Internship Report

For Partial fulfillment of B.S.S, Submitted to the Department of Information Studies and Library Management, East West University

By

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Declaration

I, Ridhy Hasan Ujan, hereby declare that the submitted internship report named "A report on icddr,b Library" is completely prepared by me after three months of working at icddr,b Library. I also certify that it is entirely my own work, and I assume it includes no information previously published by another person. This report is a unique work created by me under the supervision of my supervisor that is free of plagiarism.

I further declare that this paper was created only for my academic purpose and for any other reason. I will be delighted to assist you with any kind of information regarding the report.

Name: Ridhy Hasan Ujan
ID   : 2018-2-44-022
Date : 15-8-2022

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Internship Report on icddr,b Library

Overview of icddr,b

The International Centre for Diarrhoeal Disease Research, Bangladesh is an international health research organization which is one of the leading global health research institutes in the world. It is situated in Mohakhali, Dhaka, Bangladesh. This organization's main emphasis was diarrheal illness, but the scientist of this organization's currently examines a variety of infectious diseases, other public health issues, and healthcare delivery techniques. icddr,b wants to improve people's health in the world's poorest countries. This organization is dedicated to resolving low and middle income Country's' people health by doing creative scientific research, including epidemiological, clinical, health systems, and laboratory-based and research.

icddr,b has many national and international staff, including nutritionists, epidemiologists, clinicians, public health scientists, IT professionals, demographers, laboratory scientists, social and behavioral scientists, librarian etc. icddr,b is supported by approximately 55 donor countries and organizations, including Sweden (SIDA), Canada, the United Kingdom, Bangladesh. The center is controlled by a respected international Board of Trustees, which is made up of 17 individuals from all around the world. Since its inception in 1978, the center has trained over 27,000 health professionals from 78 different nations. ("International Centre for Diarrhoeal Disease Research, Bangladesh - Wikipedia", 2022)

Fig 1: icddr,b Main Campus

Fig 2: icddr,b Vision 2030

Currently icddr,b main campus has many divisions and research sections including hospital administration, GSU Control Room, Dhaka Hospital, X-ray & Ultrasonography, Media Facility, Laboratory of clinical Microbiology and Immunology, Laboratory of Clinical Bio-Chemistry, Laboratory of Clinical Hematology & Cancer Biology, Seminar room, SASAKAWA Auditorium, Laboratory of molecular & Landscape Epidemiology, Laboratory of Genomics & Bioinformatics, Laboratory of Environmental Health, Laboratory of Gut-Brain Signaling, Laboratory of Science & Services office, Laboratory of Food Safety & One Health, CDC, Corridor Cafe, Molecular Ecology & Metagenerics Lab, Nutrition and clinical Services divisions, Technical training Unit, Internal Oversight, Human Resources, Finance, Research & Administration, Library and Information Service, Maternal and Child Health, Information Technology, Initiative for Non-communicable diseases, Research for Decision Maker Activity, Division Office, PEI Conference Room, Health and Population Studies division, TB Project, Biosafety office, Mucosal Immunology And Vaccinology Lab, Mycobacteriology Laboratory, Virology Laboratory, Immunology, Nutrition and Toxicology Lab, One Health Laboratory etc.

Fig 3: Geographical Map of icddr,b

The Origin of icddr,b

icddr,b was founded in Dhaka in the 1960s. The first name of this organization was South-East Asia Treaty Organization (SEATO) Cholera Research Laboratory. The Cholera Research Laboratory (CRL) very soon established a worldwide reputation in the field of diarrheal disease research. Although this organization had many achievements what made this organization famous was, it created, tested, and made deployment of oral rehydration solution (ORS), a therapy that saved tens of millions of lives worldwide.

In the 1960s, The Cholera Research Laboratory created a demographic monitoring site and a large-scale health site at Matlab, which is the biggest and longest-running site in the global south. No other site is as long-running as this one. That's why it works as an inspiration for many other similar sites.

In 1962, to fulfill the immediate need to treat patients with severe diarrheal sickness, the Cholera Research Laboratory established the Dhaka Hospital, which is now maintained by icddr,b.

In 1978 The Cholera Research Laboratory was given a new name, the International Centre for Diarrhoeal Disease Research, Bangladesh. This organization is now known as icddr,b. ("icddr,b - History", 2022)

Fig 4: A SEATO Conference

Fig 5: Dhaka Hospital Entrance

Background

The International Centre for Diarrhoeal Disease Research, Bangladesh is a leading biomedical research center located in Mohakhali, Dhaka. Its current international version was formally created in 1979, but its history goes back to the mid-1950s. The deadly disease cholera, which had killed tens of thousands in this portion of the Indian subcontinent for many years, inspired the idea for such a study center. It was prevalent throughout the year, but it also frequently broke out in an explosive epidemic form. Fortunately, the South East Asia Treaty Organization (SEATO), which was formed in 1956 to combat the spread of communism in Southeast Asia, also agreed to sponsor cholera research in order to safeguard American soldiers fighting in the region. In 1978, a committee of international scientists and Bangladeshi scientists proposed to the Government of Bangladesh that CRL be moved to the status of an international research center. The suggestion was evaluated positively by the government. The result was the foundation of the International Centre for Diarrhoeal Disease Research, Bangladesh by an act of Parliament approved on June 26, 1979. The center's most remarkable scientific success is its contribution to the invention of Oral Rehydration Solution (ORS), one of the most important medical discoveries of the twentieth century. ORS is a salt and sugar solution that is administered orally to restore bodily fluid lost after acute diarrhoea. The most major success of icddr,b has been the demonstration of the efficacy of ORS in saving tens of thousands of lives from severe dehydrating diarrhoea in both hospital and community settings. ("ICDDR,B - Banglapedia", 2022)

Currently, the center's research interests are divided into five scientific divisions:

- Health Systems and Population Studies Division
- Infectious Diseases Division
- Laboratory Sciences and Services Division
- Maternal and Child Health Division
- Nutrition and Clinical Services Division

Mission, Vision and Values of icddr,b

Mission: To solve public health problems through innovative scientific research
Vision: A world in which more people survive and enjoy healthy lives. ("about", 2022)
Values: icddr,b's Values are:

- 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. ("about", 2022)

icddr,b Library

icddr,b library is one of the most advanced medical and public health library in Bangladesh. It is a special library that disseminates information by using the most advance information tools. It uses most efficient and effective technology for processing, collecting, and storing information.

icddr,b library was established in 1962.It is situated on the fourth floor of icddr,b main campus. External researchers, doctors, instructors, and students can use the library with a membership, but reading materials and audiovisual things cannot be borrowed from the library. ("library-overview", 2022)
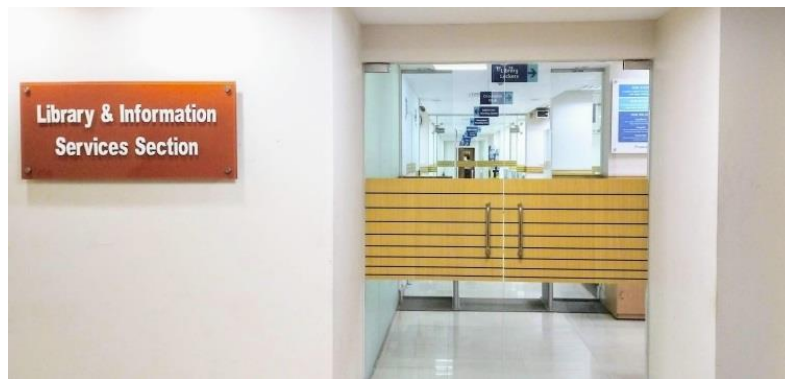

Fig 6: icddr,b Library Entrance

Fig 7: Inside icddr,b Library

Mission Values & Objective of icddr,b Library

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.

