

An internship report
on
The Dhaka University Library

Overview of library services at Dhaka University Library

This Internship Report is submitted in partial fulfillment of the requirements for the degree of Bachelor of Social Science in Information Studies at East West University, Dhaka, Bangladesh

Submitted By

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2022-2-44-020

Department of Information Studies

East West University

Submitted To

Dr. Dilara Begum

Chairperson & Professor

Department of Information Studies

East West University

Date: 24-04-2026

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Declaration

I certify this internship report, titled “Dhaka University Central Library” is all mine and contains no derivative works. This report is done under the course code: ISL 499, titled: “Internship on Information institutions” I thank everyone who provided information and assistance to complete this report. I am confident that the findings described in this report are authentic, and references are provided. The report has not been submitted to any other institution for the requirement of any degree.

Sabrena Sultana

Student ID:2022-2-44-020

Date: 24-04-2026

Dedicated to

My beloved parents, with their unconditional love and support, helped me to fulfill my dreams throughout my undergraduate journey.

Acknowledgement

At first, I would like to express my thanks to Allah for his love and strength that he has given to me to finish this logbook as my internship report.

My gratitude goes to the Department of Information Studies and Library Management of East West University for arranging the internship program and providing me the opportunity to take part in the program in the Dhaka University library under the course ISL499 internship in Information Institutions . It was a great opportunity for me to gain practical experience with the theoretical knowledge disseminated by our meritorious teachers throughout the four-year integrated honors program.

I wish to extend my heartfelt gratitude to Dr. Dilara Begum, Chairperson and Professor in the Department of Information Studies and Library Management at East West University, for her invaluable guidance, insightful feedback, and continuous encouragement.

I would also like to thank Professor Dr. Kazi Mostak Gausul Hoq, Librarian (in charge), Md. Azharul Haque, Deputy Librarian, Mosammat Shirin Sultana, Deputy Librarian, and Md. Anisur Rahman, Deputy Librarian, Dhaka University, for their assistance, guidance and support throughout my internship.

Additionally, I would like to express my appreciation to the following individuals for their support Md. Alauddin, Assistant Librarian; Suraiya Yesmin, Assistant Librarian; Joy Charles Rozario, Assistant Librarian; Nazneen Sultana, Junior Librarian; and Shahanara Begum, Assistant Librarian. Their cooperation and prompt guidance greatly enhanced my learning experience during the internship.

I am also grateful to all my faculty members. My heartfelt thanks also go to my classmates for their cooperation and encouragement, and for making my journey at East West University memorable and enjoyable. I also extend my sincere thanks to my parents for their constant affection, prayers, and motivation, which have always inspired me to move forward with confidence and determination.



EAST WEST UNIVERSITY

CERTIFICATE

This is to certify that the Internship Report, “Dhaka University Library,” submitted by Sabrena Sultana bearing Student ID:2022-2-44-020 as a partial fulfillment of the requirements for the degree of Bachelor of Social Sciences(Honors) in the Department of Information Studies at East West University, Dhaka, Bangladesh. I affirm that this document accurately represents the report conducted by her under my guidance. Furthermore, I attest that this work has not served as the basis for the conferral of any other degree, diploma, fellowships, or similar academic distinctions to the candidate.

Dr.Dilara Begum

Chairperson and Professor

Department of Information Studies

East West University

Table of Contents

<u>Contents</u>	<u>Page no.</u>
Title	i
About me	ii
Declaration	iv
Acknowledgement	vi
Certificate	vii
List of tables	x
List of figures	x
Abstract	ix
Chapter-I: Introduction	1-3
Chapter-II: Overview of DUL	4-15
Chapter-III: Acquisition	16-21
Chapter-IV: Processing	22-26
Chapter-V: Planning and development	27-29
Chapter-VI: Recommendations, Conclusion, and References	30-34

Abstract

This report explains the overview of library services in the Dhaka University library, which is based on a three-month internship experience. The study highlights shows library's uses of services efficiently.

DUL has improved the access of information, automated work experiences, and enhanced research discovery at the Dhaka University Library. However, challenges such as system maintenance, staff training, and data privacy remain. The report also outlines the library's structures, services, and resources.

Recommendations include strengthening technical infrastructure, fostering collaboration, and promoting digital services to ensure successful user experiences within the Dhaka University Library.

List of tables

Table no	Table name	Page no.
Table 1.1	Schedule for internship	3
Table 1.2	Background of DUCL	5
Table 1.3	Library opening hours	6
Table 1.4	DUL collection	7

List of figures

Figure number	Page no.
Fig 2.1	2
Fig 2.2	8
Fig 2.3	9
Fig 2.4	11
Fig 2.5	12
Fig 2.6	14
Fig 4.1	18
Fig 4.2	20
Fig 4.3	20
Fig 4.4	24
Fig 4.5	25
Fig 4.6	25
Fig 4.7	25

Chapter-I

Introduction

Introduction:

In the digital age, academic libraries play a central role in the higher education of institutions. Not only repositories, but also evolved into dynamic hubs providing diverse digital and physical services. Libraries serve as the foundational infrastructure for higher education, facilitating the creation, organization, and dissemination of knowledge. Library education is meant to train people to be professional librarians or information specialists through systematic learning. This field highlights the importance that libraries play in society. UNESCO defines the objective of such education in training professionals who can design, manage, and evaluate information systems by prioritizing user needs. Furthermore, such library education helps to ensure that learners understand the role that information specialists play in society. It also ensures learners how information specialists equipped skills together to access and use different sources of information.

Background of the study

As part of the partial fulfillment of the BSS degree, this internship program is a mandatory part of the BSS (Honors) program of information studies and library management at East West University. Students have to submit an internship report at the end of the internship period by mentioning their activities during the internship program under a supervisor. On 28th January 2026, this internship program was started at the Dhaka University Library and finished on 9th March 2026.



Fig. 2.1 This figure shows the Dhaka University Central Library.

Objective of the study

The primary goal of this research is to acquire real-world knowledge about the systems and services of the Dhaka University Library. This is achieved by participating as an intern in the different sections of the library.

