ALLAMA IQBAL OPEN UNIVERSITY
Department of Library and Information Sciences

MLIS Internship Report Format

(MS Word processed, both sides, bottom page numbered, Times New Roman, 12 font, 1.5 line spacing, justified; use headings as per APA style manual)

1. Title page
2. Introduction of the institution/organization and library (max one page)
3. Brief introduction of the library sections in which student worked (max two pages)
4. What student learnt in these sections (section-wise detail, max three pages)
5. What student could not learn (section-wise detail, max two pages)
6. Student’s reflection on internship (use headings and paragraphs, max two pages)
7. Limitations, if any (max one page)
8. Conclusion (max one page)
9. Recommendations (max one page)
10. References as per APA style manual, if any, and
11. Acknowledgements, if any (max one page).

Note: The attached report is just for sample only. You should prepare your report according to the format given above. Plz first read MLIS Internship and Comprehensive Viva Voce guidelines given in Downloads at LIS Dept’s website http://lis.aiou.edu.pk
PRACTICUM REPORT LUMS Library

Submitted to: Dr. Pervaiz Ahmad
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JULY 30, 2015
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APPROVAL SHEET

External Supervisor

Dr. Muhammad Ramzan
Director of LUMS Library
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APPROVAL SHEET

External Supervisor

Dr. Muhammad Ramzan
Director of LUMS Library
Signature 7/6/15

Excellent
ACKNOWLEDGEMENT

After completing my internship program first of all I am thankful to Almighty ALLAH for helping me in many ways to complete this task. It was of immense value for me to learn the practical skills in a very comfortable and friendly environment which I enjoyed a lot.

During my internship tenure I found the whole staff of library is very cooperative and supportive and I am very thankful to all professional staff members of library, who have directly guided and helped me to learn the expertise and practical knowledge.

I am thankful to Director Library of LUMS for providing facilities and information at all needed during my internship program that was necessary to complete the report.

Fozia G Mustafa
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OVERVIEW OF LUMS

The Lahore University of Management Sciences (LUMS) is a world class academic institution with a proud history of achievement, and ambitious plans for the future. The idea of establishing the university took root in the mind of Syed Babar Ali, Pro Chancellor, LUMS who is the guiding spirit behind the university. With his resilient efforts and patronage of the business community, academia and representatives of the government, started the establishment of what was to become one of the leading universities of South Asia.

With support of ten of the leading public and private sector corporations of Pakistan, the National Management Foundation (NMF), the sponsoring body of the University, was incorporated on November 7, 1984. The NMF was granted a charter by the Government of Pakistan for establishing the University on March 8, 1985. Through this charter, the University was given the legal right to establish degree-granting programmes. In addition to this, the government also granted authorisation to set up other schools under the aegis of the "Lahore University of Management Sciences".

Since its inception in 1985, LUMS has strived to achieve the aim of imparting world class education while encouraging research and intellectual growth in the country. As a result, LUMS has played a key role in setting high standards of academics and producing professionals who can compete with counterparts from any university across the world.

SCHOOLS OF LUMS

1. SULEMAN DAWOOD SCHOOL OF BUSINESS (SDSB)
2. MUSHTAQ AHMAD GURMANI SCHOOL OF HUMANITIES AND SOCIAL SCIENCES (MGSHSS)
3. SYED BABAR ALI SCHOOL OF SCIENCE AND ENGINEERING (SBASSE)
4. SHAIKH AHMAD HASSAN SCHOOL OF LAW (SAHSOL)
This is a multi-disciplinary library serving the faculty, students, researchers and staff of the university. It also offers external membership services for corporate organizations, institutions, individual executives and researchers with certain conditions. The library has a rich and diverse collection of materials, especially in terms of the breadth and depth of coverage. The collection is ideally suited to encourage and support both scholarly pursuits and practical research activities. The library has established its repute in the country by providing excellent services and facilities to fulfill information needs of its clients. It is using state-of-the-art technology and systems. The library has an extensive collection of over 200,000 printed and 130,000 online books, 35,000 journals, and 30,000 other materials including audios, videos, CD-ROMs, DVDs, etc. The library is manned by qualified and experienced professionals, all dedicated to provide high quality innovative services.

Our mission is to excel in supporting the academic and scholarly endeavor of our users, in their core instructional and research requirements through utilizing the best possible resources, systems and services.

**PRINT & ELECTRONIC COLLECTION**

- 240,000 Print Books & Documents
- 150,000 Electronic Books
- 355 Print Journals
- 35,000 E-Journals
- 3,200 Audio-Visual Material
- 40 CD-ROM Databases
- 35,000 Online Journals
Khalid Ishaque Wing Collection Detail

KHALID ISHAQUE COLLECTION

The library has received a rare donation of more than 100,000 books on law, philosophy, psychology, religion, economics, management, history, Pakistan studies, and other areas from the family of (late) Mr. Khalid Ishaque. Mr. Khalid Ishaque was a well-known bibliophile, lawyer, educationist, and a scholar. To honor Mr. Khalid Ishaque, the library has named its first floor as Khalid Ishaque Wing. Books on philosophy, psychology, religion, politics, law, and history have been housed in this wing.