Values:

The work of the library is guided by a set of values intended to support everything that we do:

- Putting users at the heart of our services
- Engaging supportively with research activities
- Empowering and encouraging scientific staff, maximizing the potential of all patrons
- Fostering collaboration and partnership
- Working cost-effectively to ensure value for money
- Building, discovering, and preserving collections
- Taking personal responsibility within a framework of shared accountability

Objectives:

LISS is the central gateway of icddr,b for input information. The broad aims and objectives of LISS are to:

(a) Collect, process, store, and disseminate information,
(b) Encourage the use and flow of information,
(c) Help promote appropriate research work, and reduce duplication, and
(d) Optimize the application of improved practices for information storage, retrieval, and dissemination–all concerned with issues relating to health, nutrition, and population. ("library-overview", 2022)

Library Employees

Name	Designation
MD. Mamun	Manager
Syeda Humaira Quadri	Senior Administrative Officer
Md. Shafiur Rahman	Senior Library Officer
Tania Rahman	Library Assistant

Table 1: Library Employee List

Library Rules & Policy

Following are the guidelines to use icddr,b library :

1. A visitor from outside the library must sign the register held at the door and clearly write their name, address, and the time they entered.
2. Discipline and good manners must be upheld in the library. Users are responsible for ensuring that their actions do not in any way violate the rights of other library patrons.
3. Cell phone use is prohibited. Cell phones must be turned off or in silent mode if patrons want to use them in the library.
4. Smoking, eating, gossiping, and talking loudly are strictly prohibited in the Library
5. Users of the library are not permitted to bring any kind of bags, briefcases, cartons, or other similar items within the building. Such materials should be left at the library property desk, where a token can be obtained.
6. The table must remain empty once documents are removed from the shelves. Users are not encouraged to re-shelf the documents on the shelves.
7. Readers are not permitted to annotate, highlight, write on, or alter the library materials in any way.
8. Readers are asked to handle all library materials with care to prevent damage and to avoid disturbing other readers or users.
9. No library materials can be taken from the library without first being checked out at the circulation counter.
10. All icddr,b staff members and visitors to the library may use photocopying and printing facilities for a small fee solely for educational and research reasons. All printing and photocopying must adhere to copyright regulations. ("library-guideline", 2022)

Library Membership

There are three types of membership in icddr,b library:

1. **Personal membership:** For those who use the library from outside the building, the library maintains a personal membership system that is renewed annually and costs 1,000 Tk for general members and 450 Tk for student members. Membership renewal costs Tk 1000.00 and Tk 450.00 year, respectively.
2. **Corporate membership:** An organization can become a corporate member by paying a Tk. 600.00 yearly membership fee for each employee, but in order to benefit from the lower membership charge, there must be at least 10 employees. The membership advantages are equivalent to those that apply to individual members.

3. **Institutional membership:** The icddr,b library operates an institutional membership scheme on a yearly renewal basis. A company, whether domestically based or abroad, or a foreign company with operations in Bangladesh, may join LIS as an institutional member by paying a US$500 yearly subscription fee (or local currency equivalent). The annual membership fee has been established while considering the advantages provided, the resources needed, the time of staff members, and other pertinent costs.

A Membership Application form has to be filled up and is to be submitted with two stamp-size photographs. Membership Application Forms are available at the Circulation Desk. Approved members are supplied with laminated membership cards. Members must carry membership cards all the time when using the library facilities. No one is allowed to enter the library without an identity/membership card. ("membership-lib", 2022)

Library General Training

For the benefit of researchers' work and collaboration with other organizations, the library provides and coordinates various forms of practical training programs for icddr,b staff members. The training programs that the icddr,b library often offers are listed below.

- Reference management for scholarly writings (EndNote)

- Information Literacy

- Discovery of E-resources

- Literature search technique

- Research4Life: Hinari live search ("library-overview", 2022)

Framework of the study

The report is divided into eight parts, with chapter one providing a general overview of icddr,b and the origin of icddr,b institution. A broad description of icddr,b library, and a summary of the chapter's important arguments. The objectives, methods, scope, and limitations of the study are covered in Chapter 2. Chapter 3, discusses the overview of library resources, Statistical analysis of library resources, The institutional repository of icddr,b library facilities, databases of icddr,b library and software's that are used in icddr,b library. Chapter 4 of the report presents sections of icddr,b library. Chapter 5 concludes the activities of icddr,b library. Chapter 6 presents the services that are been provided by icddr,b library. Chapter 7 tells about some problems and its solution. And chapter 8 includes a conclusion and references.

Chapter 2: Objective, Methodology & Scope

Objective

The main objective of this study is to gain practical knowledge about icddr,b library and to use theoretical knowledge in real-life situation. The aim was to develop a basic knowledge of the operations, services, organization, staffing, and resources of icddr,b library by working here as an intern.

- ➢ To present an overview of icddr,b library
- ➢ To obtain enough library job experience to qualify for a staff position at any library.
- ➢ To gain confidence as I recognized my skills, talents, and abilities.
- ➢ To perform duties of a professional in a library.
- ➢ To gain a better understanding of icddr,b library, its resources, and services.
- ➢ To know the searching process of the resources.
- ➢ To learn about the software's that icddr,b library uses.
- ➢ To know about all the online databases that icddr,b library has subscribed.
- ➢ To know about icddr,b library's circulation, acquisition, processing process and make these procedures to users.
- ➢ To know how icddr,b library collects its resources and what procedures they use for selecting resources
- ➢ To assess the existing condition of library resources and services
- ➢ To find out the major problems and their potential solution.

Methodology

This report is base the on practical observation method in icddr,b library and was carried out in a systematic manner, with data collected from many primary and secondary sources. The current investigation was completed using the following techniques:

Literature Review: The related literature on this topic has been searched and studied to collect documents for this internship report which includes primary, secondary, tertiary and non-documentary sources.

Sampling: I have collected many samples of documents, forms, flowcharts, manual and computerized reports that describe the services and duties of icddr,b library.

Observation: I have used the observational method since it is crucial for gathering information. By using this strategy, a person can learn knowledge based on direct conversations with library staff who are there and can be seen by his or her own eyes taking in the surroundings.