1. Developing a professional self-awareness
2. Gaining theoretical knowledge against reality
3. Understanding how library resources are used by patrons
4. Gaining practical experience
5. To meet the needs of students
6. Developing skills in library operations and services
7. To become aware of employment opportunities
8. To provide career awareness for the students
9. To identify major problems and their solutions
10. To measure the strengths and weaknesses of DUL
11. To develop an overall idea of DUL services

Methodology

In other words, the success of research greatly depends upon the method selected to perform the complete process of the research.

i. Observation: I used the observation method as it is very crucial to collect accurate data through the method of observation. I gathered the necessary data through direct observation of the people working in the library.

ii. Literature Review: The study of already written literature was done to analyze the current position of the library and information management system in the Dhaka University Library. A list of all the bibliographic references has been provided at the end of the report.

Sampling: My sources include the following: diary, financial reports of DUL, review of the official files and documents of DUL, website of the Dhaka University Library, various educational websites, computerized screens, and my own previous report from internship.

iv. Direct Participation: Direct participation in any task is essential to understand the practical procedure. I observed the library and performed the same tasks along with the officers of the library. It helped me to learn more about...

vii. Personal Interview: Personal interview was conducted to collect the information from the relevant people personally for understanding the major processes of library operations.

Schedule for internship

The working time is shown below:

Sections	Date	Time
Processing	28-31 January, 2026	10.00 a.m. - 4.00 p.m.
Acquisition	01-24 February, 2026	10.00 a.m. - 4.00 p.m.
Planning and development	25 February – 9 March, 2026	10.00 a.m. - 4.00 p.m.

Table 1.1: **This table shows the Schedule for my Internship**

I have been working in three different sections of Dhaka University Library. These are the acquisition section, processing section, and planning and development section

Chapter-II

Overview of DUL

Chapter-II

Overview of DUL

Dhaka University Library (DUL):

Dhaka University Library is the largest among public university libraries in Bangladesh. The library collection of Dhaka University is increasing gradually day by day. It started with a collection of 18,000 books; now it has increased to 621,058 volumes of books and bound journals. Moreover, it has over 30,000 rare and old manuscripts, numerous microfilms, and microfiches. Library activities are done from three separate buildings, viz., administrative building, main library building, and science library building. In the last academic year, an amount of TK. 9.9 million was allocated in the budget for procurement of books and journals. UGC, the government of Bangladesh, helps obtain the Dhaka University library budget every year. Now the library supports modern facilities like OPAC (online public access catalogue), computer labs, integrated library systems, and digital archives. It also provides off-campus access to e-resources and online journals.

Established	1921,1 July (at the birth of Dhaka University)
Starting collection	18000 books(inherited from the library of “Dhaka college”and “Dhaka Law College”)
First librarian	F.C Tuner
First professional Librarian	M.S.Khan
Present collection	The library now has 621,058 books and periodicals; over 30,000 rare and old manuscripts, and numerous microfiches, CDs and DVDs.

Table 1.2: This table shows the Background of DUCL

Day	Time			
	Main library and Science library		Cyber center	Resource center for visually impaired students
	Reading rooms and the seminar section	Offices		
Sunday to Thursday	8 am to 9 pm	9 am to 5 pm	11 am to 8 pm	8 am to 9 pm
Friday	3 pm to 8 pm	Closed	Closed	Closed
Saturday	10 am to 8 pm	Closed	3 pm to 8 pm	Closed

Table 1.3: **Library opening hours.**

This table shows the opening and closing hours of DUL's different sections. From Sunday to Thursday, every section of the library remains open, on Friday, only Reading rooms and Seminar section remain open from 3 pm to 8 pm, while other sections remain closed. On Saturday, Reading rooms, Seminar rooms, and Cyber center remain open while other sections remain closed.

Background of DUL :

The Dhaka University Library (DUL) was set up in 1921 when the parent institution was founded on July 1st, 1921, with a collection of 18,000 books bequeathed by the old libraries of “Dhaka College” and “Dhaka Law College”. F.C. Turner, the erstwhile headmaster of “Dhaka College”, served as the first librarian of the Dhaka University Library while Fakhruddin Ahmed took over from him in 1922.

The library was inaugurated in 1921 with 877 students and 60 teachers in twelve departments under three faculties: arts, sciences, and law. Subsequently, the library was housed in the campus of “Dhaka Medical College and Hospital” before it was relocated to the ground floor of a building located at the northern end of the pond of the Curzon Hall campus. After that, the library was moved to the existing central library building. The erstwhile headmaster of “Dhaka College” was appointed as the first librarian of the Dhaka University Library. In 2001, there were a total of 185 employees in the Dhaka University Library. Major funding sources are grants provided by the University Grants Commission (UGC) and other smaller sources of revenue, such as those that are received as charges for the delay in returning borrowed books. The Dhaka

University library is reported to have a collection of half a million copies of monographs, books, manuscripts, periodicals, microforms, and rare books having varied special collections.

Library Collection:

As per the principle of "Library is a growing organism" proposed by Dr. S.R. Ranganathan, the DUL library collection too has grown considerably.

Recently, there are 621,058 volumes of books and magazines in the Dhaka University Library. Apart from this, there are 30,000 rare manuscripts and numerous tracts, including booklets, leaflets, and pamphlets. Certain rare documents and books have been collected in the form of microforms also. The reference materials available at the Library include atlases, dictionaries, encyclopedias, annual reports, statistical yearbooks, and other kinds of publications.

The Dhaka University Library will also be going online with its Online Public Access Catalogue (OPAC) terminals. The Dhaka University Library staff will start providing OPAC terminals to allow users to browse through the catalogue. Additionally, internet access is being developed for users to conduct research

Collection type	Numbers
Books and bound journals	621,058
Rare and old books	30,000
Total	651, 058

Table 1.4: This tables shows all collection of Books and Journals (621,058) and Rare and Old books (30,000)

This large collection reflects the library’s capacity to support multidisciplinary research.

Library types and location:

Central library (located on the east side of Art’s building, opposite Rokeya Hall). Science library (located in Mokarram Bhaban, which is opposite the Physical Education of Dhaka University)

Central library (located on the east side of Arts building, the southeast side Social Science building)



Fig 2.2. This figure indicates the Dhaka University Central Library

Science library (located in Mokarram Bhaban, which is opposite of center of physical education Dhaka university)



Fig 2.3 This figure shows the Dhaka University Science Library

Dhaka University Library Layout (DUL):

Dhaka University Library (DUL) has three distinct sectors: it is made up of a combined building of approximately 150,830 total square feet (sq ft). Previously, the total area was approximately 140,750 sq ft. It is constructed out of bricks and cement with wide windows and space.