<table>
<thead>
<tr>
<th>Language</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>73,905</td>
</tr>
<tr>
<td>Arabic</td>
<td>12,901</td>
</tr>
<tr>
<td>Persian</td>
<td>1,289</td>
</tr>
<tr>
<td>Sindhi</td>
<td>336</td>
</tr>
<tr>
<td>Preserved</td>
<td>4,562</td>
</tr>
<tr>
<td><strong>Total Collection</strong></td>
<td><strong>92,957</strong></td>
</tr>
</tbody>
</table>

OPENING HOURS

Library remains open 7 days a week and around-the-clock during exams. The regular timings are:

Monday – Friday 08:30 a.m. – 12:00 a.m.
Saturday 10:00 a.m. – 10:00 p.m.
Sunday 02:00 p.m. – 10:00 p.m.

Library remain closed on public holidays
Learned at following Areas of Library under supervision of Professionals!

1. Acquisition (Purchase) Section
   a. Bookshop Section

2. Circulation
   a. Course Reserves Section
   b. Document Delivery Services
   c. Inter Library Loan (ILL)

3. Reference Section
   a. Digitization Project
   b. E-Databases
   c. Law Resources
   d. External Memberships

4. Journals & Periodicals Section
   a. Multimedia Section
   b. News Clippings Section
   c. Pakistan Periodicals Index

5. Systems & Services
   a. Social Media Services

6. Teaching Resources
   a. Instructor Resources

7. Library Coordinator Section
   a. Administrative Work
ACQUISITION SECTION

This department is responsible for the selection and purchase of materials or resources for the library. Acquisitions select vendors, negotiate consortium pricing, arrange for standing orders, and/or select individual titles or resources.

The functions of this section are ordering, claiming, receiving, and payment of all library materials, ordering Process- Library Materials Order Form Monitoring, coordinating, implementing and evaluating all collection-related activities.

The process of acquisition includes

- Request placed in the library
- Title is searched in library to avoid duplication.
- Publisher’s websites are searched for complete bibliographical detail.
- Purchase order is prepared.
- Purchase order is then signed by the requested faculty, head of department and chief librarian
- After approval order is placed.
- Publisher send invoice to library account department.
- Bills are paid by account department.
- Shipment /order are served.
- After acquiring process cutter and DDC numbers are assigned to the books.
In acquisition section Sir Muzammal told us about acquiring methods. In LUMS books are purchased only at faculty request not at user's request. Selection of books is done through

- Book Fairs
- Publisher’s announcements/catalogues
- At Faculty request

TECHNICAL PROCESSING

In technical processing section collection is processed in a systematic way to facilitate using them and to find them easily without any frustration.

**I performed these functions here**

- Cataloguing of library Material into VIRTUA Software
- Placed accession or donation stamp on verso page of book and library stamp on books.
- Placed date slip and barcode on books.
- Placed RFID tags on books.
- Placed spine labels on books.

**MANUAL ENTRY IN VIRTUA SOFTWARE:**

**I entered data in VIRTUA software.**

MARC is an acronym of Machine-Readable Catalogue/Cataloguing. MARC formats are the standards for representation or communication of bibliographic and related information in machine readable form.

Some MARC fields used in LUMS are listed below:

- **020** ISBN and terms of availability
- **022** ISSN
- **040** Cataloguing Source
- **090** LUMS library Call Number
- **100** Author –Personal Name
- **110** Authors-Corporate Name
- **245** Title and Statement of Responsibility
- **246** Varying form of title
Shelve Reading

Books must be shelved in a proper, logical and systematical manner to find them easily. Performed shelf reading and arranged books according to DDC and cutter numbers.
MULTIMEDIA SECTION

Library multimedia section has audiovisual material; DVDs, CD-ROMs, and videos for borrowers as well as in-house facilities to watch. Multimedia section has a collection of over 3000 audio video cassettes, CDs and DVDs. Library has acquired a collection of Virtual University lecture CD’s on 11 broad subject areas. These subjects are Management, Mathematics, English, Economics, Sociology, Statistics, Islamiyat, Pakistan Studies and Physics. The section is equipped with the following equipment.

- 2 TV with cable connection
- 2 VCRs.
- CD/DVD players
- Wireless Head Phones
- Hi-Fi audio system
- Scanners
- Microfiche reader
- Microfilm reader
TABLE OF CONTENT SERVICES

In multimedia section I learned about table of content services. In library when a new collection arrives, copy of the table of contents according to the area of interest of faculty is sent to the faculty. Faculty after examining table of contents sends back e-mail by highlighting required topics. These articles/topics are then sent to the faculty in print or electronic form.