Personal contact: Personal contact is an active method of gathering information due to its very close contact. For examining the active status, I have done personal contact with authorities and employees of the icddr,b library.

Interview: Interview is a popular data gathering method. I have gathered much information by asking different required questions to library staff and authorities. These interviews were helpful and effective for this study.

Scope of the study

This report is based on the practical experiences and observations made by working in various parts of the icddr,b Library. The program's main goal is to gain knowledge with a practical understanding of the systems and services available at the icddr,b library. The topic of my internship report is "icddr,b library. In this regard, I got the chance to complete my internship at the icddr,b Library from June 15, 2022, to September 08, 2022, at the icddr,b Library. The study's focus is confined to a review of historical development that pays particular attention to the present-day status, systems, and services in icddr,b library.

Time Frame of the Study

My internship program started on 15 June 2022 and was finished on 08 September 2022. The length of this internship program was three months. My office hour is 8:30 am – 4:00 p.m. I have to work five days a week, Friday and Saturday was my off day.

Everyday working hour From Sunday to Thursday:
1st Session: 8:30 am to 10:00 am
10:00-10:30 (Tea Break)
2nd session: 10:30 am to 12:30 pm
12:30 pm – 1:30 pm (Lunch Break)
3rd session: 1:30 pm to 4:00

Chapter 3: Analysis & Discussion

Overview

The icddr,b library is an ICT-based library and has a well-organized collection of print books, bound journals, electronic resources, online databases, CDs, and training materials. The library management system uses web-based platforms and technology to systematically distribute all types of sources to the professional staff, researchers, and outside users as well.

icddr,b Library Collection

icddr,b is a research organization for medical health. That is why the icddr,b library has a huge collection of medical books, journals, monographs, newsletters, case reports, etc. icddr,b library has many subscribed resources for researchers. Currently, it has over 49,307 volumes of bound journals and books in its collection. ("library-overview", 2022)
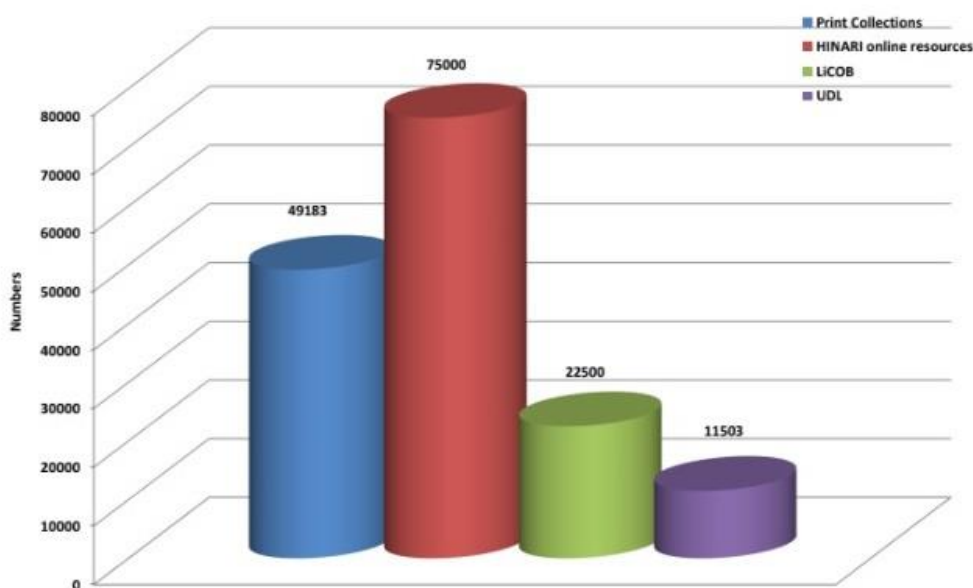

Fig 8: Print and online collection of icddr,b library

Valuable Journal of icddr,b Library

icddr,b library is a journal-based library. The use of journals in this library is very high from other reading materials by the users. Here is a list of some valuable journals purchased by icddr,b library:

- Acta Paediatrica
- AIDS
- AIDS and Behavior
- American Journal of Pathology
- American Journal of Public Health
- American Journal of Tropical Medicine and Hygiene
- Annual Review of Anthropology
- Bangladesh Armed Forces Medical Journal
- Bangladesh Journal of Botany
- Bangladesh Journal of Microbiology
- British Journal of Nutrition
- British Medical Bulletin
- Child Development
- Chinese Medical Journal
- Clinical Chemistry and Laboratory Medicine
- Clinical and Vaccine Immunology
- Clinical Chemistry
- Clinical Infectious Disease
- Clinical Pediatrics
- Demography
- Dengue Bulletin
- Diagnostic Microbiology and Infectious Disease
- Digestive Disease and Science
- East American Medical Journal
- Epidemiology and Infection
- European Journal of Clinical Nutrition
- Food and Nutrition Bulletin
- Gastroen-Terology
- Health Economics
- Health Care Manager
- Health Education and Behavior
- Health Policy and Planning

- HR Magazine
- Indian Journal of Pediatrics
- International Journal of Epidemiology
- Indian Pediatrics
- Japan Medical Association Journal
- Journal of the American Medical Association
- JAMA
- Journal of Biosocial Science
- Journal of Clinical Microbiology
- Journal of General Virology
- Journal of Immunology
- Infectious Disease
- Journal of the Korean society of Coloproctology
- Journal of Interpersonal Violence
- Journal of Medical Microbiology
- Journal of Nutrition
- Journal of Pediatrics
- Korean Journal of Parasitology
- Korean Journal of Medicine
- Laboratory Investigation
- Laboratory Animals
- Lancet
- Medical Clinics
- Medicine
- Microbiology and Immunology
- Nature
- New England Journal of Medicine
- Nursing Time
- Pediatrics Infectious disease Journal
- Population and Development Review
- Proceedings of the Nutrition Society
- Public Health
- SAUDI Medical Journal
- Science
- Social Science and Medicine
- Statistics in Medicine
- Vaccine

Institutional Knowledge Repository (IKR)