All the activities of the library are performed from three separate buildings, where the first two buildings were under DUCL-

1. Main Library
2. Administrative Building
3. Science Library

Main library building:

The Ground Floor of the Main Library consists of a Circulation Desk, a Reference Room, a Room where you can read Bound Periodicals, a Room: where you can read Newspapers and Magazines; a Room: where you can access Rare Books; Muktijuddho Room (where you can learn about Bangladesh's War of Liberation); UN Collection; American Studies Corner; and Korean Corner, etc. The Ground Floor of DUL contains a Computing Division that offers Internet Access, Online Access to Books, Online Access to All Collections of Books, Pads, etc., in All Formats You Can read on the Ground Floor. Additionally, the Ground Floor will contain a Periodical or Magazine area where you can see the most Current Magazines Published.

The First Floor has Reading Rooms and is divided into 13 separate areas for Reading, each called a Reading Room, and Books in Book Collections divided into 13 Fields of Study, i.e., Sociology, Statistics, Political Science, Economics, Law, History, International Relations, Philosophy, Geography, Journalism, Anthropology, Social Welfare, and Public Administration.

The reading rooms and fourteen subject areas are located on the second level of the library, with the following subjects represented: Information Science and Library Management, Psychology, Religion, Linguistics, Business Administration, English, Bengali, Islamic History and Culture, Arabic, Urdu and Persian, Sanskrit, and Pali. Islamic Studies. There are a number of reading rooms on the second floor of the library. At peak capacity, there are up to three hundred students able to read with access to books on the above fourteen subjects at the same time from the Stack area of

the library. There is a separate reading room for female students. All reading rooms on the second floor have air conditioning. Each issue counter has a computer available for use by students for searching books. There are in total nine carrels located in the Stack area, which teachers and researchers may use for up to three (3) months to assist with their respective research. There are six chairs/tables available for use by teachers and researchers located adjacent to the nine carrels. The second floor also has a photocopy unit.



Fig 2.4 This figure shows the Main Library Building Layout

Administrative building: In this building, all the managerial and decision-making activities are accomplished. The administrative building has the administrative offices, acquisition section, processing section, reprographic section, book binding section, manuscripts division, periodicals

section, old newspaper section, accounts section, seminar section, resource center for the visually impaired students, and cyber center.

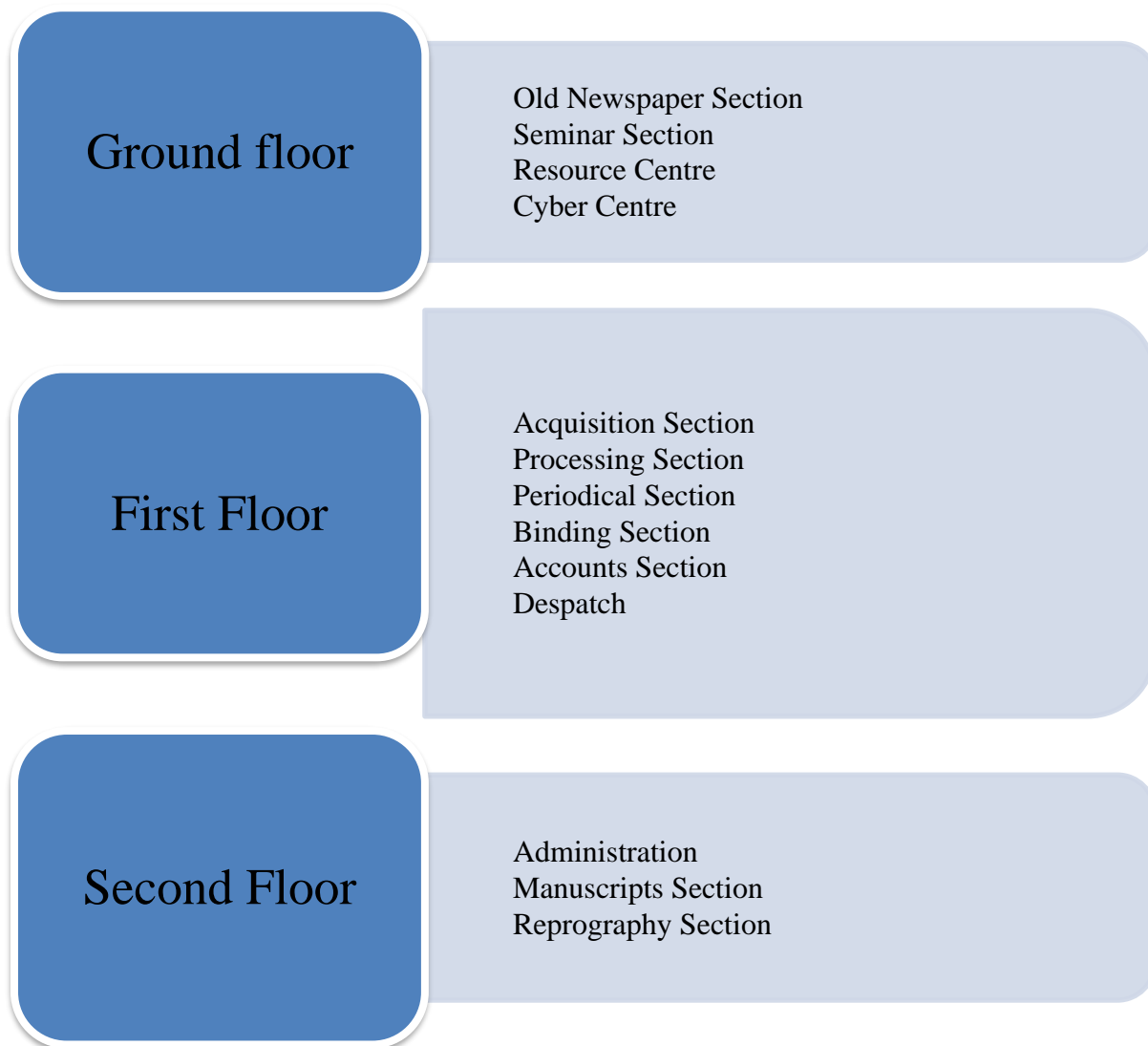


Fig 2.5 This figure indicates the Administrative Building Layout

Science library building:

Although the science library belongs to the main library, it has its own building adjacent to the Science library campus. Initially, the Science library was housed in the physics building of Curzon Hall, but soon it became apparent that it was extremely inconvenient and therefore, a new building for it was built. It is important to note that the Science library moved into the new building during the early stage of 1982.

Dhaka University Science Library is under the charge of one Deputy Librarian. However, all processes of acquisitions and processing are performed by the Main Library.

