

## icddr,b LIBRARY

### Declaration

This is to guarantee that “A report on icddr,b Library” is completely my own work and that it contains no materials previously by some other individuals. The entire work was counted by me under the dynamic supervision of my supervisor.

I also present that this Report has not been recently submitted in functional form.

Name: Md. Shajedul Islam

ID: 2018-3-44-007

Date: 15 September,2022

## Acknowledgement

Premier, I'd like to express my heartfelt gratitude to Almighty Allah for blessing me with a sound mind and good health, as well as for granting upon me all of the abilities and strengths that have enabled me to complete all of the responsibilities imposed on me and complete the internship within the time constraints.

With the most extreme regard, I owe my heartfelt appreciation and gratitude to M.Al Mamun, Manager, icddr,b Library for his resolute inspiration, exhortation, direction and support.

Then my thanks go to icddr,b Library for organizing such an important internship. It plays an important role in providing me with valuable experience.

I am also grateful to all of the library officers and staff for their cooperation, assistance, suggestions, and teaching throughout the internship program.

Finally, to my university Department of Information Studies and Library Management, all faculty members, especially Dr. Dilara Begum, Associate professor and Chairperson, Department of Information Studies and Library Management, East West University.

## Table of Content

<b>Chapter-1</b>	<b>Introduction</b>	<b>Page No</b>
1.1	icddr,b	2
1.2	icddr,b History List	2-5
1.3	Establishment of icddr,b Library	6
1.4	Aims and Objectives of icddr,b Library	7
1.5	Mission of icddr,b Library	8
1.6	Library Core Values	8
1.7	Sections of icddr,b Library	9-17
1.8	Library Administration	18
1.9	Library Staff Members	19
<b>Chapter-2</b>	<b>Internship Activities</b>	
2.1	Objectives of Internship	20
2.2	Methodology	21
2.3	Scope of the Study	22
2.4	Time Frame of the Internship Training Program	22
2.5	To-do list of Internship Training Program	23-27
<b>Chapter-3</b>	<b>Activities of icddr,b Library</b>	
3.1	Library Facilities	28-30
3.2	Library Services	30-31
3.3	Library New Acquisitions	31

3.4	Library Training Program	32
3.5	Library Guideline	32-35
3.6	Library Membership	35-36
3.7	Library Hours	36
<b>Chapter-4</b>	<b>Software Uses of icddr,b Library</b>	
4.1	Liberty	37
4.2	Dspace	38
4.3	iThenticate	38
4.4	EndNote	39
<b>Chapter-5</b>	<b>Resources of icddr,b Library</b>	
5.1	Library Collections	40
5.2	icddr,b Library Journal List	41-46
5.3	E-resources for Researchers	46-47
5.4	Subscribed Resources for Researchers	47
5.5	Exchange Programme with APLIC-I (USA)	48
5.6	Library Databases	48-51
5.7	Institutional Knowledge Repository	51-52
<b>Chapter-6</b>	<b>Recommendation and Conclusion</b>	
6.1	Recommendation	53
6.2	Conclusion	53
<b>Chapter-7</b>	<b>References</b>	54

# **Internship Report on “icddr,b Library”**

## Chapter-1: Introduction

### 1.1 icddr,b:

In 1960s, icddr,b was established in Dhaka as the South-East Asia Treaty Organization (SEATO) Cholera Research Laboratory. The Cholera Research Laboratory (CRL) quickly gained a reputation on a global scale. The CRL also set up a sizable health and demographic surveillance site in the 1960s at Matlab. It is now the longest-running such site in the global South and a model throughout the world.



Fig: icddr,b Main Building

## 1.2 icddr,b History List:

<b>List</b>	<b>History</b>
1960	Cholera Research Laboratory (CRL), Forerunner of icddr,b, Launches in Dhaka
1962	Dhaka Hospital Established
1963	The World's Longest-Running Health and Demographic Surveillance (HDSS) starts in Matlab, Chandpur
1966	Cholera Fatality Reduced to Less Than 1%
1968	First Successful Trials of ORS Result Published in The Lancet
1978	icddr,b Formally Established
1978	Rotavirus Identified as Most Common Cause of Diarrhoea in infants - Highest Priority for New Vaccines
1978	Introduction of Use of Sucrose (Table Sugar) or Unrefined Brown Sugar (Gur) to Replace Glucose in ORS
1980	Tetanus Toxoid Vaccination of Mothers Found to Reduce Neonatal Mortality by 75%
1982	Matlab Maternal Child Health and Family Planning Project Achieves Major Drop in Fertility Rates
1985	First Field Trial of Oral Cholera Vaccine Launched

1993	New Vibrio Cholerae 0139 (Bengal strain) Identified and Characterised
1995	Maternal Immunisation with Pneumococcal Vaccine Shown to Protect Newborns
1998	HIV Sero-Surveillance Begins on Behalf of Government of Bangladesh
1999	Management of Severely Malnourished Children Cut to Less Than 5%
2000	Assisted Government of Bangladesh with Control of Major Dengue Epidemic in Dhaka
2001	Gates Award for Global Health for Development of Oral Rehydration Solution (ORS)
2002	Zinc Treatment of Diarrhoea Found to Reduce <5 Mortality by 50%
2005	Independence Day Award, Bangladesh's Most Prestigious Award
2008	Influenza Vaccine Cut Illness by 63% in Infants <6 months, Averted One-Third of all Febrile Respiratory Illnesses
2008	Projahnmo Project Reports 34% Reduction in Neonatal Mortality in The Lancet
2010	Clean Delivery Kit & icddr,b Birthing-mat to Identify Women at Risk of Postpartum Haemorrhage
2010	Rotavirus Vaccine Trial: Key Findings in The Lancet
2010	Gender Violence Research Feeds into Bangladesh's Domestic Violence Act
2011	Continuum of Care' Approach Achieves 36% Drop in Perinatal Mortality



2011	First US Patent 7638271 for Inventing a New Tuberculosis Diagnostic Method
2013	The Lancet Lauds icddr,b's Contributions in Improved Health in Bangladesh
2014	Gut Microbial Communities Shown to Significantly Influence Recovery from Malnutrition
2014	OCV Impact Found Substantial Through Bangladesh's Existing Immunisation Infrastructure
2015	Piloting Breast Milk Pasteurisation to Enable Readymade Garment Workers Breastfeed at Work
2015	Ready-to-Use Supplementary and Therapeutic Food (RUTF) to Prevent and Treat Childhood Malnutrition
2015	Ultra Low-Cost Bubble-CPAP for Treatment of Severe Pneumonia and Hypoxemia in Children
2016	Single OCV Dose Protective in Endemic Setting – Finding in New England Journal of Medicine
2016	Charles C Shepard Science Award Given to icddr,b Scientist
2016	UN Secretary-General Ban Ki-moon Endorses icddr,b
2017	icddr,b Wins Conrad N Hilton Humanitarian Prize
2017	Humanitarian Response to Forcibly Displaced Myanmar Nationals in Rohingya Camps
2018	Prince Mahidol Award 2018 to icddr,b Scientists for Oral Cholera Vaccine (OCV) Development

("icddr,b - History", 2022)

### 1.3 Establishment of icddr,b Library:

The region's leading library for medicine and public health is icddr,b Library and Information Services. Its goal is to disseminate research findings and results of global health research from icddr,b scientists and the international research community.

icddr,b library and information services operates a modern library and information centre. It was established in 1962.