ELECTRONIC RESOURCES

The library has access to a wide range of electronic resources including e-databases, e-journals and e-books accessible through internet, campus wide network and from the library terminals. Some of them are:

- Web Discovery
- Project MUSE
- Wiley InterScience
- JSTOR
- Springer Link
- Scopus
- Science Direct
- Inform world
- IEEEExplore
- ACM Digital Library
- LexisNexis
- Math SciNet
- World Bank e-Library
- Sage Collections
- McGraw-Hill's ACCESS Engineering
CIRCULATION SECTION

Circulation section is the gateway between users and documents, so it plays a major role in libraries. LUMS library performs issue, return, renewal etc. functions using VIRTUA software.

Shortcut keys used for Circulation Services!

- Check In: F4
- Check Out: F5
- Renewal: F6

At circulation section I performed following functions:

- CheckIn
- Renewal
- Circulation Services
- Check Out
- Queries
LOANS

All registered members are entitled to borrow books. The borrowing privileges may differ for various categories. Please inquire at the circulation desk or visit the library website: http://library.lums.edu.pk

INTER LIBRARY LOAN (ILL)

If a book or other item is not available in library, the library has special arrangement to acquire that item from other libraries through Inter Library loan.

DOCUMENT DELIVERY SERVICE

The library has special arrangement with the international documents supply centers. If a journal article is not available within library holdings or online databases the library can get it delivered electronically. The electronic document delivery service is restricted to research projects.

PHOTOCOPYING SERVICES

Two self-service photocopying machines are available. Cards for photocopying purposes can be obtained from the library circulation desk after making required payment at the bank at LUMS.

ONLINE WORKSTATIONS

Twelve terminals are available in the library for searching electronic and online databases including full-text information, abstracts, indexes, and international trade statistics.

PAY LIBRARY DUES ONLINE

In continuation to introduce new services and resources, library has configured the “Pay Online” facility for faculty, students, staff and external members. Now the library users can pay the library dues online. For further details:
Go to http://pay.lums.edu.pk and select the “Library Payments” option to proceed to your online payment(s). Please read the terms & conditions before making any online payment.
REFERENCE SECTION

In LUMS library four active specialized Help Desks have been set up to provide in-depth reference and research support.

Specialized Help Desks have been set up to provide in-depth reference and research support. Users can make queries through telephone, fax, and e-mail. These help desks are:

✓ Business & Economics Help Desk
✓ Humanities, Social Sciences Help Desk
✓ Law Help Desk
✓ Science & Engineering Help Desk

ASK A LIBRARIAN: VIRTUAL REFERENCE SERVICES

Librarians are available to chat with LUMS community for any query regarding library via virtual reference services during Monday - Friday: 8:30 am to 8:00 pm.
PERIODICAL SECTION

The periodicals section contains newspapers, magazines, journals and other types of writings that are published on a periodic basis rather than just at one time, the way a novel or non-fiction book would be. The library has been subscribing to more than 385 national and international journals and magazines in print format.

PERIODICAL COLLECTIONS
the library has been subscribing to more than 400 international journals and magazines. A complete list is available at the library website. The current issues are displayed on special shelves and the back issues are bound and shelved separately.

Pakistan Periodicals Index
Pakistan Periodical Index (PPI) is a searchable bibliographic database of articles published in major Pakistani periodicals. The index covers the period from January 1988 to date.

Press Clippings
The library is maintaining press clippings from The News International, Dawn, Business Recorder, and The Nation on 51 broad subject areas. The collection goes back to 1987. The library has also developed a searchable database of press clippings collection with full text/digital support from 2000 onwards.

Pamphlet Collection
The library has a collection of more than 11,000 small pamphlets and reports which are housed in boxes in separate shelves.

Annual Reports
This is a unique collection of the Library. More than 12,000 annual reports of over 1000 stock listed companies have been collected and organized in this collection. About 5200 reports of 775 stock listed companies are available in soft format and these numbers are growing day by day.

Newspaper Archive
Some of the journals of Social Sciences are listed below

- American Journal of Sociology
- American Sociological Review
- Annual Review of Anthropology
- Annual Review of Political Science
- Asian Survey
- International Journal of Information Management Sciences
- International Philosophical Quarterly
- International Political Science Review
- Islam & Science
- Pakistan Journal Of Urban Affairs
- Pakistan Library & Information Science Journal

Newspapers include:

- The Nation
- The News
- Business Recorder
- Dawn
- Daily Times
Gad & Birgit Rausing Library
Trust, tolerance, sharing and self servicing
KINDLE READERS IN THE LIBRARY

The Gad and Birgit Raising Library at LUMS has started issuing Kindle ebook Readers and DVDs for its users. They can be issued for one day only. Kindles are loaded with classics, fiction and course packs.