Four reading rooms are present on the first floor of the Science library building, where 400 students may read together. These rooms are air-conditioned. Moreover, a reference room exists on the first floor of the building where researchers, teachers, and students may read reference materials. Separate seats exist for the teachers. Ten books, three books, one book, five books, and one book for 30 days can be issued for teachers, researchers, graduate students, officers, and employees, respectively. The cost of photocopying can be fulfilled at the cost of T.K. 0.50.

There is also a complaint box placed on each floor of both the Main building and the Science building for the use of the reader. The boxes will be emptied every week, and appropriate action will be taken. In addition to that, there is a senior staff member placed on each floor of the buildings who serves as the floor's representative. They may report their grievances to him to have the problem solved. If he fails, readers can ventilate the same to the librarian for taking necessary action.

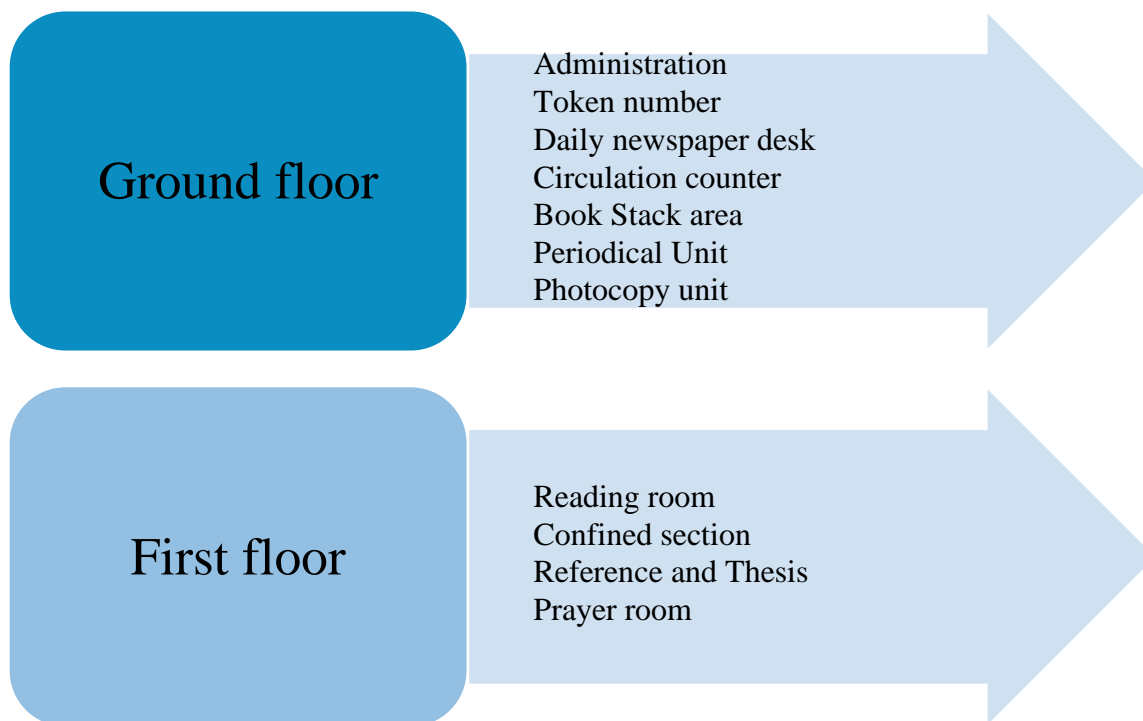


Fig 2.6 This figure shows the Science Library Building layout

Library facilities:

Printing: The computer printing service is only available in the Dhaka University library reprography section.

CD/DVD write: Only old and rare manuscripts, microfilm, and microfiche in digital form are available for CD or DVD write.

Photocopy service: The photocopy services are offered from the following locations:

- Main library building:

Reading room- 1st floor

Reading room- 2nd floor

- Administrative building:

Periodical section- Ground Floor

Reprography section- 2nd floor

- Science library building:

Xerox section: Ground floor

Carrel Booking:

Carrels are available in the main library that can only be reserved by the faculty members or researchers for higher studies.

Online Catalogue Search:

Computer terminals are available for use by faculty members and students to search the library OPAC.

Borrowers' ID card:

Faculty members, students, and other library users need Digital borrower's ID card to use the library. Please contact the library if you have any questions.

Teachers' Book Issue Counter:

Books can be issued, renewed, and returned from this counter using the automated system. A digital borrower's ID card is required.

E-Zone: The E-Zone is located on the south side of the ground floor of the Administrative Building.

Resource Center:

A modern and international standard Resource Center for Visually Impaired students is located on the ground floor of the Library Administrative Building. This Center works in collaboration with the Sight Savers International for visually impaired students. The center houses Braille Books, computers with specialized software, and modern Braille Printers.

Reading Rooms:

Student Reading Room, Main Library - First Floor: The first floor of the library consists of reading rooms and a book stack area. This floor contains books covering 12 disciplines, e.g., Sociology, Statistics, Political Science, Economics, Law, History, Biography, Geography, Journalism, Anthropology, Social Welfare, and Public Administration.

Student Reading Room, Main Library - Second Floor

The second floor of the library consists of reading rooms and a book stack area. This floor covers 11 disciplines, e.g., Information Science and Library Management, Philosophy, Psychology, Religion, Linguistics, Anthropology, Business Administration, English, Bengali, Arabic, Urdu, and Persian.

Student Reading Room, Science library- Ground Floor and First Floor:

Books and reading materials of the following disciplines are preserved in the stack area:

Generalities, Cosmology, Psychology, Logic, Ethics (Moral Philosophy), Statistics, Pure Science, Mathematics, Astronomy and Allied Sciences, Physics, Chemistry and Allied Sciences, Sciences of Earth and other worlds, Paleontology, Life Sciences, Botanical Sciences, Zoological Sciences, Technology (Applied Sciences), Medical Sciences, Engineering and Allied Operation, Agriculture and Related Technology, Home Economics and Family living, Chemical and related Technology, Manufactures, Buildings, General Geography and History, General Geography and Travel, General History of Ancient World, General History of Europe and General History of Asia.

Reference Reading Room

- Main Library

It is located on the south side of the ground floor of the main library building. Reference Collections provide comprehensive reference and research materials in the field of

humanities, especially religion, philosophy, language, literature, art, and history, as well as biography, bibliography, encyclopedia, dictionaries, and current affairs.