Library uses the most advanced tools and information technology for collecting, processing and storing information. The icddr,b library has a well-organized collection, that is print books, bound journals, e-resources, online databases, CDs and training materials, also ICT facilities.

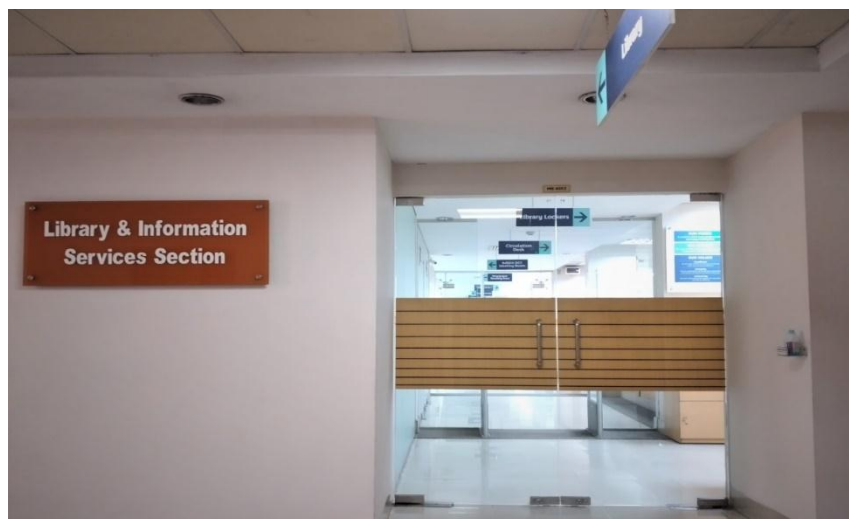


Fig: Entrance of icddr,b Library

#### **1.4 Aims and Objectives of icddr,b Library:**

- Collect, Process, Store, and Disseminate Information
- Encourage Use and Free Flow of Information.
- Help Promote Appropriate Research work, and Reduce Duplication, and
- Optimize The Application of Improved Practices for Information Storage, Retrieval, and Dissemination. ("library-overview", 2022)

#### **icddr,b Library Concerned About The Following Issues:**

- Child and Adolescent Health
- Communicable Disease
- Chronic Diseases
- Equity and Health Systems
- Food and Waterborne Diseases
- HIV and AIDS
- Nutrition and Food Security
- Population, Urbanization and Climate Change
- Reproductive Health
- Vaccine Sciences

## 1.5 Mission of icddr,b Library:

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.

## 1.6 Library Core Values:

- 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.



Fig: icddr,b Library Core Values

## 1.7 Sections of icddr,b Library:

- **Library Locker:**

Lockers facilities are available for the user in entering the icddr,b library. Every user can keep their bags here.



Fig: icddr,b Library Locker for the Users

- **RFID Gate:**

An RFID gate, also known as an RFID portal. This system instantly logs all passing RFID tags on people or items that need to be recognized. In contrast to barcode technology, an RFID gate can simultaneously register hundreds of RFID tags. No user can leave this gate without issuing a book.



Fig: RFID Gate

- **Circulation Section:**

The circulation is the mirror of a library. The circulation desk is the place at any library where user can check out and return books, pay fines and more. This section is located near the main entrance of icddr,b library. Sometimes it's called the "Loans Desk".



Fig: icddr,b Library Circulation Desk

- **BdREN DCC Meeting Room:**

A digital video conferencing facility is now available in the library of icddr,b with high-configured audio-visual and network technologies. The DCC room has added a new meeting environment for communications.



Fig: BdREN DCC Meeting Room for Video Conference

- **Newspaper Reading Area:**

A newspaper reading table is available in the icddr,b library. Every working days every user can read daily newspapers.

Five Newspapers are available in the library:

**English Newspaper:**

- The Daily Star
- NewAge

**Bangla Newspaper:**

- Prothom Alo
- Samakal
- The Daily Ittefaq



Fig: icddr,b Library Newspaper Reading Zone



- **Cyber Corner:**

Everyday so many users come to the library for using cyber corner. User can get internet facilities here for accessing their needed resources.



Fig: icddr,b Library Cyber Corner Area

- **Reading Zone:**

Library reading spaces is available for the readers. This area is very much silence. It creates a nice comfortable environment for the reader for their study purpose and also a beautiful research site for researchers.



Fig: icddr,b Library Reading Area

- **New Arrivals Area:**

All kinds of new arrivals books are displayed here. User can easily find and know about new arrivals books.



Fig: New Arrivals Area

- **icddr,b Publications Area:**

icddr,b has there own publications. There own publications are displayed here and user can read it from here.



Fig: icddr,b Library Publications Area

- **Journal Section:**

All types of loose and bound journals are kept here and readers can read their required journals.

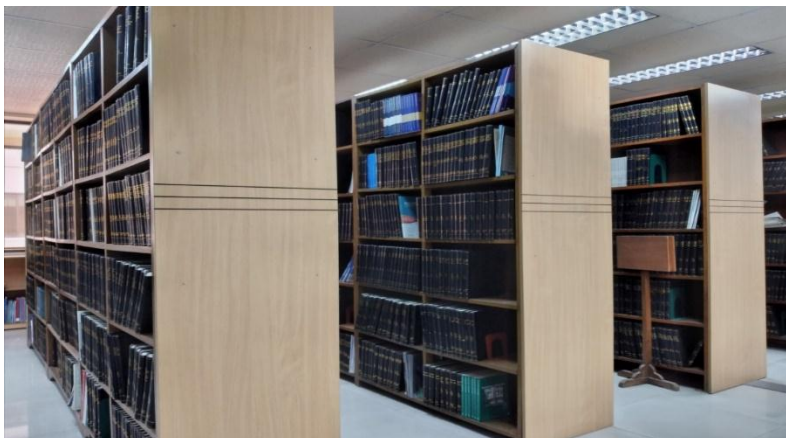


Fig: icddr,b Library Journal Section

- **Books:**

icddr,b library has a large amount of resources. Most of the resources here are medical-related resources. icddr,b library has 49,307 printed books. All types of print books are self-kept here.



Fig: icddr,b Library Book Section

- **CD Corner:**

All kinds of new and old CDs used by the library are collected here.



Fig: icddr,b Library CD Zone

- **Training Area:**

The library conducts various training programs. All types of training are arranged here for the users.



Fig: icddr,b Library Training Area

- **Meeting Room:**

Users can use the meeting room by appointment from the library. They also can conduct their meeting activities through the use of projectors.



Fig: icddr,b Library Meeting Room

## **1.8 Library Administration:**

Section of administration is very much important for a library. Various library planning, management, reporting, meeting proceeding, keeping documents and so many task is handling by the administration sector.