A digital platform for gathering, conserving, and sharing an institution's intellectual output, especially that of a research institution, is known as an institutional repository. icddr,b library uses Dspace As their institutional knowledge repository to gather icddr,b's Annual reports, Health and science bulletin, HDSS reports, HBIS reports, Surveillance updates, etc. All of icddr,b's publications, journal articles, policy briefs, and icddr,b's health science bulletin, are freely accessible online. We have to search for a specific article using the community, collection, author, or publication date filters, or browse by one of these criteria. On the front pages, there are many featured publications and reports that we can access easily. For access to original Journal articles and other scientific papers, we have to log in, which we can get by selecting MyIKR in the icddr,b website. Only authorized icddr,b members who have got an account on MY IKR can download or save any papers from the knowledge repository (MY IKR). This account is provided by icddr,b library so every researchers and scientist have to collect his institutional knowledge repository account from icddr,b library. ("institutional-knowledge-repository", 2022)
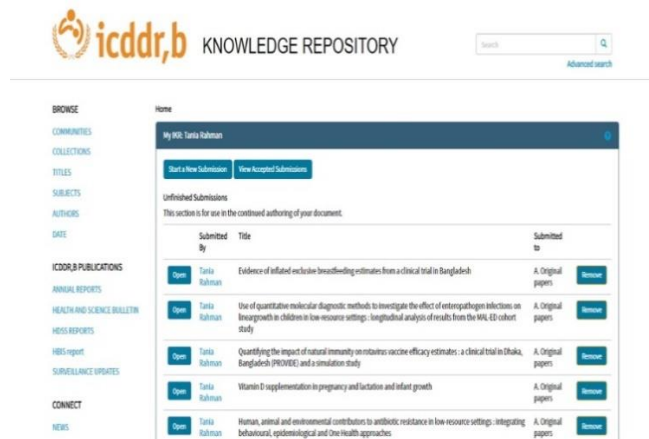

Fig 9: Knowledge Repository of icddr,b.

Fig 10: MY IKR

Here is a list of communities and the number of collections it has given below:

Child Health - 132
Cholera Research Laboratory – 356
Climate Change - 7
Clinical Sciences - 300
Emerging and re-emerging infections - 3
Enteric and respiratory infections - 1
Health and Family Planning Systems - 283
HIV/AIDS - 34
icddr,b External Publications - 7061
icddr,b Internal Publications - 882
Infectious Diseases and Vaccine Sciences - 187
Information Sciences - 66
Laboratory Sciences - 354
Maternal & Neonatal Health - 1
Nutrition - 105
Population Sciences - 172
Poverty and Health - 12
Public Health Sciences - 433
Reproductive Health - 38
Universal Health Coverage - 7

The main purposes of icddr,b IKR:

1. Allow authorized users to self-archive.

2. Provide facilities for the long-term storage of intellectual works (published and unpublished) in digital format.

3. The repository creates a network for the exchange of intellectual published and unpublished documents.

4. Develop the collection of icddr,b in all electronic forms to meet the current and future needs of global users..

5. To maintain the electronic files generated by icddr,b and ensure their future accessibility.

6. Encourage and support Open Access (OA) within the icddr,b scientific community to publish their scientific papers in open access journals where appropriate and peer-reviewed journals exist. ("institutional-knowledge-repository", 2022)

RFID Use in icddr,b Library

RFID is a system where, with radio-frequency identification, tags attached to items are automatically recognized and tracked using electromagnetic fields. Three parts make up every RFID system: a scanning antenna, a transceiver, and a transponder. An RFID reader or interrogator is the term used when the scanning antenna and transceiver are integrated.

icddr,b library also use RFID system because its easy to recognize the reading materials which are attached with RFID tags. Every book, journals and other reading materials is attached with a RFID tags in icddr,b library so that they can be easily recognized by RFID reader.

Here are some use of RFID system in icddr,b library:

- ➢ Attaching RFID tags in every book, journal, and other reading material.
- ➢ Check-in/Checkout service using RFID reader.
- ➢ Anti-theft detection gate.
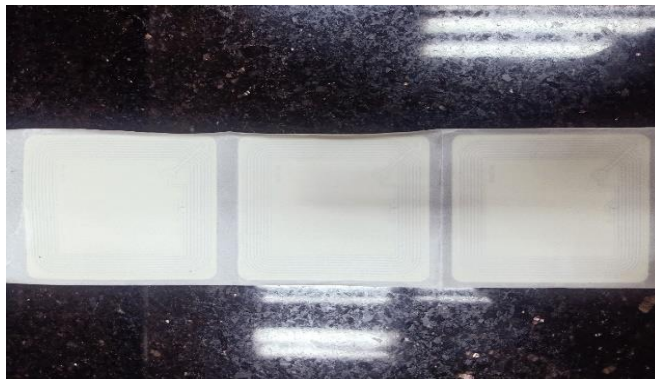
Fig 11: RFID Tags

Fig 12: RFID Reader

Fig 13 : Anti-Theft Detection Gate of icddr,b Library

Fig 14 : Use of RFID System

Advantages of Library RFID Tags

The most recent technology used in library management systems for wireless identification of people, books, or assets is RFID (Radio Frequency Identification). Radio-frequency and microchip technologies are combined in RFID technology. There are many advantages of using RFID Tags in a library materials . Some of the advantages are given below:

1. Unlike barcodes, no line-of-sight is required.
2. Allows for the simultaneous circulation of many books
3. Combines identification and anti-theft functions into a single action.
4. Quicker book details identification and scanning
5. Automation reduces human mistake in data collection.
6. Enables librarians to keep a completely accurate inventory of books with tags
7. Data is fully safe and encrypted.
8. RFID tags are extremely durable and reusable.

Library Facilities

icddr,b library has many facilities, including:

1. **Computers:** Every library staff in iccdr,b library is equipped with a computer for managing their work. icddr,b library has a total number of 24 computers that give access to many electronic information resources and databases. There are 4 computers for library staff, 2 computers in the circulation desk, 2 computers for the internship students, and 16 computers for the library users.
2. **Internet and Intranet:** The icddr,b library has its own Intranet and Internet websites where all information are available. The intranet website name is Shetu where only icddr,b members and staffs can get access and manage their internal information.
3. **Scanning, Photocopying & Printing:** The icddr,b library has 3 scanning machine, 2 photocopying machine and 4 printers. Scanning facilities are available for library staffs only. Library user can use the photocopy machine but they have to pay a charge to icddr,b library.
4. **Training Program:** icddr,b library organizes many training session for the library users, researchers and scientist so that they can know how to access the resources, how to become literate in information searching. Icddr,b library also provide a training on EndNote so that user can easily use this citation management software.
5. **Internship Program:** Internship opportunities are also offered in the icddr,b library for the students of Information Science and Library Management (ISLM).
6. **Inter-Library Loan:** Inter-library loan service is available at the icddr,b library. This facility includes the ability to borrow books, journals, and other library items by other library.
7. **Reference Management Software EndNote:** For managing bibliographies & references in scholarly work, the icddr,b library has a reference management software called EndNote.
8. **Wi-Fi access:** The icddr,b library provides free Wi-Fi inside the library for users who comes with personal laptop. The range of the Wi-Fi is 500 square feet. The users who needs the password have to contact with the library staff.
9. **Photo images of new arrivals books:** The icddr,b library has a section where images of new books with bibliographical information are available to inform the library users about new arrival of books.
10. **Reading Areas:** The library provides a comfortable reading area for the users which is noise free and flexible.
11. **Newspapers:** There are 5 daily newspapers that are available every day in icddr,b library. They are The NEWAGE, The Daily Star, Somokal, Prothom Alo, and Dainik Ittefaq.