- Reference and Thesis Room, Science Library

Teachers and researchers can use thesis and reference tools from this room, which are non-issuable.

Periodicals Reading Room:

The periodicals section is located on the ground floor of the Administrative Building and Science Library Building. Library users can read journals in the bound volume.

Archives, Rare Books and Special Collections Reading Room:

This room is located on the ground floor of the main library building. There are also confined books and documents available in the Science Library.

Current Newspaper Reading Room

Dhaka University library preserves all well-circulated daily newspapers in Bangladesh. Users can read these newspapers from 8 am to 9 pm in the Main Library and Science Library.

Old Newspaper Reading Room

Old and rare newspapers are preserved on the ground floor of the Administrative Building. These newspapers are only available in bound volume format.

Seminar Section

Located on the ground floor of the Administrative Building. The students of Faculty of Arts, Law, Business Studies, Social Sciences, Fine Arts and Education can issue one book from the Seminar Section.

Manuscript Reading Room

The library houses 30,000 handwritten manuscripts, many from the fourteenth and fifteenth centuries, in various languages and a large number of tracts (booklets, leaflets, pamphlets, and puthis) which are also preserved in microforms and CDs.

Microfilm and Microfiche Reading Room Some old and rare documents are kept in microfilm or microfiche format which are preserved in the reprography section.

Chapter -III

Acquisition section

Chapter-III

Acquisition Section

Acquisition section:

The Acquisition section is one of the most significant sections of the library. It is located at the ground floor of the administrative building. Purchasing books and other materials takes place through acquisition section. Its primary responsibility involves procuring books and journals from all the departments of the university, and after processing, new copies of the purchased books are supplied to respective departmental seminars based on the request of the chairman. Additionally, staff handles in acquiring materials from different sources like donations, gifts, and exchanges. Harrods Librarians' Glossary defined Acquisition as, "The process of obtaining books and other documents for a library, documentation centre or archive".

The ALA Glossary of Library and Information Science defined the Acquisition Department as "The administrative unit of a library which performs acquisition services". As books constitute an essential part of the stock of the library, acquisition is considered as an important responsibility of the library.

For 15 working days, that is from 1st to 24th February 2026, I have been allotted to the acquisition section. During this period, Mosammat Shirin Sultana, Deputy Librarian, head of the acquisition section, enlightened us regarding the functioning of the section in DUL.

Collection building process of the Acquisition section:

Dhaka University Library mainly acquires documents in three ways.

The three ways are:

- Purchase
- Gifts and donations
- Exchange

Activities of acquisition section:

There are basically two types of work in acquisition sections. These are:

- Procedure for acquisition of materials

- Procedure after acquisition of materials

Procedure for acquisition:

- Budget allocation
- Book selection process
- Procurement of books

Budget allocation:

In this phase, the Syndicate, Deans of the different faculties, and different committees are associated. Every year, an annual budget is allotted to procure the books and journals for all the departments of the University, to pay salaries of all the staff of the library, and to maintain the developmental activities of the Dhaka University library.

Process of budget allocation:

The heart of a library is its “acquisition section”. Budget is the main factor for book purchasing. The allocation of the budget for procuring books and journals goes by the following steps:

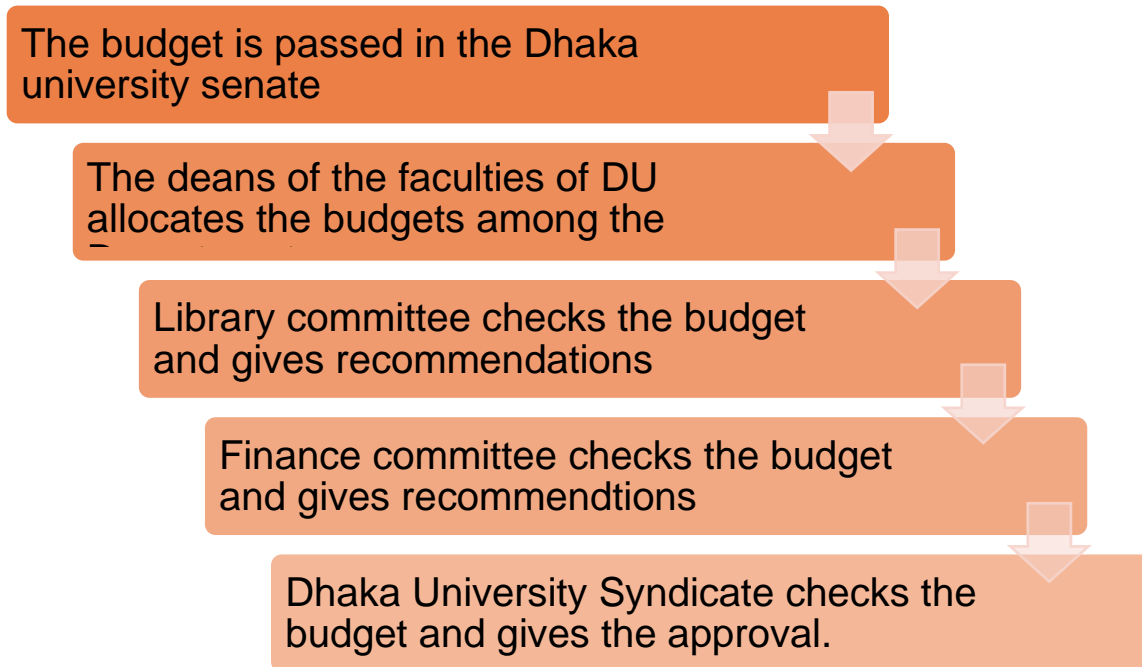


Fig 4.1 This figure shows the Process for budget allocation.

Dhaka University Library uses automated integrated library systems, so it is generally considered to be efficient for a library. But DUL (Dhaka University Library) still maintains a manual purchasing process, approval plans, which make it inefficient. Although they are using a manual accession register, it makes no inefficiency. Sometimes information may be removed or deleted due to system inefficiency. If the information is registered in the manual accession register, staff can easily find out the information and include it in the automated register or use it.

As they already have integrated library systems that connect ordering, cataloguing, and receiving, reducing manual data entry. Staff struggles to align digital and physical procurement, leading to fragmented collection management.

