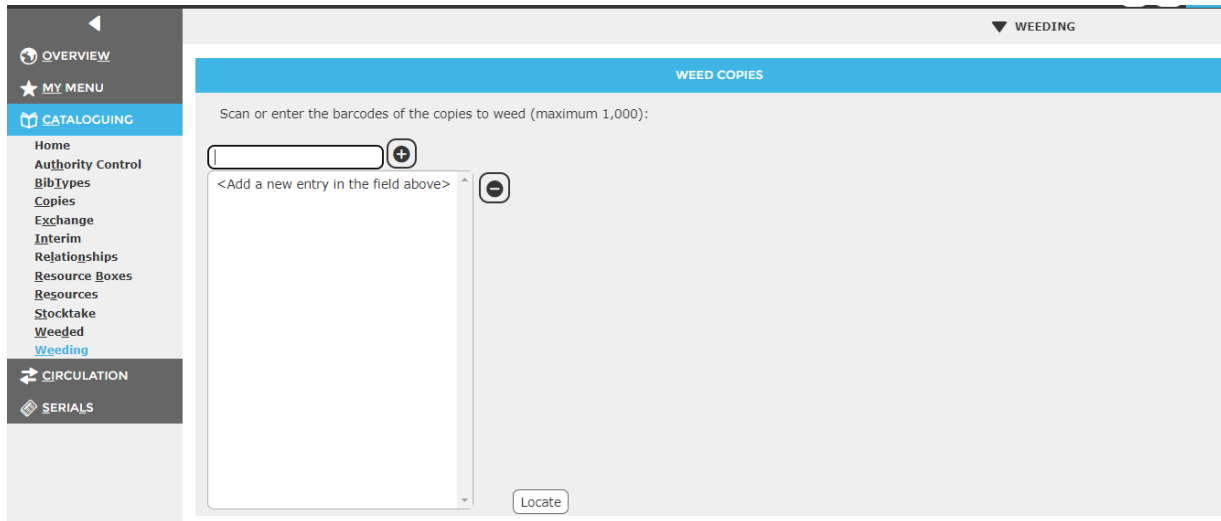


Figure 29: OPAC Interface of Weeding Resources



Chapter 4

Circulation section

Circulation is a phrase used in libraries to describe the procedure of taking out library materials to users. It is used to indicate the service desk where books are checked out and return, as well as the library employees that work behind those counters. The circulation Section performs a variety of functions, including New member registration, lending of books, reminders for overdue books, reservation of books, renewal of membership cards, records and files, statistics, and interlibrary loans, among other things.

Icddr,b library circulation section:

Icddr,b library provide this service through liberty. User can borrow, returned and reserving resources, these all process are done on liberty circulation desk.