**This administrative sector is responsible for a variety of different tasks, also including:**

- ✓ **Library resource selection for acquisition:** Reading materials are selected and purchased by the procurement department. They usually choose books based on their research topic and justify users.
  
- ✓ **Communicate with vendors and publishers:** They already have some listed merchants in icddr,b When selecting a resource, contact the publisher or provider. If it's a local vendor, they only want a quote, but if it's an overseas vendor, they'll ask for a quote and send it. The offer will subsequently be sent to the supplier via email.
  
- ✓ **Library budget:** A budget is very important for an organization. icddr, b library budget is managed by this control area in icddr,b Library planning an annual budget in September of every year. All work is done by Schona.
  
- ✓ **Budget clearance and final approval:** All of the budget-related work was completed by the investigator (PI). Everything is generally decided by PI.

### 1.9 Library Staff Members:

Members	Designation
M. Al Mamun	Manager
Ms. Syeda Humaira Quadri	Senior Administrative Officer
Md. Shafiur Rahman	Senior Library Officer
Ms. Tania Rahman	Library Assistant

## Chapter-2: Internship Activities

**2.1 Objectives of Internship:** A pre-professional work experience called an internship. Internship offers fresh graduates and students the chance to obtain experience in a particular career field.

The main goal of this internship is to bridge the theoretical and practical knowledge gaps by gaining real-world experience about the icddr,b Library's system and services through direct participation and observation in various sections of the library.

**This objective can be further defined as follows:**

- To know a professional attitude.
- To take the job experience for the first time.
- To gain a better understanding of icddr,b library.
- To know the acquisition, circulation and processing section.
- To know the library collections and services.
- To know about library software icddr,b library use.
- To know icddr,b library service process.
- To understand the process followed for the subscription.
- To discover the methods used in terms of processing of library materials.
- To analyze, observe and evaluate the lending procedure and activities of icddr,b library.
- To know about the library website.
- To analyze the present condition of the library.



**2.2 Methodology:** Every kind of paper is done by following some specific data collection methods and procedures. This report also has prepared by some specific methodology, which is described below:

- 1. Literature Review:** Existing literatures on the topic were searched and studied to examine the current library services in icddr,b Library. This will include primary, secondary, tertiary, non- documentary sources and also found backing in the form of articles in the journals.
- 2. Direct Participation:** Basically, direct participation helps me to prepare for the procedure of this study. I observed the library's systems and services while also working with the officers. Direct participation also helped me in creating the library activities and experiences section.
- 3. Evaluation of Library Resources:** icddr,b collections has full of resources like books, journals, databases and so many.
- 4. Personal Contact:** Personal contact with the library officers and staffs of icddr,b has helped me to collect data relating to my study. I have gathered information by personal contact and visiting different library sections.

## 2.3 Scope of The Study:

### The internship basically covers:

- Circulation Section
- Library Systems
- Library Shelving Process
- Cataloging and Processing
- Periodicals Services
- Journals Collection, Process and Preservation System
- Library Administration
- Library Acquisitions
- Library Budget
- Library Resources
- Library Online Databases
- Library Management System
- Institutional Repository Section
- Library Software
- Library Training Programs

## 2.4 Time Frame of the Internship Training Program:

Our internship starts on 15 June to 8 September,2022. This internship length is three months. There are five working days in a week. Friday and Saturday are our working off days. Our office hour is 09:00 A.M. to 04:00 P.M.

<b>1<sup>st</sup> Session</b>	9:00 A.M. to 10:00 A.M.
<b>Tea Break</b>	10:00 A.M. to 10:30 A.M.
<b>2<sup>nd</sup> Session</b>	10:00 A.M. to 12:30 P.M.
<b>Lunch &amp; Prayer Break</b>	12:30 P.M. to 2:00 P.M.
<b>3<sup>rd</sup> Session</b>	2:00 P.M. to 4:00 P.M.

## 2.5 To-do list of Internship Training Program:

15 June to 20 June	Introduction : Digital and Print Library Resources
<ul style="list-style-type: none"> <li>✓ Library-Overall Roles and Contribution</li> <li>✓ Relation with Centre's Research Activities and Overall Supervision</li> </ul>	
<ul style="list-style-type: none"> <li>✓ Library Shelving</li> </ul>	
<ul style="list-style-type: none"> <li>✓ Library Website- Melbourne University Library</li> </ul>	
<ul style="list-style-type: none"> <li>✓ Digital Library</li> </ul>	
<ul style="list-style-type: none"> <li>✓ Library Cataloging</li> </ul>	
<ul style="list-style-type: none"> <li>✓ Internet Browsing: How to Search, Introduce with Different Search Engines</li> </ul>	
<ul style="list-style-type: none"> <li>✓ Introduce with Different Library Digital Search Engines and Internet Sites</li> </ul>	
<ul style="list-style-type: none"> <li>✓ Library Classifications</li> </ul>	

21 June to 31 June	Library Systems
<ul style="list-style-type: none"> <li>✓ Circulation and Dissemination</li> </ul>	
<ul style="list-style-type: none"> <li>✓ Issue and Return of Library Materials</li> </ul>	
<ul style="list-style-type: none"> <li>✓ Use Library Catalogs (OPAC and Manual)</li> </ul>	
<ul style="list-style-type: none"> <li>✓ Find and Locate Library Resources</li> </ul>	
<ul style="list-style-type: none"> <li>✓ Online Journal Searching</li> </ul>	
<ul style="list-style-type: none"> <li>✓ Available Services at LIS and Library Intranet</li> </ul>	
<ul style="list-style-type: none"> <li>✓ Digital Library</li> </ul>	
<ul style="list-style-type: none"> <li>✓ PubMed</li> </ul>	

<b>01 July to 14 July</b>	<b>Cataloging and Processing-Part 1</b>
✓ Processing and Preservation	
✓ Monograph Management	
✓ Processing of Books and Monographs, Journal Articles, CDs	
✓ Preservation Styles of Physical and Soft Copies of Library Materials	

<b>15 July to 20 July</b>	<b>Cataloging and Processing-Part 2</b>
✓ General Introduction with Library Software	
✓ Introduction with Liberty for Windows	
✓ DSpace Management	
✓ Select and Scanning of Materials for Institutional Repository	
✓ EndNote	
✓ PubMed	
✓ Data Entry System in The Institutional Repository	

<b>21 July to 31 July</b>	<b>Periodicals Services</b>
✓ Serials Managements	
✓ Basic Thoughts about Periodicals and Serials	
✓ Overview of Journal Collections at icddr,b	
✓ Journal Status on Online Price Collection	
✓ Journals Collection, Process and Preservation System	
✓ Vendor Functions and Follow up Process	

<b>01 August to 10 August</b>	<b>Library Administration</b>
✓ Acquisitions and Administration	
✓ How to Select Library Resources for Acquisition	
✓ Communications with Vendors or Publishers	
✓ Library Budget	
✓ Budget Clearance and Final Approval	
✓ Reporting and Status of Overall Work of Library	
✓ Meeting Proceedings	