Weeding is a fundamental component of active collection development. Its called deselection of library materials, which is frequently done as a direct result of the acquisition process. As the library has limited physical space, new materials purchased and added, older, less-used materials must be removed to prevent overstuffed shelves and maintain accessibility. New acquisitions often offer better, more accurate information, making it necessary to remove inaccurate or obsolete materials. The acquisition process of DUL ensures the library remains current, relevant, and organized through weeding. That's why it is efficient for Dhaka University Library.

Rapid adoption of new acquisition technology creates a skill gap for staff accustomed to traditional, manual workflows. Inconsistent bibliographic data formats can cause errors in automated systems.

DHAKA UNIVERSITY ACCESSION				LIBRARY IN ANAND REGISTER									
Accession No.	Author	Title	Place	Publisher	Year	Size	Pages	Wgt.	Cost	Binding	Vol.	Remarks	
476726	Heinrich, Albrecht Paul	Algebra and geometry for Cambridge	Cambridge	Royal Society of	2011	24 x	170	Hard	288.1512	Hardcover	1	637-370-1	
476727	Ward, F. Abbott	Mathematical analysis	London	Hodder & Stoughton	1935	24 x	228	Paper	15.26	"	"	"	
476728	Ziegler, Gerhard	Mathematical statistics	Frankfurt	Vieweg	2011	25 x	415	Hard	15.50	"	"	"	
476729	Grattan-Guinness, I.	Mathematical methods	Oxford	John Wiley & Sons	2011	26 x	460	Paper	36.24	"	"	"	
476730	Pratt, William H.	Mathematical methods for the	Oxford	Haddley's	1993	24 x	123	Hard	15.26	"	"	"	
476731	Wang, William H.	Mathematical methods for the	Oxford	Wang, William H.	2006	24 x	415	"	286.00	"	"	"	
476732	Wang, William H.	Mathematical methods for the	Oxford	John Wiley & Sons	2010	26 x	422	Paper	38.24	"	"	"	
476733	Wang, William H.	Mathematical methods for the	Oxford	John Wiley & Sons	2011	28 x	255	Hard	154.20	"	"	"	
476734	Wang, William H.	Mathematical methods for the	Oxford	John Wiley & Sons	2010	26 x	272	Paper	35.99	"	"	"	
476735	Wang, William H.	Mathematical methods for the	Oxford	Clarendon press	1996	24 x	215	Hard	123.50	"	"	"	
476736	Wang, William H.	Mathematical methods for the	Oxford	Thomson	2008	24 x	485	Paper	120.00	"	"	"	
476737	Wang, William H.	Mathematical methods for the	Oxford	Eastman pub.	2010	24 x	220	Hard	34.20	"	"	"	
476738	Wang, William H.	Mathematical methods for the	Oxford	ERC Press	2011	26 x	302	"	163.24	"	"	"	
476739	Wang, William H.	Mathematical methods for the	Oxford	Eric's House Inc	2004	26 x	260	"	28.01	"	"	"	
476740	Wang, William H.	Mathematical methods for the	Oxford	The MIT Press	2010	25 x	148	"	22.00	"	"	"	
476741	Wang, William H.	Mathematical methods for the	Oxford	A Press	2010	25 x	220	Paper	40.49	"	"	"	
476742	Wang, William H.	Mathematical methods for the	Oxford	A Press	2003	25 x	224	"	40.49	"	"	"	
476743	Wang, William H.	Mathematical methods for the	Oxford	John Wiley & Sons	2011	24 x	333	Hard	181.46	"	"	"	
476744	Wang, William H.	Mathematical methods for the	Oxford	E. J. Brill	2004	24 x	324	Paper	131.00	"	"	"	
476745	Wang, William H.	Mathematical methods for the	Oxford	Pality Press	2011	24 x	191	"	22.20	"	"	"	
476746	Wang, William H.	Mathematical methods for the	Oxford	"	1998	22 x	104	"	17.28	"	"	"	
476747	Wang, William H.	Mathematical methods for the	Oxford	The MIT Press	2009	22 x	210	"	22.50	"	"	"	
476748	Wang, William H.	Mathematical methods for the	Oxford	A Press	2003	24 x	215	Hard	120.00	"	"	"	
476749	Wang, William H.	Mathematical methods for the	Oxford	Athlete pub. Co.	2011	24 x	284	Paper	36.24	"	"	"	
476750	Wang, William H.	Mathematical methods for the	Oxford	John Wiley & Sons	2011	28 x	210	"	40.46	"	"	"	

Fig 4.2 This figure indicates the Manual Accession Register of DUL

Automation of Acquisition section: At present, the Dhaka University library is using an integrated Library Automation System, where there is a scope for the automation of acquisition functions. Although the functions of acquisition are slightly done in this Automation Software. So, we can say that the functions of the acquisition section are now performed both manually and automatically. The interface for the acquisition module in the library software is as follows:



Fig 4.3 This figure shows the Acquisition module of DUL

Strengths of acquisition section: The use of a tender evaluation committee and public tender notices in both English and Bengali newspapers promotes transparency and competitive pricing

through discount-based evaluation. At present, they are using an automated accession register to record their resources, which is easier than manual accession register maintenance. Book entries are done by the automated accession register, so that user and staff members can easily find out the required materials. The library does not rely solely on purchases; it actively maintains gifts, donations, and an exchange program to build its collection which is cost-effective for a large institution.

Weaknesses of acquisition section: The acquisition process is too lengthy, although it ensures transparency. This leads to delays in providing new resources to users. It is a time-consuming matter due to multiple approval stages. The procurement process of books is too slow. Server downtime reduces the possibility of maintaining information properly.

Chapter-IV

Processing section

Chapter-Iv

Processing section

Processing section:

To find a book in quick succession, processing is important. After acquiring the library items, there are several activities that should be performed in the library, including physical examination of the books, sealing, cataloging, classification, data entry, preparation of book slips, book pockets, barcoding, pasting and placing them on the shelves. It is located in the library, where it is processed and then delivered to the stack room for the reader's convenience.

Activities of processing section:

- After purchasing, accessioning, and labeling of the reading material in the Acquisition department, first of all they examine the activities of the former department to know whether any mistake has been committed in their work or not.
- The main objective of this department is to assign proper subject headings, classification, and cataloging of the reading material manually.
- This section is fully digitized. The cataloging and classification processes take place by using a computer in DULIS.

In the first it can be observed whether the book has already been entered into the computer or not; if it has been entered, then the members of the processing section will edit the book.

If not, then they need to do so in order to make sure that the book becomes available on online searching. In this way, anyone will be able to find the book whether he/she looks for it by its access number, call number, author, title, or by its subject.