12. **Central Air Conditioning:** The entire library has an air-conditioning system. The temperature within the library is adequately maintained for the protection of printed materials and a dust-free environment. ("facilities-lib", 2022)

Software Uses by icddr,b Library

icddr,b library is a modern special library which uses some most advanced information technology and tool for disseminating information. Here are some software that icddr,b library uses:

1. **Liberty:** Liberty is an integrated library management system that aims to enhance library administration and performance. It is an easy to use software that makes the library works more sufficient and quickly done. Icddr,b library use Liberty for OPAC, serials, cataloging, circulation, book donating, booking, check-in, indexing etc.

2. **iThenticate:** iThenticate is an advanced plagiarism check software. It is connected into the procedures of the world's leading publishers. IEEE, Springer Nature, Wiley, and thousands of other organizations rely on iThenticate to detect plagiarism. icddr,b library uses this software for checking all the published work of icddr,b researchers to detect if it is original work or not.

3. **EndNote:** EndNote is a reference management software tool that is used in icddr,b library so that every researchers and scientist can manage bibliographies and references when they write any publication, articles or reports.

4. **Dspace:** Dspace is a repository software which is used for preserving, collecting, and distributing digital material. icddr,b use Dspace as their institutional repository software to collect and distribute their journals, articles, annual reports, health science bulletins, policy briefs, HDSS reports, HBIS reports etc.

Databases of icddr,b Library

icddr,b has many subscribed resources & databases for researchers and scientists. Here is the complete list of the databases:

- **PubMed:** A free search engine called PubMed primarily accesses the MEDLINE database, which contains references and abstracts on subjects related to the life sciences and biomedicine. ("PubMed - Wikipedia", 2022)
- **National Geographic Virtual Library:** National Geographic Virtual library is a database where we can find a collection of cross-searchable digital archives that includes every page of National Geographic Magazines as well as books, maps, images, and other content.
- **De Gruyter:** De Gruyter is an academic publisher website. It has 110,000 scholarly books, Online access to over 8,000000 Journal articles and open access to 100 books, 4500 articles
- **research4life:** It is a database with online access to academic and peer reviewed content. Over 194,000 contents are available in this database. research4life has 5 divisions.
  1. Hinari: Hinari is the collection of biomedical and health literature. It provides access up to 68005 online books and 22043 e-journals
  2. AGORA: It is a database where we can find literature about food and agriculture. Provides access up to 59160 online books and 19128 e-journals
  3. ARDI: ARDI is a database with a collection of Scientific and technical information. It provides access up to 52378 online books and 9075e-journals
  4. GOALI: GOALI is a database on law and social sciences. It provides access up to 18072 online books and 3617 e-journals.
  5. OARE: OARE is a database where we can find literatures on environment, ecology and sociology. It provides access up to 38906 Online books and 14658 e-journals.
- **CINAHL:** CINAHL is an index of journals articles about nursing, biomedicine, medical health and healthcare.
- **Embase:** Embase is a database concludes indexing of full text contents.
- Scopus: Scoupus is Elsevier's abstract and citation database which covers 36,377 titles from 11,678 publishers. It has 82.4 million numbers of records and 34,346 peer reviewed journals.
- **JSTOR:** JSTOR is digital library contains digital books and journals. More than 12 million books, journal papers, pictures, and original sources from 75 disciplines are accessible in JSTOR.
- **Indian Journals:** A big collection of academic Indian journals and research publications can be found on IndianJournals. It gives online access to more than 350 scholarly journals

- **SpringerLink:** SpringerLink allows access to millions of scientific papers from books, journals, series, procedures, reference materials, and proceedings to scientists and researchers. It has about 15,215,648 resources including 8.117,082 Articles and 4,982,377 chapters.
- **Cambridge University Press:** Thousands of books and more than 380 peer-reviewed academic periodicals are published by the imprint of Cambridge University Press.
- **Wiley Online Library:** Wiley online Library gives access to over 7.5 million articles from 2,000+ journals, 21,000+ books, and hundreds of reference works, laboratory protocols, and databases.
- **American Society for Microbiology:** ASM Journals keep up-to-date, significant coverage of basic and applied microbial research. It produce 44% of all microbiology citations and publish 26% of all microbiology articles.
- **Cochrane Library:** provides a variety of high-quality, impartial evidence for use in making healthcare decisions.
- **EBSCO:** In terms of research databases, e-journal and e-package subscription management, book collection development, and acquisition management, EBSCO is the industry leader. It contains many digital archives, reference databases, subscription management, online journals, eBooks etc.
- **PLOS Journals:** PLOS is a nonprofit, open access publisher that equips academics to advance science and medicine faster by transforming the way that knowledge is communicated.
- **DOAJ:** The Directory of Open Access Journals is a website that has a huge collection of open access journals. It has a collection of 12,592 journals without APCs,18,201 journals, and 7,928,772 Article records.
- **Project MUSE**: An online database of peer-reviewed academic journals and electronic books. It is a non-profit organization between Publishers and libraries.
- **UpToDate:** It is an online-based clinical decision support system that doctors trust to help them make the best point-of-care medical decisions.
- **UNdata:** UNdata is a search engine on the Internet that pulls data sets from statistics databases made available by the UN System.
- **Oxford University Press:** Oxford University Press has a huge collection of online resources that are available to many public, business, medical and law libraries.

Chapter 4: Arrangement of icddr,b Library

Sections of icddr,b Library

Circulation Desk

The very first section of icddr,b library the Circulation desk. Two library staff is assigned to the circulation desk for providing information. Each library staff has a computer through which he or she uses OPAC and other subscribed databases for providing information. Scientists and researchers borrow books and get the required information from this section.

Fig15 : Circulation Desk

BdREN DCC Meeting Room

BdREN DCC meeting room is a digital video conferencing room equipped with high-configured audio-visual and network technologies. icddr,b library use this conference room to contact donors for purchasing books, journals, and other reading material. The DCC room is sponsored by Bangladesh Research and Education Network (BdREN).

Fig 16 : BdREN DCC Meeting Room

News Paper Reading Area

icddr,b library has a beautiful newspaper reading area where many scientists and researchers come and read the newspaper every day. The newspaper area has a large sitting arrangement for the users. The icddr,b library purchases 5 newspapers. They are:

- ➢ The NEWAGE
- ➢ The Daily Star
- ➢ Somokal
- ➢ Prothom Alo
- ➢ Dainik Ittefaq

Fig 17 : News Paper Reading Area

Cyber Corner

The next section of icddr,b library is cyber corner. There are desktop computers for the users who can use them for research perpous. All the computers are connected with internet.

Fig 18 : Cyber Corner

Training Area

icddr,b Library has a training area where they gives many training to researchers and scientist.

Fig 19: Training Area

Bound Journals

In this section we can find all the journals that are being purchased by icddr,b library.Here we can find two kinds of journals.Bound journals and loose journals. All the journals are arranged alphabetically.

Fig 20 : Bound Journal Section

Books

In this section all the books are arranged alphabetically by the call number given by icddr,b library.