<b>10 August to 17 August</b>	<b>Logistics and Others</b>
✓ Management of Journal Binding Process	
✓ Requisition Process	
✓ Instant Purchase Process	
✓ Visit to National Health Library and Documentation Center	

<b>18 August to 31 August</b>	<b>Library Services and Online Databases</b>
✓ Circulation and Dissemination	
✓ Issue and Return of Library Materials	
✓ Use Library Catalogs (OPAC)	
✓ Medical Databases	
✓ Integrated Library Management Systems	
✓ RFID	
✓ Research4Life	
✓ Find and Locate Library Resources	
✓ Online Journal Searching	
✓ icddr,b Library Services and Facilities	
✓ Library Membership	
✓ Library Training Programs	

<b>1 September to 8 September</b>	<b>Hands on Services in The Library</b>
✓ Circulation/Processing/ Others	
✓ Report Writing	
✓ Final Evaluation	
✓ Submission of Report	

## Chapter-3: Activities of icddr,b Library

### 3.1 Library Facilities:

- **Computers:** Every library staff has a computer. Every computer is connected with newest software. As well as a few computers for interns. Moreover, computers are available at the library for a variety of purposes.
- **Internet and Intranet:** The icddr,b library has its own Intranet and Internet web sites. There is complete information and detail about the library's resources available.
- **Cyber Corner:** Inside the library, there are a few computers at the Cyber Corner. Every icddr,b researchers, scientists and members can using Intranet and Internet browsing.
- **Scanning:** Two standard scanners and one professional scanner are connected to the local area network. Library employees are the only people who have access to scanning facilities.
- **Photocopying:** The library has three modern photocopiers, two of which are network-connected. These devices provide photocopying and printing capabilities.
- **Printing:** The library offers its patrons and staff access to three network printers and four standard printers. For usage by staff members, the library also has one color printer.
- **Literature Search Technique:** This will help researchers to access the information they need quickly and it is save time.
- **Internship Program:** Internships are available at the icddr,b Library for students studying information science and library management (ISLM). The internship proposal must also be decided to make by the university's corresponding department.
- **Reference Management Software:** The icddr,b Library has reference management software for keeping track of citations in scholarly work. EndNote software tools are available for icddr,b researchers.



- **Wi-Fi Access:** A small Wireless Local Area Network is 500 square feet in size (Wi-Fi). It is available in the library. To use the WiFi at this library, users must need enter id and password.
- **Information Literacy:** The library typically organizes Information Literacy (IL) training programs for icddr,b researchers. This training programs helps researchers to learn about the library's resources.
- **Reference and Citations, Analysis Database:** The icddr,b Library has a system in place for collecting publications by icddr,b researchers. The library has the ability to manage researcher citations using the "Dimensions" database.
- **Collaboration and Partnership Development:** The icddr,b Library has partnerships and collaborations with other libraries in Bangladesh and abroad. These programs make it easier to share data and resources.
- **Inter library Loan:** Inter-library loans are available at the icddr,b library. This facility includes the ability to borrow books, journals and other library resources.
- **Document Request:** The icddr,b library collaborates with other libraries to gather specific documents at the request of icddr,b scholars.
- **Photo Images of New Arrivals Books:** The icddr,b Library launches a circulation system where photographs of books with bibliographical information are available to inform researchers about newly arrived books in the library.
- **Reading Areas:** The library has reading areas and arrangements available provide the patrons with a comfortable environment for studying.
- **Newspapers:** In the library, there has a reading desk for newspapers. The icddr,b library users can read five daily newspapers two in English and three in Bengali.

- **Reservation of Books through OPAC:** icddr,b Library user can reserve their needed book by using OPAC of the Library.
  
- **Online Resources of Library Consortium of Bangladesh (LiCoB):** The Library Consortium of Bangladesh (LiCoB), founded by the Bangladesh Academy of Sciences, includes the icddr,b library as a member. icddr,b is one of the members of the Consortium. There are many e-resources available for icddr,b Library through the Consortium.

### 3.2 Library Services:

#### icddr,b Library Services List

1.	Circulation	16.	Reference Management for Scholarly Writings
2.	Photocopying	17.	Information Literacy
3.	Printing	18.	Literature Search Technique
4.	Internet and Intranet	19.	Reference, Citations, and Impact Factor Analysis
5.	Net browsing	20.	Guidance for Accessing Online Resources
6.	Document supply through Email	21.	Find out h-index
7.	Searching through OPAC	22.	Photo Images of New Arrival of Books
8.	Reservation of Books through OPAC	23.	Library Membership for Outside Users
9.	Remote Access Library Service	24.	Library Use by Outside Researchers
10.	Collaboration and Partnership for Sharing Resources	25.	Interlibrary Loan
11.	Online Journals	26.	Guided Library Tour
12.	Online Databases	27.	Daily Newspapers
13.	E-books	28.	Providing Library Card
14.	Training Program	29.	Plagiarism Check
15.	Internship Program	30.	Library Clearance

### 3.3 Library New Acquisitions:

New acquisition section helps icddr,b scientists and researchers to find online resources that were recently added to the icddr,b Library.

**Library New Acquisitions**

Please find online resources and new acquisitions recently added to the icddr,b Library. Please feel free to contact at Library Circulation (at 3518 or email to shafiq@icddr.org) or Manager, Library (at 3517 or email to almamun@icddr.org) for any further queries.

Thank you.

**Library Team**  
library@icddr.org

**Library New Acquisitions**

SL	Name	Date Time
1	Library New Acquisition List 2022-06	20 July 2022
2	Library New Acquisition List 2022-05	15 June 2022
3	Library New Acquisition List 2022-04	27 April 2022
4	Library New Acquisition List 2022-03	03 April 2022
5	Library New Acquisition List 2022-02	22 March 2022
6	Library New Acquisition List 2022-01	15 February 2022
7	Library New Acquisition List 2021-12	14 January 2022
8	Library New Acquisition List 2021-11	20 December 2021
9	Library New Acquisition List 2021-10	17 November 2021
10	Library New Acquisition List 2021-09	28 October 2021
11	Library New Acquisition List 2021-08	23 September 2021
12	Library New Acquisition List 2021-07	17 August 2021
13	Library New Acquisition List 2021-06	16 July 2021

Fig: Interface of icddr,b Library New Acquisition

### 3.4 Library Training Program:

The library collaborates with other organizations for the mutual benefit of research works and researchers by providing and organizing various sorts of hands-on training programs for icddr,b staff members.

**The training programs that the icddr,b library often offers are listed below:**

1. Information Literacy.
2. Library Orientation for Users.
3. Literature Search.
4. Research4Life
5. Reference Management Software (EndNote).

### **3.5 Library Guideline:**

The library offers a variety of services and facilities. The following are the guidelines for using our library, which is organized in a systematic manner.

#### **General Library Rules:**

- An external user of the library must enter his or her name, address for entry purposes.
- Users must ensure proper discipline
- Cell phones must be switched off / silent mode.
- In the Library, smoking, eating, gossiping, and talking loudly are strictly prohibited.
- Bags, briefcases, boxes, and other similar materials are not permitted inside the library.
- Documents removed from shelves must be placed on the table. It is not encouraged for users to reshelv documents on shelves.
- Readers should not highlight, underline, write on, or tear pages from library materials.
- To avoid damage, readers are asked to handle all library materials with care.