Bibliographic standards used by Processing Section: The books and other materials are processed manually as well as automatically. The processing section of Dhaka University library maintains the following bibliography standards:

- ✓ Dewey decimal classification (DDC), 23rd edition.
- ✓ Anglo American cataloging Rules-II(AACR-II) for punctuation system.
- ✓ Sears ' list of Subject Headings.
- ✓ DULIS is used for online cataloging.

From this section, I have learned the classification and cataloging process of library materials through a very technical way. In this section, we were made aware of the bibliographical data entry process through the use of DULIS.

Cataloging: A catalogue is basically a list of bibliographic materials such as books, periodicals, pamphlets, monographs, audio visual materials, etc., which belong to a particular library or even more than one, known as union catalogue, or belong to a private collection of materials with specified bibliographic information such as author, title, edition, imprint, collection, etc. and in classified or alphabetical order according some standards codes such as AACR, ALA, LC, etc.(Islam, K.M. Saiful,2008). And preparing a catalogue by a cataloguer is cataloguing.

Automated cataloging:

The processing module of the library automation software is used to perform these automated tasks. The bibliographic data entry into the computer requires the cataloger to log into this software using username and password. The interface for the library automation software is shown below, where the cataloger can for the entry of bibliographical data:

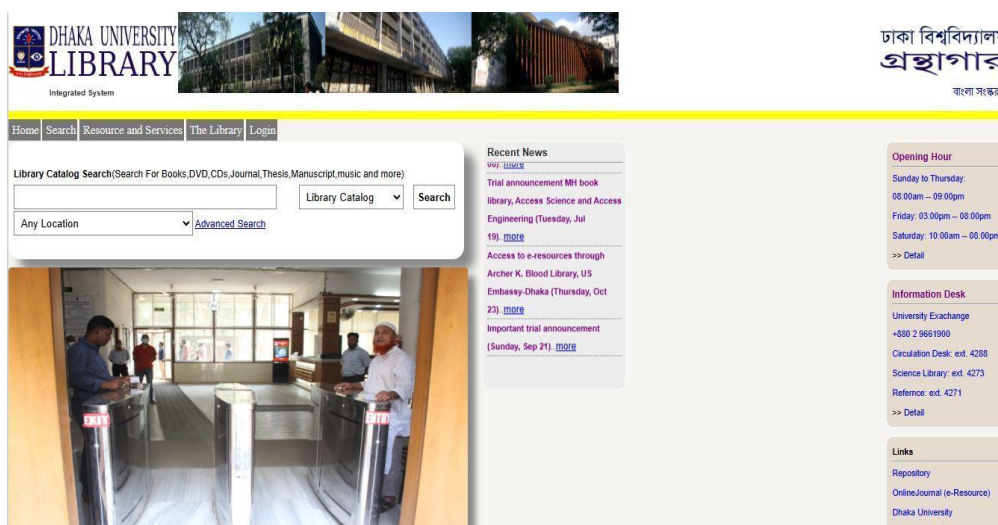


Fig 4.4 This figure indicates the interface of the Library Automation software in DUL.

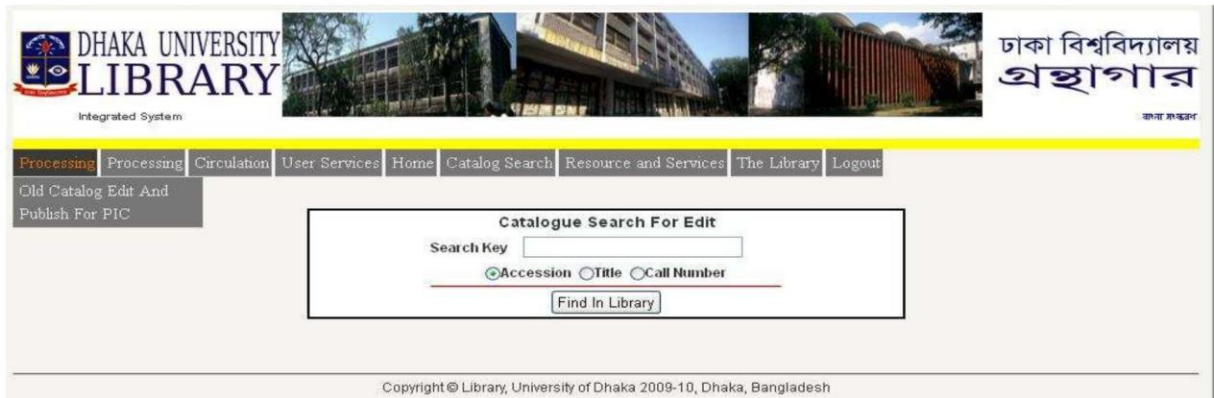


Fig 4.5 This figure shows the Interface of “Search key” and “edit” books



Fig 4.6 This figure indicates the Interface of “MARC” or “Entry” of materials.

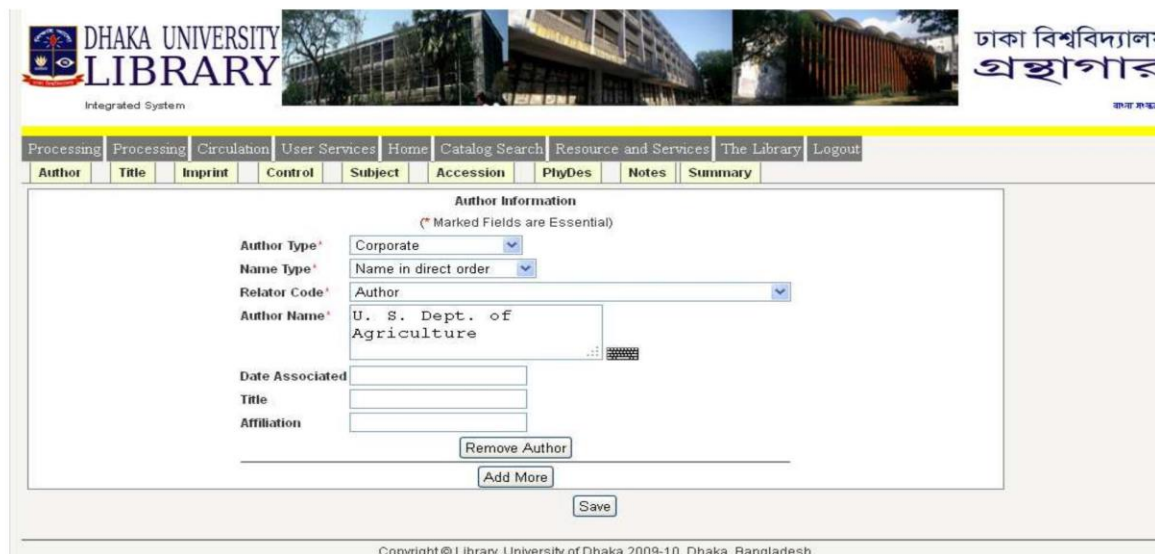


Fig 4.7 This figure shows the interface for how to entry data in processing.