Fig 21 : Book Section

Library Administration

All the library administrative works are done in this section. Here we can find the room of the library manager and the desk of senior library administrative who do all the administrative work. We can also find the archived reading materials in this section.

Fig 22: Library Administrative

Library Meeting Room

The icddr,b library has a meeting room which can be used by every staffs and researchers of icddr,b. For this training room, one have to contact with library staffs and send an email for booking the training room.

Fig 23 : Library Meeting Room

Chapter 5: Activities of icddr, b Library

5.1 Acquisition Section

The acquisition section of the library is crucial because it is responsible for selecting and book purchasing for a library. This section acquires books and journals, and after accessioning, copies of newly collected books are sent to the processing section. There are two activities in acquisition section.

- ➢ Book Purchasing
- ➢ Journal Purchasing
- ➢ Library Budget

Book Purchasing:

Icddr, b library purchase books from vendor and direct contact with publisher. Library collect books list from user which are essential for them from root mail. Then they create bibliographical list from website and sent the list to the supply chain management, this process is done with Suchona intranet. icddr,b mainly followed this process for purchasing book:

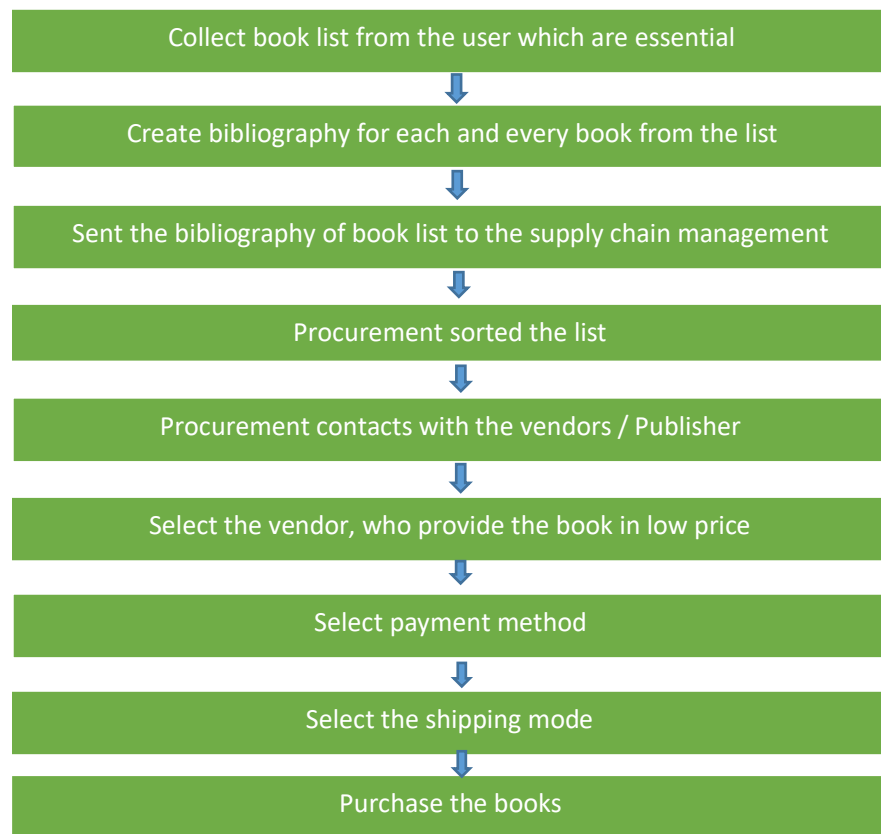| |
|---|
| Collect book list from the user which are essential |
| ⬇ |
| Create bibliography for each and every book from the list |
| ⬇ |
| Sent the bibliography of book list to the supply chain management |
| ⬇ |
| Procurement sorted the list |
| ⬇ |
| Procurement contacts with the vendors / Publisher |
| ⬇ |
| Select the vendor, who provide the book in low price |
| ⬇ |
| Select payment method |
| ⬇ |
| Select the shipping mode |
| ⬇ |
| Purchase the books |

Chart 1 : Book Purchasing

Journal Purchasing:

Icddr, b library purchasing journals from publisher, vendor and with Consortium. Journals are selected by users' requirements with organization research section to full fill the need of icddr, b's research program. Icddr, b mainly followed this process for purchasing journals:

```
┌─────────────────────────────────────────────────┐
│              Select the journals                 │
└─────────────────────────────────────────────────┘
                        │
                        ▼
┌─────────────────────────────────────────────────┐
│   Sent the journal list to the supply chain      │
│                 management                        │
└─────────────────────────────────────────────────┘
        │               │               │
        ▼               ▼               ▼
┌──────────────┐ ┌──────────────┐ ┌──────────────┐
│ Contact with │ │  Publisher   │ │ Contact with │
│   vendors    │ │              │ │  consortium  │
└──────────────┘ └──────────────┘ └──────────────┘
        │                               │
        ▼                               ▼
┌──────────────────────┐ ┌──────────────────────────┐
│ Select the vendor    │ │ Select Payment and        │
│ who provide the      │→│ shipping method           │
│ journals in low price│ │                           │
└──────────────────────┘ └──────────────────────────┘
                                     │
                                     ▼
┌─────────────────────────────────────────────────┐
│         Purchase / Subscribe the Journals        │
└─────────────────────────────────────────────────┘
```
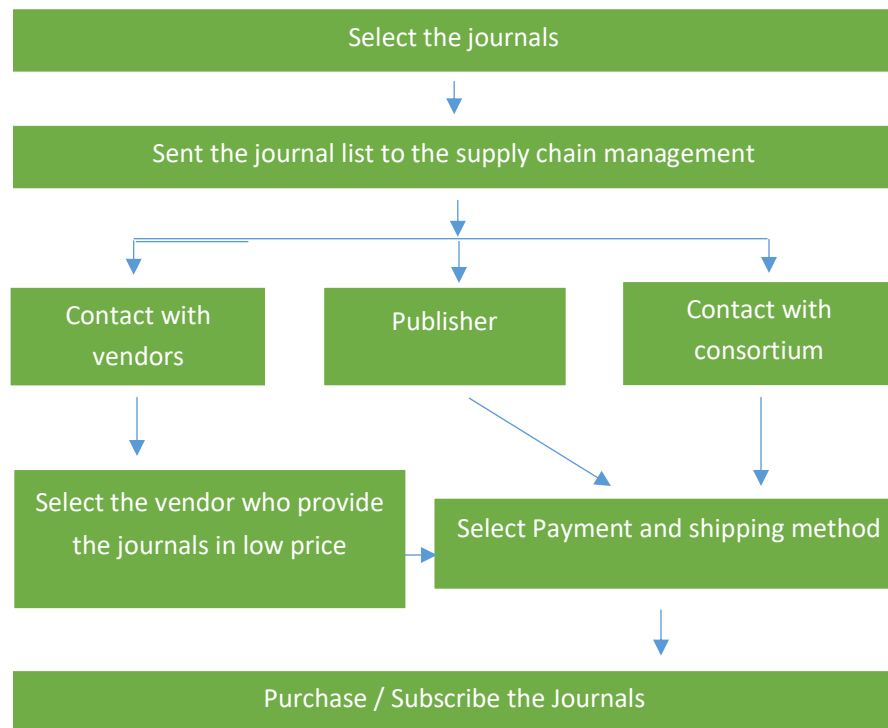
Chart 2: Journal Purchasing

Library Budget

icddr,b library use Suchona Intranet for library budget, Resource Purchasing and online database subscription. All this procedures are done by Suchona. Any types of library materials which are essential for library staffs and library user, library administrative make a budget list of every metarial than send it to PI. The budget list is made on Suchona Intranet because it is very easy to calculate in Suchona Intranet. First library administrative input how many materials are necessary to the library and then he or she input the price and it automatically calculate the amount in the excel sheet which are given yearly in Suchona Intranet.