- Without check out no library materials can be taken out of the library.
- Photocopying and printing services only for education and research purposes are available
- Users are not permitted to bring personal books into the library.
- Users are responsible for their personal belongings (Laptop, iPod, Tab, Camera, Pen Drive, Mobile phone, Wallet etc.
- The icddr,b library accepts no responsibility for any personal belongings lost in the library.
- The Library Manager, with the approval of the Executive Director, reserves the right to add, delete, or modify any of these rules as needed.

### **Loan Privilege:**

- Only fixed-term staff members of icddr,b with library membership cards are eligible to issue library resources (General books- 10, Reference books- 02, CD-03, Others 05) for two weeks.
- The issued resources must be returned on or before the last date stamped on the date-slip of each document.
- Before borrowing a book, journal, CD, DVD, or other item, the borrower should ensure that it is in good condition.
- The library may recall any issued document before the return deadline.
- Reference books, journals/periodicals, magazines/newspapers, CD-ROM databases, and other "REF" documents will only be available overnight.
- Members can reserve documents by filling out the 'Reservation Slip' on "Liberty" with their PIN number.

- Borrowers are responsible for the safe custody and return of library documents.
- In case of manageable damage of the document, the borrower will be liable to pay.
- The library membership card must be returned when leaving icddr,b, and clearance from the icddr,b library.
- Members of the library may contact library personnel via email regarding any documents.
- Borrowed library materials cannot be used on behalf of others.
- External library members are not permitted to borrow books, journals, documents, audio-visuals, or other reading materials from the library.
- The membership card to the library is not transferable.
- icddr,b will not be held liable if the library card is used elsewhere.

### **Cyber Corner Rules:**

- Cyber Corner PCs are only used for academic, research and online database searching purposes.
- Online chat is not permitted in the Cyber Corner.
- Food and beverages are not permitted inside the Cyber Corner by members.
- It is not permitted to browse social networking sites.
- External members, fellows and students must carry their Library ID/ icddr,b ID card while using the PCs of Cyber Corner.

- All cyber corner users of the library must enter his/her name, login and log out timing.
- It is totally illegal to play video games on a computer inside the library.
- Not allowed to connect Pen drive or other removable disks to the PCs of Cyber Corner.

**3.6 Library Membership:** There are three different membership levels:

1. Personal
2. Corporate
3. Institutional

The library maintains a personal membership system for visitors. This service is on a yearly basis. For membership cost is Tk 1,000 for general membership and Tk 450.00 for student membership.

An organization can become a corporate member by paying an annual membership. Corporate membership fee is Tk. 600.00 for each employee. But in order to benefit from the lower membership fee, there must be at least 10 employees.

The library maintains an institutional membership system that is renewed annually. A company, whether domestic or international, or a foreign company with operations in Bangladesh, can join as an institutional member of LISS by paying a yearly subscription fee of US\$500.





Application serial no.

Attach one  
passport-size  
photograph

Senior Manager  
Library and Information Services Section (LISS)  
icddr,b  
Mohakhali, Dhaka 1212  
Bangladesh

Subject: **Application for Personal Membership** Date: \_\_\_\_\_

Dear Sir:

I would like to apply for the **Personal Membership** of icddr,b Library for the year \_\_\_\_\_. My particulars are given below for your consideration. I shall abide by the rules and regulations of the icddr,b Library currently in practice. I understand that as a personal member, I may get 25% discount on the icddr,b priced publications and fee-based services, and photocopying service at the rate of Tk. 1.50 per page.

Name: Mr/Mrs/Ms/Dr/Prof: \_\_\_\_\_  
First name Middle name Surname

National ID no. \_\_\_\_\_ Passport No.: \_\_\_\_\_

Father's/Husband's name: \_\_\_\_\_

Membership status:  **General membership** (Tk. 1,000.00)  **Student membership** (Tk. 450.00)

Occupation: \_\_\_\_\_ Title of position: \_\_\_\_\_

Department/Faculty: \_\_\_\_\_

Fig: Library Membership Form

### 3.7 Library Hours:

Day	Time
Sundays to Thursdays	8:30 A.M. to 5:00 P.M.
During Ramadan	08:30 A.M. to 03:00 P.M.
Fridays, Saturdays and Govt. Holidays	Closed

## Chapter-4: Software Uses of icddr,b Library

**4.1 Liberty:** Liberty is an integrated library management software. Liberty is used for the purpose of library automation. Liberty is an innovative library experience designed to improve icddr, b library management and performance.



Fig: Interface of Liberty System

- **OPAC:** icddr, b library users get online public access catalogue (OPAC) facilities for searching library materials through Internet and Intranet pages.



Fig: icddr,b Library OPAC

- **Shetu:** icddr, b library experts always try to provide their best services for the users. icddr, b library using Shetu interface for providing resources to the users.



Fig: Shetu Interface

**4.2 Dspace:** The icddr,b Library maintains an institutional repository built with open source software DSpace. It is a system for storing digital information and the descriptive "metadata" of documents. The main goal of icddr,b is to capture and preserve research and related contents and make them available online to global researchers.

**4.3 iThenticate:** iThenticate is the most trusted plagiarism checker by the world's top scientists, researchers, publishers and scholars. icddr,b library provide this services for the researchers and scientists. Users can easily check for plagiarism and prepare their manuscript for publication with iThenticate by using id and password.

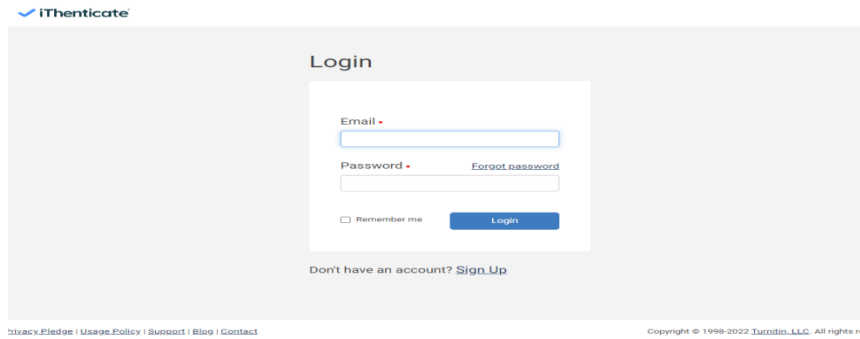


Fig: Interface of iThenticate Login

**4.4 EndNote:** EndNote is commercial reference management software. EndNote is used to handle bibliographies and references. icddr,b library using EndNote software for managing references in scholarly writing (manuscript). This facilities is available for the icddr,b researchers and scientists.