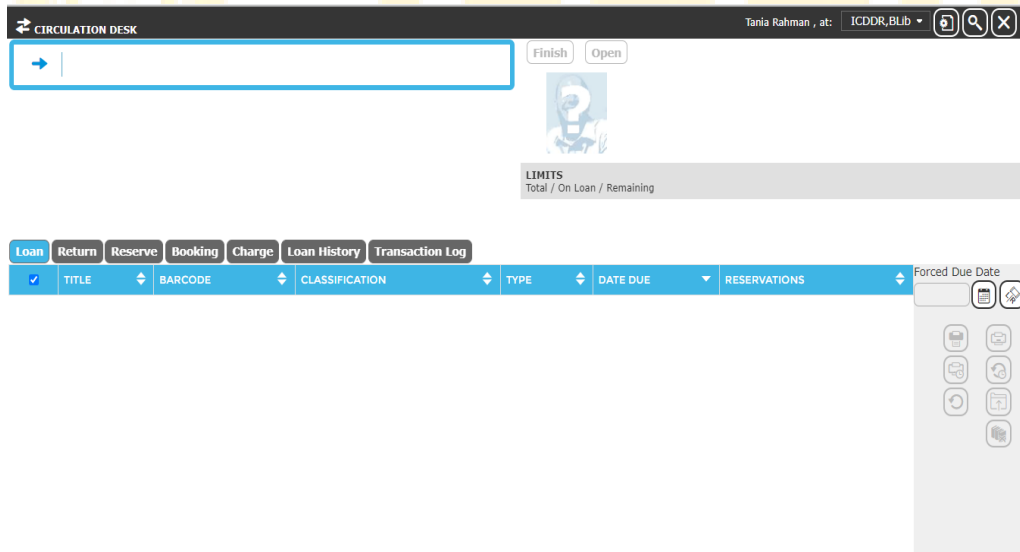


Figure 30: Interface of liberty circulation desk

Loan privilege:

1. Only fixed-term staff members of icddr,b who have library membership cards are entitled to issue library resources (General books- 10, Reference books- 02, CD-03, Others 05) for two weeks and the issued resources should be returned on or before the last date stamped on the date-slip of each document.
2. The borrower should check the fitness of the book, journal, CD, DVD, etc. before getting it issued. Any discrepancy should be brought to the notice of the person at the Circulation Counter who will put necessary remarks on the document before issuing it.
3. Any document issued, may be recalled by the library before the due date of the return without assigning any reason and the borrower has to abide by the decision.
4. Borrowers can get the book(s) reissued on or before the due date by intimating the library through telephone/letter/email. Overdue books will not be reissued.
5. Library resources will be reissued for not more than two times.
6. Reference books, journals / periodicals, magazines/newspapers, CD-ROM databases and other documents declared “REF” will be issued only for overnight.
7. Members can reserve the documents they desire to borrow by filling in the ‘Reservation Slip’ on "Liberty" though using PIN number. Intimation about the availability of the document(s) will be informed to the members when they are available for issue. They can also check their own loan status through log in to Liberty.

8. The borrowers are advised to return the documents while proceeding on long leave.
9. A borrower is responsible for the safe custody and return of the documents borrowed from the library.
10. In case of manageable damage/mutilation of the document, the borrower will be liable to pay the amount as assessed by the Manager, Library & Information Services.
11. In case of loss of document(s)/ irreparable damage/ mutilation of the document, the borrower will be liable to pay the present cost of the book(s) and 10 percent of the present cost of books as a processing charge. In the case of foreign publications, current exchange rates of relevant foreign currencies will be applied to calculate the cost of the documents. The member may also replace the lost/damaged book(s) with a new copy with the same edition with 10 percent of the present cost of books as a processing charge.
12. The library membership card must be returned while leaving icddr,b and get clearance from icddr,b library applicable for all fixed term staff members of icddr,b.
13. The library members may contact library personnel through E-mail for any document(s), not available in the Library, to borrow or retrieve from any outside library or interlibrary loan (ILL).
14. Library materials cannot be borrowed for use on behalf of others
15. The external library members are not entitled to borrow any books, journals, documents, audio-visuals, and other reading materials from the library

16. The library membership card is not transferable

17. icddr,b will not take any responsibility in case of any misuse of the library card to other places.

("library-guideline-shetu", 2022)



Chapter 5

Icddr,b Library Software

DSpace:

DSpace is an open source repository application that lets you collect, store, index, preserve, and distribute digital content such as text, video, audio, and data.

Icddr,b library used DSpace collect, store and preserve document on Institutional Knowledge Repository.

Institutional Knowledge Repository:

The Institutional Repository at the icddr,b library is its own entity (IR). This institutional repository is a system for storing digital material and the descriptive "metadata" that goes with it. The primary goal of icddr,b is to collect and maintain research and related materials and make them available online. The icddr,b repository is an online open access collection of icddr,scientists, doctors, researchers, fellows, and staff members' research outputs, data, and other activities. An institutional repository is a database with a set of services that stores intellectual works, literature, articles, technical papers, and unpublished materials in digital format for a long time with self-archiving and open access to institutional academics and research groups. Since 2005, icddr,b has maintained an Institutional Knowledge Repository (IKR), where the research outputs of icddr,b scientists, researchers, and staff members are made available to all scholars worldwide Purpose.