Processing Section

When a library received any books or resources then the library staff, who is working in the processing section in the library, sort the books or resources from the list. Then he or she check duplication of that resources. Then check any type of damages and missing of any pages of each and every resource. Then they give a Barcode and Accession number for each and every book or journal or resources. Then they update their catalogue with input new collection of books or resources.

icddr,b library received the new resources then they check duplication, then they give a Barcode and Accession Number, then they update catalogue and accession register book with input each and every resources bibliographical information.

There are 2 section of processing:

- ➢ Classification
- ➢ Cataloguing

Classification Process of icddr,b

icddr,b library do the classification method in two system. If the book is medical than the classification is done by National Library of Medicine (NLM) system. If the book is non-medical than the classification of that book is done by H schedule of Library of congress(LC) classification system or by OCLC Classification system.

Cataloguing Process of icddr,b

Cataloging means making a list of items, books or journals. it is the process of establishing and maintaining bibliographic and authority records in the library catalog, the database of books, serials, sound recordings, moving images, cartographic materials, computer files, e-resources, etc. that are acquired by a library.

icddr,b library uses an integrated library management system, Liberty for cataloging books, journals and other reading materials. In Liberty The import, creation, editing, and deletion of Resources and Copies can be done very easily by cataloging. It is possible to build new Bibliographic kinds (BibTypes), as well as edit existing templates by adding, deleting, and rearranging fields. we can alter several additional behaviors as well in Liberty. When a new books or journal or any reading metarials comes to icddr,b library First the library staffs check the duplication. Than the book or journal get a barcode number and than they put bibliographic information in Liberty.

Book Cataloguing: For book entry icddr,b library staffs gives entry to all bibliographic information of that particular book in Liberty Cataloguing section. Here are some field which much needs to fill up for cataloguing. They are: Title, Cover Image, GMD, Author, Publisher, Publication Date, Place, Date, Description, Subject classification, ISBN, Related Resources Bibliographic Type, Barcode number, Accession number, Cover image URL. After adding all the information in Liberty there is an option named add a copy. By clicking this option there will be field of barcode. Than there will come an another option named copy details where library staff gives accession number of the book and than the book entry is finished.

Fig: Book Cataloguing Through Liberty

Journal Cataloguing: For journal entry there is an option named Serial in Liberty Cataloguing Section which have to select. Like book entry journal entry also have some field which we have to fill up. They are: Title, GMD, Place, Publisher, Subject, Classification, ISSN, Country, Journal Date etc. After entering this fields we have to give a barcode number and an accession number and the journal entry will be complete.

Fig: Journal Cataloguing by Liberty

Weeding

Weeding is also an important part of processing section. The systematic removal of materials from a library according to specified standards is known as weeding. A library have to continuously follow this process for removing outdated materials. icddr,b library do the weeding process through Liberty software. In Liberty There is an option name Weeding where we have to search the material which we want to weed out and select the item. After selecting the item the record of that particular material will be permanently deleted.
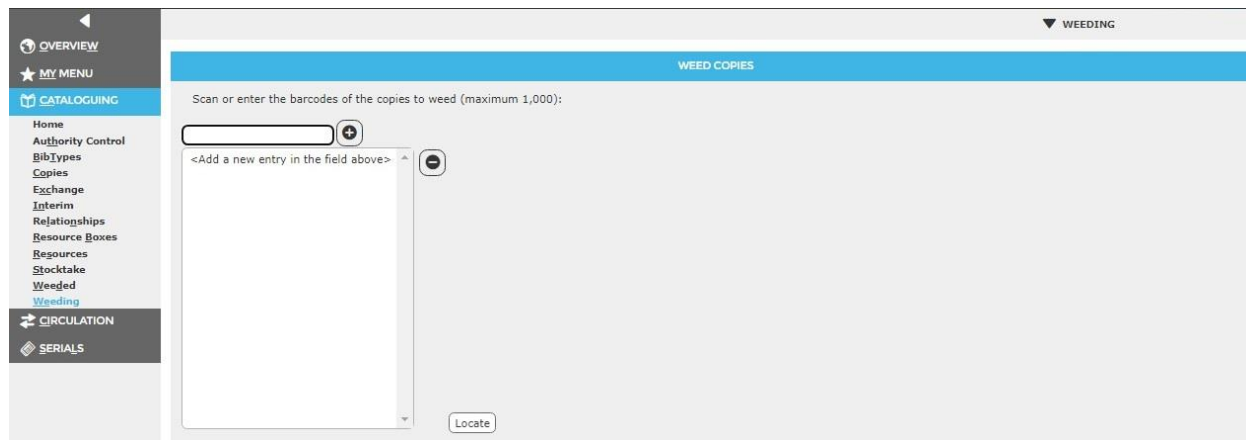

Fig: Weeding Process in Liberty

Circulation Section

Library circulation, also known as library lending, refers to the activities that revolve around the lending of library books and other materials to users of a library. One of the most important departments in a library is the circulation desk.

The circulation desk, which is usually located near the main entrance of a library, is the main public service point. It offers lending services as well as the ability to return loaned items. The circulation desk also handles material renewal and fine payment. Basic search and reference services may be provided by circulation staff, but more in-depth questions are usually referred to reference librarians at the library reference desk. Most circulation desks are staffed by library support staff rather than professional librarians. ("Library circulation - Wikipedia", 2022)