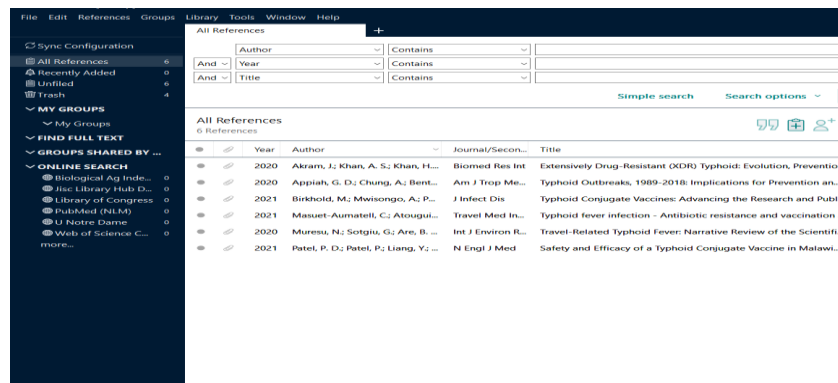


Fig: EndNote Software

## Chapter-5: Resources of icddr,b Library

### 5.1 Library Collections:

icddr,b Library is full of resources. Library collection includes books, e-books, magazines, journals, e-journals, reports and publications. The library collection has grown to fast. At present, library has 49,307 printed books and subscribes to over 176 journals. icddr,b Library also subscribed e-books ,e- journals and databases.

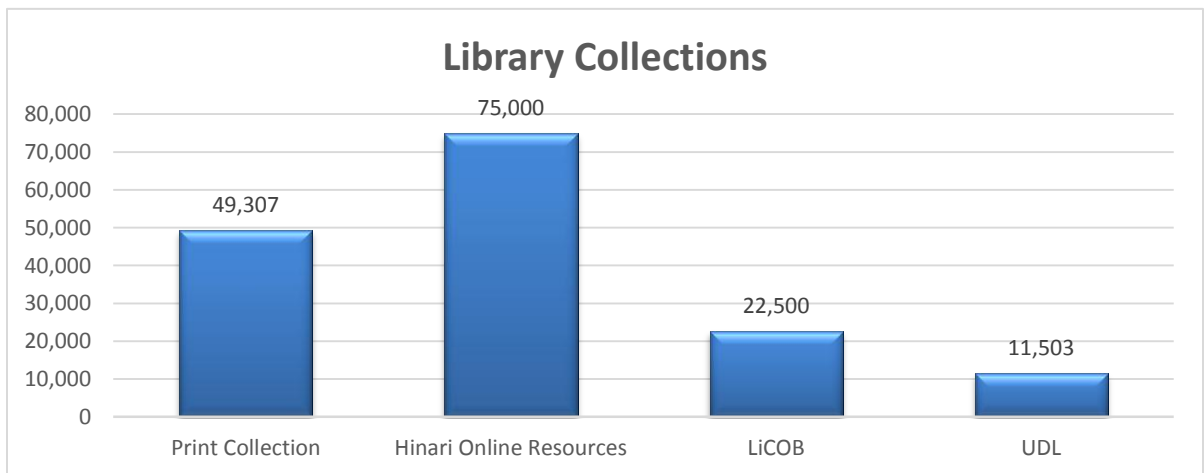


Fig: icddr,b Library Collections

## Research4Life Collections: Hinari

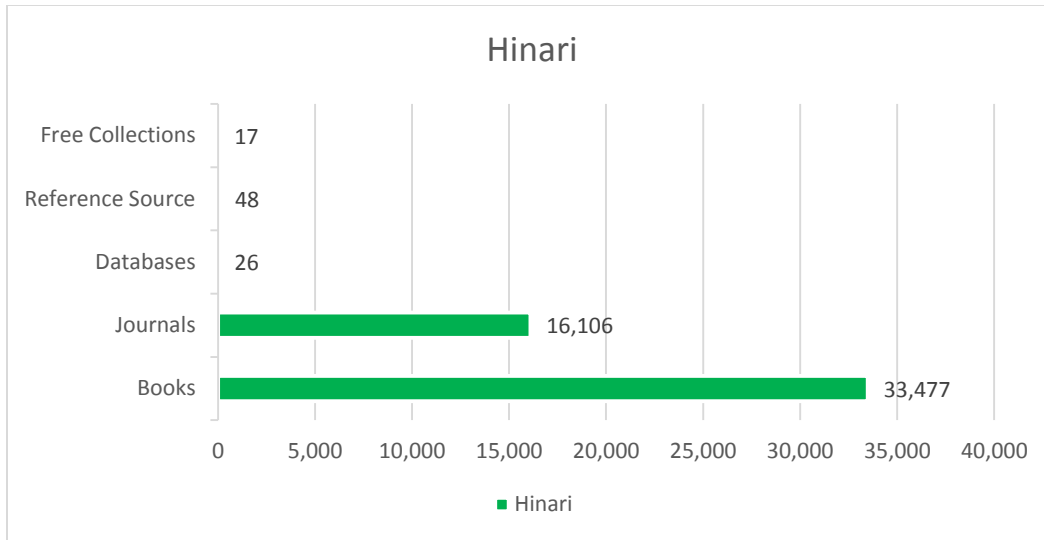


Fig: Hinari Database Collections

### 5.2 icddr,b Library (Loose and Bound) Journal List:

List	Journal List
<b>A</b>	<ul style="list-style-type: none"> <li>• Animal Health</li> <li>• Asia-Pacific Journal of Rural Development</li> <li>• Anandamide an Endogenous Cannabinoid</li> <li>• Abilities and Disabilities in The Early School Years</li> </ul>
<b>B</b>	<ul style="list-style-type: none"> <li>• BRAC University Journal</li> <li>• Best Practices</li> <li>• The Better Beginnings, Better Futures Project</li> </ul>
<b>C</b>	<ul style="list-style-type: none"> <li>• Cardiovascular Journal</li> <li>• City Medical Journal</li> <li>• Chest &amp; Heart Journal</li> <li>• Chattagram International Medical College Journal</li> </ul>

	<ul style="list-style-type: none"> <li>• The Cost Management</li> <li>• Cadernos de Saude Publica</li> <li>• Cadernos de Saude Publica Reports in Public Health</li> <li>• The Changing Face of Vaccines and Vaccination</li> <li>• Chmpanzee Social Cocntion</li> <li>• Children’s Questions</li> <li>• Caritas Bangladesh</li> </ul>
<b>D</b>	<ul style="list-style-type: none"> <li>• DIPLOMATS</li> <li>• Delta Medical College Journal</li> <li>• Developing Material on HIV/AIDS/STIs for Low-Literate Audiences</li> <li>• Dengue Bulletin</li> <li>• Deep Mantle Diamonds</li> <li>• Diet, Nutrition and the Prevention of Chronic Diseases</li> <li>• Development of Substance –USE Onset</li> <li>• Deprivation-Specific Psychological Patterns</li> <li>• The Development of Ambiguous Figure Perception</li> <li>• Developing Object Concepts in Infancy</li> </ul>
<b>E</b>	<ul style="list-style-type: none"> <li>• Environmental and Occupational Health Practice</li> <li>• Environment Urbanization</li> <li>• Emerging Infectious Diseases</li> <li>• Evaluation of Certain Veterinary Drug Residues in Food</li> <li>• Early Social Cognition in Three Cultural Contexts</li> <li>• Epidemiology, Biostatistics and Preventive Medicine</li> <li>• The Electronic Library</li> <li>• The Eastern Library</li> </ul>
<b>F</b>	<ul style="list-style-type: none"> <li>• Frontline Gastroenterology</li> <li>• Forum for Development Studies</li> <li>• Folic Acid</li> <li>• Foundation for Self-Awareness</li> <li>• First Year Maternal Employment</li> <li>• Flexibility in Early Verb Use</li> </ul>
<b>G</b>	<ul style="list-style-type: none"> <li>• Gastroenterology Clinics</li> <li>• Gastroenterology</li> </ul>
<b>H</b>	<ul style="list-style-type: none"> <li>• Hormones of the Limbic System</li> <li>• Human Resource in Health Care</li> </ul>
<b>I</b>	<ul style="list-style-type: none"> <li>• International Institute of Social Studies DEVISSUES</li> <li>• Ibrahim Cardiac Medical journal</li> </ul>