Table 11: Total uploaded documents of icddr,b IKR

Sl no.	Document Title	Quantity
1	Child Health	132
2	Cholera Research Laboratory(1962-1978)	356
3	Climate Change	7
4	Clinical Sciences	300
5	Emerging and re-emerging infections	3
6	Enteric and respiratory infections	1
7	Health and Family Planning Systems	283
8	HIV/AIDS	34
9	ICDDR,B External Publications	7061

10	icddr,b Internal Publications	882
11	Infectious Diseases and Vaccine Sciences	187
12	Information Sciences	66
13	Laboratory Sciences	354
14	Maternal & Neonatal Health	1
15	Nutrition	105
16	Population Sciences	172
17	Poverty and Health	12
18	Public Health Sciences	433
19	Reproductive Health	38
20	Universal Health Coverage	7

EndNote:

Creates, stores, and organizes your citations and references. Saves your preferred references/citations from online resources such as LibrarySearch, library databases, and Google Scholar to the EndNote Desktop library.



Figure 31: EndNote

Icddr,b library use EndNote for reference and citation. They organized a training program for the library user, researcher, scientist and other staff.

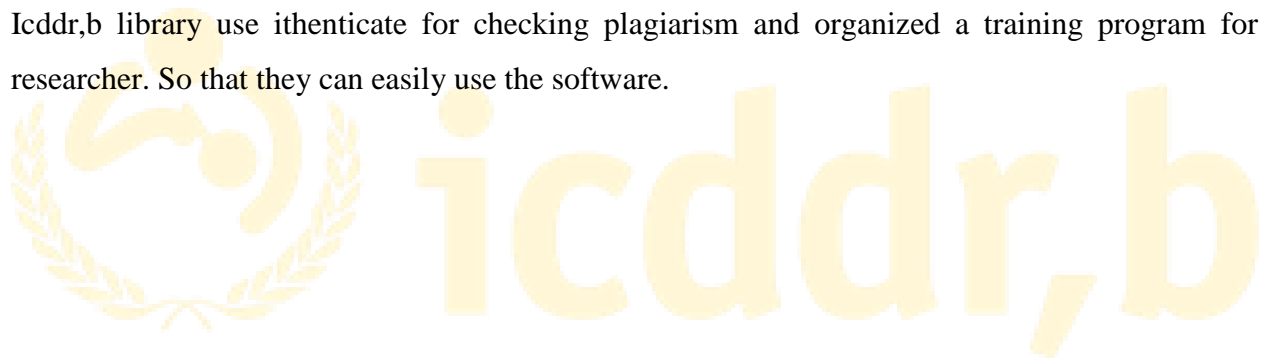
iThenticate:



Figure 32: iThenticate

The most trusted plagiarism checker by the world's best researchers, publishers, and scholars is iThenticate.

Icddr,b library use iThenticate for checking plagiarism and organized a training program for researcher. So that they can easily use the software.



Chapter 6

Study Frame Work

The Study's Timeline

My internship will run from June 15th through September 8th. This internship will last three months. There are five days off from work Friday and Saturday are our days off. Our office hours are 8:30 a.m. to 5:00 p.m.

First Session: 08:30 a.m. - 10:00 a.m. (Shelving)

10:01 AM-10:30 AM (Tea break)

Second Session: 10:31 a.m.-12:30 p.m. (Shelving)

Lunch Break: 12:30 PM-2:00 PM

2:01 PM - 3:30 PM 3rd Session (Work Under Supervisor)

3:31 PM - 4:00 PM (Tea Break)

4:00 PM - 5:00 PM 4th Session

Work Schedule:

Table 12: Work Schedule in Library

12 June to 18 June Introduction : Digital and print library resources	
Library-overall roles and contribution / relation with Centre's research activities and overall supervision	Syeda Humaira Quadri
Library Shelving	
Library Website- Melbourne University Library	
Digital Library	
Library Cataloguing	
Internet browsing: how to search, introduce with different search engines	