icddr,b library's all circulation process is web based through liberty. User can issue, returned, reserved and renew borrowed library resources. This process is done in shetu intranet through OPAC and liberty.
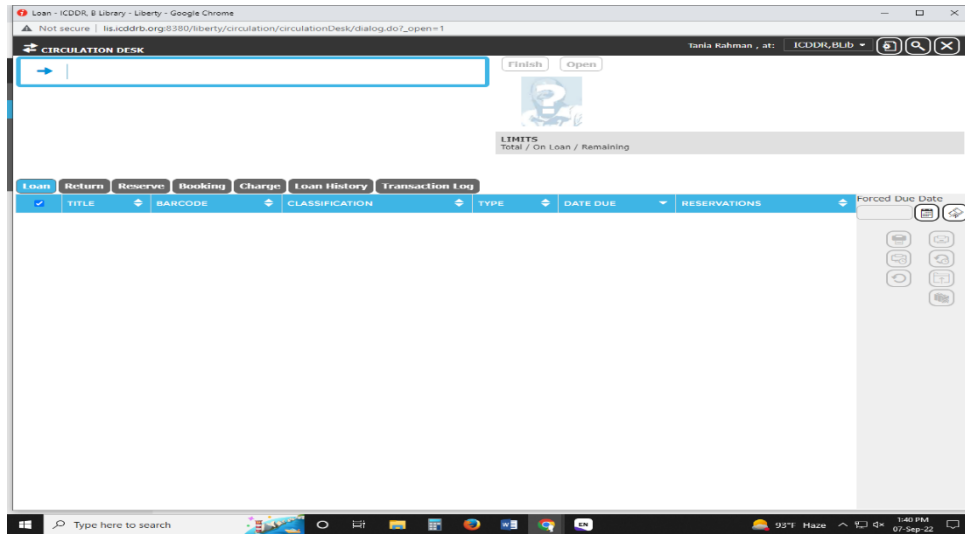
Fig: Using Liberty for Book Lending and Returning.

Reference Section

This section helps users identifying and locating information by using dictionaries, encyclopedias, almanacs, bibliographies, atlases, gazetteers, yearbooks, indexes, annuals, handbooks, travel guides, and other reference materials or any reference book. The reference is given directly and personally. The reference service is now known as an information service.

icddr,b library also provides reference service to the users. icddr,b library is a medical library so the users here are scientists or researchers. When users are come to library for an information then library provide the information or refer someone who knows about the information or refer some reference book from library collections.

Chapter 6: Services Provided by icddr,b Library

Services

The library has the following services:

1. Circulation and Dissemination: Library materials including books, journals, and other reading material can be borrowed only by fixed-term staffs of icddr,b. Other members cannot borrow library materials.

2. Internet and Intranet: icddr,b has a webpage(Internet) where we can find every details of the library resources, services, facilities and other information through OPAC. There is another webpage Shetu(Intranet) which is only accessible by the icddr,b staffs where they can access electronic resources.

3. Cyber Corner for Net Browsing: There are 16 computers in the cyber corner section of the library which provides net browsing services to users. By this computers Users get access to all the databases that has been subscribed by icddr,b library.

4. Library Materials Searching Through OPAC Services: icddr,b library uses a library management   software Liberty For library automation. By Liberty library users can search for library resources using the Online Public Access Catalogue (OPAC).

5. Reservation of Books Through OPAC: icddr,b library users can make reservation of any books or journals using OPAC.

6. Distance Collaboration Centre (DCC): icddr,b library has a digital video conferencing room by which any international conference can be organized.This room is made with high-configured audio-visual and network technology.The DCC room is sponsored by Bangladesh Research and **Education Network (BdREN).**

7. Online resources of Library Consortium of Bangladesh (LiCoB): The Bangladesh Academy of Sciences (BAS) takes the initiative to collect electronic resources through the International Network for the Availability of Scientific Publications in order to make research publications available at the lowest possible cost. One of the Consortium's members is icddr,b.

8. Online Journals: icddr,b library has many subscribed resources and databases from where users can access online journals. This online databases are HINARI,OARE, AGORA, JSTOR, PubMed, Ebsco, Embase, Scopus etc.

9. Literature Search Technique: In icddr,b website we can find some techniques that is used for literature search.This Literature search techniques helps users to get their desirable information very easily and quicly.

10. Reference, Citations, and Impact Factor Analysis: The icddr,b library staffs collects all the publications that has been published by icddr,b researchers every year. To satisfy the requirements of the icddr,b Monitoring and Evaluation Framework, the Institute of Scientific Information (ISI) Web of Knowledge database is utilized to track researchers' citations and journal Impact Factor.

11. Guidance: Users who are new to using library materials are guided by the library. The library provides a brief summary of the library collection, Institutional Repository, OPAC, and resources available to the new users.

12. Document Request: Any library member can make a request for a document through e-mail. If the requested article is not available to the vendors, than the library collects the requested document from outside.

13. Library Use By Outside Researchers: icddr,b library provides reading facilities for outside researchers who has membership in the library but they cannot borrow any library materials.

14. Guided library tour (visitors/students): Technical Training Unit (TTU) organizes guided tours of icddr,b. Many people from others institution comes to visit the library and they are guided by icddr,b library staffs.

15. Institutional Repository (IR): icddr,b library has an institutional repository MY IKR where it collects and preserves digital information . The Institutional Repository is developed by DSpace. icddr,b preserves its publications, journal articles, reports and other research related content so that it can be available online and researchers can access them from anywhere. ("services-lib", 2022)

Chapter 7: Problems & Recommendation

Problems

This study's idea was inspired by a broad observation while working on icddr,b library. I have found some major problems while working on icddr,b library. Here are some drawbacks of icddr,b library:

1. There are some old books which covers are teared apart. These books are important that's why many scientists use them and after sometimes the books will be more teared up.

2. There are some books which call numbers are not properly visible so it creates problem during searching or shelving the book for users.

3. There are some computers in cyber section which does not working and it is one of the big problem for icddr,b library.

4. Sometimes many users faces difficulties when they use the library internet because most the time the internet speed becomes very slow.

5. There are some computers in icddr,b library which U.P.S is not working properly. So in terms of sudden load shedding issue the users are unable to save their important works.

6. The locker site's security level is insufficient.

Recommendation

Here are some suggestion for the improvement of icddr,b library:

1. icddr,b library should fixed their old and teared up books so that users don't feel any hassle during reading that particular book.

2. icddr,b library should fixed their computer related issues so that users don't feel any difficulties during using the computers.

3. The library should fixed the internet related issues. They should ensure a high-speed internet connection so that researchers can do their research easily.

4. icddr,b library should fixed up their U.P.S related problems. They should add more U.P.S to the computers so that users don't feel any difficulties during the load shedding problems.

5. The sitting arrangement during training and seminars should be more developed so that users can watch the slides on projector easily.

Chapter 8: Conclusion & Reference

Conclusion

icddr,b library is a special and most advance medical and public health library. The users of this library are Scientist and researchers. The main purpose of the icddr,b library is to fulfill the research needs of its user community through acquiring standardized information resources and disseminating those information resources to the right users through appropriate information services. icddr,b library performs all its functions to attain this objective. All the sections are essential for icddr,b library. They fulfill a number of roles in the institution. The main goal of the Internship Report is to fulfill the partial requirements as students of Information Studies and Library Management. In conclusion, the internship was very knowledgeable and was a useful experience because I have learned many things by doing the work practically. During the internship program I have found out what my weaknesses and strengths are. I have met many new people and gained new knowledge and skills. So, it is a great opportunity for me as a students of the Department of Information Studies and Library Management to join in an internship program in icddr,b library and earn knowledge about the library operations in practice.

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