	<ul style="list-style-type: none"> <li>• The International Journal of Tuberculosis and Lung Disease</li> <li>• Insight: Frontiers In Biology</li> <li>• The International Journal of Tuberculosis and Lung Diseases</li> <li>• Indian Pediatrics</li> <li>• IDS Bulletin</li> <li>• Incretions and Insulin Secretion</li> <li>• Insulin and IGFs</li> <li>• Insect Hormones</li> <li>• Infant Temperaments Through Adolescence</li> </ul>
<b>J</b>	<ul style="list-style-type: none"> <li>• Journal of Occupational Health</li> <li>• The Journal of Nutrition</li> <li>• Journal of Bangladesh Society of Physiologist</li> <li>• The journal of Parasitology</li> <li>• Journal of Epidemiology</li> <li>• Journal of Clinical Epidemiology</li> <li>• Journal of Medical Microbiology</li> <li>• Journal of Bangladesh Academy of Sciences.</li> <li>• Journal of Biosocial Science</li> <li>• Journal of Water and Health</li> <li>• Journal of The Medical Library Association</li> <li>• Journal of Nutrition Science and Vitamin logy</li> <li>• Journal of Statistical Research</li> <li>• Journal of The Royal Anthropological Institute</li> </ul>
<b>K</b>	<ul style="list-style-type: none"> <li>• The Keio Journal of Medicine</li> </ul>
<b>L</b>	<ul style="list-style-type: none"> <li>• Linux Journal</li> <li>• Library and Information Science Abstracts</li> <li>• Lancet</li> <li>• The Lancet Infectious Disease</li> </ul>
<b>M</b>	<ul style="list-style-type: none"> <li>• Medicine</li> <li>• Medical Solutions</li> <li>• Mystery of The Hidden Cosmos</li> <li>• Maternal and Child Nutrition</li> <li>• Maternal and Child Health Journal</li> <li>• Medical Methods for Termination of Pregnancy</li> <li>• Material Conflict and Children’s Externalizing Behavior</li> <li>• Medical Clinics</li> <li>• Medicine Digest</li> <li>• The Medical Letter</li> <li>• Medical Anthropology Quarterly</li> <li>• Medical Teacher</li> </ul>



	<ul style="list-style-type: none"> <li>• Microbial Pathos Genesis</li> <li>• Microbiology and Immunology</li> <li>• Microbial Drug Resistance</li> <li>• Molecular and Cellular Biology</li> </ul>
<b>N</b>	<ul style="list-style-type: none"> <li>• NUST Journal of Natural Sciences</li> <li>• National Bulletin of Public Health</li> <li>• Nature</li> <li>• NDC Journal</li> <li>• Nuclear Receptor Coregulatory</li> <li>• National Seminar on “Preparing the Libraries and Librarians of Bangladesh for 21st Century”.</li> <li>• Nutrition Research</li> <li>• Nutrition Society</li> <li>• The New England Journal of Medicine</li> <li>• Nursing Times</li> <li>• Nutrition Reviews</li> <li>• Nutrition Research Reviews</li> <li>• Nutrition Research</li> </ul>
<b>O</b>	<ul style="list-style-type: none"> <li>• The Official Southern African Journal of Critical Care (SAJCC)</li> <li>• Outlook: Animal Health</li> <li>• Osaka City Medical Journal</li> <li>• The Orion Medical Journal</li> </ul>
<b>P</b>	<ul style="list-style-type: none"> <li>• The Pharma World</li> <li>• Pakistan Journal of Medical Science</li> <li>• Pediatrics</li> <li>• Pediatric Clinic</li> <li>• Pediatric Research</li> <li>• Pheromones</li> <li>• Plant Hormones</li> <li>• Parenting and Adolescent Functioning</li> <li>• The Pediatric Inflections Disease Journal</li> <li>• Population and Development Review</li> <li>• Pediatric Infection Disease Journal</li> <li>• Public Health</li> <li>• Public Health Nutrition</li> <li>• Public Health Reports</li> <li>• Population Studies</li> <li>• Proceedings of the Nutrition Society</li> <li>• Public Library of Science</li> <li>• Pan American Journal of Public Health</li> <li>• Pathogens and Global Health</li> </ul>

<b>Q</b>	<ul style="list-style-type: none"> <li>• Qualitative Health Research</li> </ul>
<b>R</b>	<ul style="list-style-type: none"> <li>• Reproductive Health Matters</li> <li>• Repair and Regeneration</li> <li>• Radiology</li> <li>• Review in Medical Microbiology</li> <li>• Reproductive Health Maters</li> </ul>
<b>S</b>	<ul style="list-style-type: none"> <li>• The Security</li> <li>• SAMA Insider</li> <li>• Studies in Family Planning</li> <li>• Scientific American</li> <li>• Southeast Asian Studies</li> <li>• Social Science and Medicine</li> <li>• Specifications for Pharmaceutical Preparations</li> <li>• Self Reference Effects in Preschool Children</li> <li>• Social Emotional Experience Effects In Orphanage Children</li> <li>• Sociological Methods and Research</li> <li>• Social Science and Medical</li> <li>• Southeast Asian Journal of Tropical Medicine and Public Health</li> <li>• South African Medical Journal</li> <li>• Statistics in Medicine</li> <li>• Sexually Transmitted Diseases</li> <li>• Sexually Transmitted Infections</li> <li>• Sex Education</li> <li>• Science</li> <li>• Scandinavian Journal of Infectious Diseases</li> <li>• Scandinavian Journal of Gastroenterology</li> <li>• Saudi Medical Journal</li> <li>• Saudi Journal of Kidney Diseases and Transplantation</li> </ul>
<b>T</b>	<ul style="list-style-type: none"> <li>• TMSS Medical College Journal (TM CJ)</li> <li>• Teach World</li> <li>• Tohoku Journal of Experiment Medicine</li> <li>• Topical Doctor</li> <li>• Topical Gastroenterology</li> <li>• Topical Medicine &amp; Hygiene</li> <li>• Topical Medicine and International Health</li> <li>• Transactions of the Royal Society of Tropical Medicine and Hygiene</li> <li>• Translational Research The Journal of Laboratory Clinical Medicine</li> </ul>