Introduce with different library digital search engines and internet sites	Md. Shafiur Rahman
Library Classifications	
21 June to 31 June	
Library Systems	
Circulation and dissemination	Md. Shafiur Rahman
Issue and return of library materials	
Use library catalogues - OPAC and manual	
Find and locate library resources	
Online journal searching	
Available services at LIS and library intranet	
Digital Library	
PubMed	
01 July to 14 July	
Cataloguing and processing-Part 1	
Processing and preservation	Md. Shafiur Rahman
Monograph management	
Processing of books and monographs, journal articles, CDs	
Preservation styles of physical and softcopies of library materials	
15 July to 20 July	
Cataloguing and processing-Part 2	
General introduction with Library software	Md. Shafiur Rahman
Induction with LIBerty for Windows	
DSpace management	Tania Rahman
Select and scanning of materials for Institutional Repository	
EndNote	
PubMed	
Data entry system in the Institutional Repository	
21 July to 31 July	
Periodicals services	
Serials managements	Harun - or- Rashid Khandaker
Basic thoughts about periodicals and serials	
Overview of journal collections at icddr,b	
Journal status on online price collection	
Journals collection, process and preservation system	
Vendor functions and follow up process	

**01 August to 10 August
Library Administration**

Acquisitions and administration

How to select library resources for acquisition

Communications with vendors or publishers

Library Budget

Syeda Humaira Qadri

Budget clearance and final approval

Reporting and status of overall work of library

Meeting proceedings

**10 August to 17 August
Logistics and others**

Management of Journal binding process

Requisition process

Instant purchase process

Visit to NHL&DC and BCPS Library and Others (If Possible)

Tania Rahman

**18 August to 31 August
Library Services and Online Databases**

Circulation and dissemination

Issue and return of library materials

Use library catalogues - OPAC

Medical Databases

Integrated Library Management Systems

RFID

Research4Life

Find and locate library resources

Online journal searching

Icddr,b Library Services and Facilities

Library Membership

Library Training programs

Md. Shafiur Rahman

1 September to 10 September Hands on services in the library	
Circulation/Processing/ others	Md. Shafiur Rahman
10-11 September	
Evaluation Report Writing	

Every Sunday here our Supervisors took group presentation:

Table 13: Presentation Schedule

Sl no.	Presentation Topic	Date
1	AACR, AACR2, MARC21, RDA	26-06-22
2	Information Source and Digital Library	03-07-22
3	PubMed	24-07-22
4	Radio Frequency Identifier (RFID)	14-08-22
5	Institutional Knowledge Repository (IKR)	26-08-22
6	Library Resources	28-08-22
7	Library Services	31-08-22
9	Research4life	04-09-22

Limitations:

- Some books' call numbers are not clearly visible, causing confusion when shelving and searching book.
- Lack of manpower.
- The seating arrangements during the seminar were not ideal, as the audience had difficulty viewing the projected material.
- Internet users of icddr,b may experience challenges such as sluggish internet speed, server crash, and so on, which can have an impact on Library management.
- Many computers in the icddr,b library are not functioning properly, which might be considered one of the biggest shortcomings of icddr,b Library administration.
- The U.P.S connection is not operating properly on several PCs in icddr,b. As a result, when there is a sudden load shedding issue, users are unable to save essential files.

Conclusion:

All sections are required for the icddr,b Library. They serve a variety of functions within the organization. The Internship Report's major purpose is to meet the partial requirements for students of Information Science/studies and Library Management. Icddr,b Library is a sort of library. It has a large user base. The primary goal of the icddr,b Library is to meet the research demands of its user community by acquiring standardized information resources and providing those resources to the appropriate users via appropriate information services. To achieve this goal, the Icddr,b library executes all of its functions. As a result, it is a fantastic chance for students from the Department of Information Studies and Library Management to participate in an internship program at the icddr,b library and get practical knowledge of library operations.



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