They follow the international classification guidelines such as the Dewey Decimal Classification (DDC 23rd edition), Anglo-American cataloging rules(AACR-2), and the Sears List of Subject Headings, which enhances the retrieval of information. For cataloging, the DUL staff used automated cataloging. Using DULIS allows for faster data entry. The automated systems require detailed bibliographical information. Dhaka University Library ensures that users have multiple access points (searching by subject, call number, or author) to find a book. They manage a massive collection, indicating a capacity to handle significant influxes of materials. This indicates that a single mistake could result in lost time or the need to restart the entry process. For automated cataloging, if there is server downtime or technical issue with the software, no books can be made ready for users.

Processing section implements automated cataloging MARC 21, which allows books to go from arrival to the shelf quickly. This automated cataloging ensures rapid accessibility of resources. For proper classification, library staff leverages Dewey Decimal Classification (DDC 23rd edition), Anglo-American cataloging rules (AACR-II), and Sears list of subject headings. It allows patrons to browse and find materials without assistance. DUL utilizes an Integrated Library System like KOHA, which speeds up data entry and Cataloging.

One of the common gaps of this section is that processing traditional print books while simultaneously managing e-books, e-journals, and open access resources requires different, often fragmented workflows. RFID is not mandatory for a library to function. DUL needs to establish it if they have a proper budget. Because it helps to detect items that have not been checked out, reducing theft.

Chapter-V

Planning and development section

Chapter-V

Planning and development section

Planning and development section:

It lies on the ground floor of the main building. Md. Anisur Rahman is in charge of the section. It is a vast department that deals with multiple services and processes. This section has been working since 1998. Internet facility and online journal services are provided by this department. In addition to old newspaper articles, rare books, and manuscripts are scanned in this section. A separate room is allocated for a server, which is required for library automation. I was assigned here for ten days.

The objective of the planning and development section is as follows:

To conduct various automation projects

To issue digital ID cards to the borrowers. Library websites provide an online form for digital ID cards for borrowers. They also maintain a manual form for digital ID cards, if borrowers are unable to fill out the online forms.

Plagiarism check is also done by this section. Turnitin is an online software that promotes academic integrity, streamlines grading and feedback, deters plagiarism, and improves student outcomes. This software is used by Dhaka University Library to check students, teachers, and researchers' submissions for plagiarism and, recently, AI-generated content.

DUL also supports different online journals like HINARI, AGORA, UDL (Emerald, JSTOR, IEEE Digital Explorer), and SPRINGER. They also preserve repositories like Dspace, which increase visibility, use, and impact of the university's research publications. It consists of full-text materials produced in the university, such as internship reports, theses, journal articles, conference proceedings, and research materials produced by departments/institutes/ research centers of the university.

About automation section: Nowadays, automation section is the major priority of the planning and development section. All activities, including barcode spine labeling, internet facilities, and online services, were provided by this section. In order to adjust to the modern world and meet the demands of the day, the library of Dhaka University has decided to go for automation. In 1998, the process of automation was initiated by DULAP with financial assistance from UNDP and

UGC. This automation process was suspended due to database capacity maintenance problems in the middle of 2000. In 2008, DULIB software was introduced with the support of the Computer Science Department, Dhaka University. In 2013, DULIS software was developed by Computer Science Department of Dhaka University. Turnitin software is also developed in Dhaka University library, which helps to easily identify AI use in research paper. Students can get off-campus access to E-resources.

Chapter -VI

Recommendations and conclusion

Chapter -VI

Recommendations and Conclusion

Recommendations:

Despite the large number of issues with the Dhaka University Library, solutions to these issues are within reach. Rather than focusing on all the drawbacks that effect Dhaka University Library service, the library try to offer service to the best of their ability despite the constraints. Both the government and library administration must take necessary steps to improve the library.

During the 3-month-long internship in the library, I have observed some major issues in the library. Therefore, some recommendations are based on personal observation that can be considered to ensure a bright future for the library.

Acquisition section:

- The accession register should be maintained properly
- Automated integrated library system must be adopted properly
- Recruitment should prioritize candidates with formal training in library and information science and digital cataloging systems.
- The senior staff member should share their experience with junior staff members.
- The procedure of purchasing books and other reading materials should be made easy

Processing section

- As it is one of the core sections of DUCL, professionally skilled staff should be appointed, and also, functions should be performed correctly.
- The working area of this section should be increased.
- Cutters' figures should be followed.
- The number of staff should be increased.
- Training should be provided in case of bibliographical data entry on DULIS properly.

Other recommendations:

- The library should include MyAthens, which is a library-owned digital information portal that provides a user-friendly starting point for research. It allows librarians, staff, and patrons to access all available resources in one place.

- The library needs to establish Mendeley, which is a reference management tool. It can be used to manage citations to articles, books, government documents, book chapters, or websites
- The library should survey users' interests every year or every two years to assess the demand of its legitimate users
- The number of computers should be increased
- The library should offer internet browsing facilities for free
- Facilitating library access to scholarly articles, Google Scholar acts as a powerful discovery tool

This was a very exciting time for the students of 4th year 12th semester in the Department of Information Studies, DU, as they offered me a chance to participate in an internship at the Dhaka University library and acquire practical knowledge about library management. In general, the internship experience was fruitful. I have acquired new knowledge, skills, and made acquaintances with many new people. I have accomplished some of my objectives. I have been able to gain insight into professional work practices. I have been introduced to different aspects of work. The internship experience also served as an opportunity to discover my personal strengths and weaknesses.

Conclusion:

DUL is among the largest academic libraries of the Asian sub-continent as well as in our country. Despite its broad service offerings, various constraints prevent it from fully meeting current demands. To keep pace with modern advancements, the library must upgrade its service quality by integrating modern infrastructure. Modernization and digital transformation are essential to ensure that DUL continues to meet the evolving needs of researchers in the digital age.

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