The Library has also obtained full-text campus-wide access to 5300 ebooks through Project MUSE (http://muse.jhu.edu). This adds to its growing ebooks collection of over 150,000 e-books through different databases (EBRARY, Questia digital library etc). Most of these e-books are accessible on any mobile device through mobile apps or with a web browser and the capability to open PDF files such as the iPhone or iPad and Kindles.
Information Retrieval Systems

Library Website:
http://library.lums.edu.pk/

Library Portal:
http://libraryportal.lums.edu.pk/

Mobile Web Interface:
http://library.lums.edu.pk/atl_mwi.html

Virtual Private Network:
https://vpn.lums.edu.pk/

Media Server:
http://panopto.lums.edu.pk/

Company Annual Reports:
http://portal.lums.edu.pk/sites/Library/Company%20Annual%20Reports/Forms/AllItems.aspx
**Information Literacy Programs**

Library arranged *Research skills enhancement program* for their Faculty, Students, Research Associates and Staff Members.

The library Senior Management provides instructional programs to maximize the use of library resources and services. It includes orientation programs, hands on training, in-class sessions, workshops and seminars on various instructional and research tools like

- Turnitin,
  - Endnote,
  - SPSS,
- Use of different electronic databases
- Avoiding Plagiarism
- Advanced Searching Skills
- Latex
LUMS LIBRARY PROVIDES FOLLOWING SOCIAL NETWORK SERVICES TO THEIR COMMUNITY.

LUMS Library

Read our blog!
Monthly archive...
Recent Images...

Find us on Facebook
Like
The Library of Lahore University of Management Sciences Page
500+ People like this

flickr
Join the group LIBRARY OF LUMS on flickr
View the latest uploaded photos in our photostream

LinkedIn
Become a member of library of lums group
Connect with the Library officials

YouTube
Subscribe TO THE lumslibrary's CHANNEL

http://library.lums.edu.pk

http://library.lums.edu.pk
Following Rules and Policies are implemented and monitored strictly.

Users are expected to observe the following rules while using the library services; any violation of these rules will incur appropriate disciplinary action.

- Submit any book or object for inspection, when requested by the library staff.
- Do not write, underline or mark any book. Library books are carefully examined on return and the borrower will be held responsible for the damage.
- After reading, leave books on the table or on the book trolley. Please do not shelve the books.
- Complete silence should be observed except for brief and subdued talk with the library staff.
- Drinks and eatables are not allowed in the library.
- Keep your mobiles off within the library premises.
- Smart card is needed to check out library material, without smart card one would not be able to check out library materials.
- Make sure you have provided correct e-mail address while filling your library relationship form.
- Report lost book(s) or other material(s) to the library immediately through email or personally at circulation desk to avoid overdue fines.
- Make sure that you know the due dates when you check out library material. It will help online renewing of your borrowed item(s) to avoid overdue fines.
- While returning library books or other materials at the circulation desk please ensure that the circulation staff has returned the item(s).
- Don’t give your smart card or checked out material(s) to others to avoid hefty overdue fines, especially in case of course reserves.
- Smoking is strictly prohibited inside the library.
- Short pants are strictly not allowed in the library.
CONCLUSION

In the modern and technologically developed time every information exists and users are well trained by professional's orientation and Digital Demonstrator Displayed at Ground Floor to let the patron know how to retrieve needed information. I learned about acquiring, technical processing, classification, cataloging, book shelving, handling of reference queries, Circulation Services etc. Besides it I learned the most important thing strong management and leadership skills, efficiency and not only quick but right decision making power and its utilization. Library is equipped with modern state of art systems and services, providing excellent facilities to their community with zeal and enthusiasm.

I found following qualities in information specialists seniors.

- Committed
  - Hard Working
  - Proactive

- Creative
  - Team Player
  - Supportive

- User Oriented
  - Information Technology Expert
  - Business Communication

This is the practicum report written at the completion of the internship. The Duration of this practicum was from 01st May 2015 to July 30th 2015.
Upcoming Event Of LUMS Library

SOUTH ASIAN LIBRARIES CONFERENCE

Date: October 12th 2015 - October 13th 2015
Venue: Lahore University of Management Sciences

The conference on the "journey through print to digital information and beyond" is a platform for all stakeholders to think, deliberate, share and formulate strategies to cope with the digital world challenge and opportunities. read more

Event Calendar

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UAN: +92-42-111 11 LUMS (5867) Fax: +92-42-35898307
URL: http://library.lums.edu.pk/
Email: library@lums.edu.pk and circulation@lums.edu.pk
References


4. *Images Courtesy by LUMS Photographer Society*. 