	<ul style="list-style-type: none"> <li>• Translational Research</li> <li>• Transactions of the Royal Society of Tropical Medicine and Hygiene</li> </ul>
<b>U</b>	<ul style="list-style-type: none"> <li>• University Heart Journal</li> <li>• Understanding Mother Adolescent Conflict Discussions</li> </ul>
<b>V</b>	<ul style="list-style-type: none"> <li>• Vaccine</li> <li>• Vitamin E</li> <li>• Vitamin and Hormones</li> <li>• Violence and Victims</li> <li>• Violence against Women</li> </ul>
<b>W</b>	<ul style="list-style-type: none"> <li>• Waterlines</li> <li>• Wikis, Blogs and Podcasting</li> <li>• World Health Statistics Quarterly</li> <li>• World Fertility Survey International Statistical Institute</li> <li>• World Fertility Survey (Comparative Studies)</li> <li>• World Fertility Survey (Basic Documentation)</li> <li>• Waterlines</li> <li>• West Indian Medical Journal</li> <li>• Women's Health</li> <li>• Who Technical Report Series</li> </ul>
<b>Y</b>	<ul style="list-style-type: none"> <li>• Year book of Pediatrics</li> <li>• Year book of Medicine</li> </ul>

### 5.3 Electronic Resources (E-Resources) for Researchers:

**There are five modes of access to E-Resources:**

1. Open Access.

2. Research4Life:

- Hinari
- AGORA
- OARE

- ARDI
- GOALI

### 3. Subscribed E-Resources:

- Springer Nature
- ASM journals
- Wiley
- JSTOR
- EBSCO

### 4. Exchange Programme with APLIC-I (USA).

### 5. Purchase of Articles.







## 5.4 Subscribed Resources for Researchers:

1. Indian Journals.
2. EBSCO Discovery Search.
3. Library Consortium of Bangladesh (LiCOB) such as Springer, Wiley, EBSCO, Cambridge.
4. UGC Digital Library (UDL): Wiley and JSTOR.
5. Ulrichsweb: Global Serials Directory.
6. UpToDate.
7. iThenticate.
8. EndNote (update versions).
9. Remote Access through icddr,b VPN.









### 5.5 Exchange Programme with APLIC-I (USA):



- It is a forum for sharing professional interests, experience and knowledge.
- It is a source for guidance on technical questions and issues.
- It is for enhancing research collections and expertise.

### 5.6 Library Databases:

 <b>Knowledge Repository</b>	Institutional Knowledge Repository (IKR)
	PubMed
	National Geographic Virtual Library
	Google Scholar
	Walter de Gruyter GmbH
	Research4life (Hinari/AGORA/OARE/GOALI)

 <p>CINAHL Available via EBSCOhost</p>	CINAHL
	Embase
	Scopus
	JSTOR
	Indian Journals
	SpringerNature
	Cambridge University Press
	Wiley Online Library
	American Society for Microbiology (ASM) Journal

 <b>Cochrane Library</b>	The Cochrane Library
 <b>Cochrane Infectious Diseases</b>	Cochrane Infectious Diseases
	EBSCO Discovery Library Search
	PLOS Journals
	Directory of Open Access Journals (DOAJ)
	MUSE
	UpToDate
	United Nations Data

	World Bank Open Data
	Oxford University Press Journals

### **5.7 Institutional Knowledge Repository:**

icddr,b library has its own Institutional Repository (IR). This institutional repository is a system for storing digital information, resources and the descriptive "metadata".

The primary goal of icddr,b is to collect and preserve research related materials and make it available online.

#### **The Primary Goals of icddr,b IKR:**

1. It provides facilities for self-archiving
2. It is open access to authorized users.
3. It provides facilities for storing intellectual published and unpublished works.
4. It stores in digital format for longtime.
5. It helps to create a network for knowledge sharing of scholarly published and unpublished materials.
6. The main part is to develop icddr,b collection in all digitized forms, to meet the present and future needs of worldwide users.



**Knowledge Repository**

Home

**Publications**

1044 publications available

KIDRR's publications are available for free online, from annual reports to journal articles, policy briefs and our health science bulletins. Browse by community, collection, author or publication date, or use the search function to find a specific article. You may need login details to access scientific publications, which you can request by clicking on **WAFS** in the left hand menu.

We are currently upgrading the functionality of the Knowledge Repository to improve user experience. If you are experiencing any trouble finding an article, please contact [library@kidrr.org](mailto:library@kidrr.org)

**BROWSE**

- COMMENTS
- COLLECTIONS
- TITLES
- SUBJECTS
- AUTHORS
- DATE

**KIDRR PUBLICATIONS**

- ANNUAL REPORTS
- HEALTH AND SCIENCE BULLETIN
- MOJ REPORTS
- ISSUE REPORT
- EMERGENCY UPDATES
- CONNECT
- NEWS
- RECEIVE EMAIL UPDATES
- HELP

**Featured**

Monthly summary report Hospital Based Human Influenza Surveillance in Bangladesh—May 2022 (2022-06-16)

**Health and Demographic Surveillance System- Matlab, v. 54. Registration of health and demographic events 2019**  
 (http://www.dhs.org/publications/2022/06/16/54)

This report presents the vital registration and maternal and child health statistics assembled from the Health and Demographic Surveillance System (HDSS) site, Matlab, a rural area in Bangladesh, in 2019. The Matlab HDSS is maintained by ICDDR,B. The surveillance area is divided into two service areas – I) Government service area and II) ICDDR,B service area. (Local government health and family planning services are available in the Government service area. The only 24-hour service is a sub-district level health facility, where family planning, immunization and limited surgical services are provided to children under two years of age and women of reproductive age with the collaboration of the Government Health and Family Planning Department in addition to usual Government services. In the surveillance area, the fertility rate in 2019 slightly increased compared to 2012 (21.4 to 21.6). The total fertility rate (TFR) was 2.6 per woman in 2019 and 2.5 in 2018. It was 2.4 in both the service areas. The crude birth rate (CBR) was 23.9 per 1,000 population in 2019 whereas in 2018 the rate was 22.9. In the ICDDR,B service area, CBR was 22.8 and in Government service area, CBR was 25.3. The crude death rate (CDR) was 7.2 per 1,000 population in the ICDDR,B service area compared to 7.9 in Government service area in 2019. The neonatal mortality rate (NMR) was 12.1 per 1,000 live births in 2019 and 10.9 in 2018. In both the service areas, the infant mortality rate (IMR) was 30.7 in Government service area and 30.9 in ICDDR,B service area. Post neonatal mortality increased in ICDDR,B service area from 3.7 to 5.2 and in the Government service area from 4.0 to 4.4 respectively. Under-five mortality rate also showed an increase from 17.7 to 20.8 in 2019 for the ICDDR,B service area, and from 20.9 to 20.5 in 2019 for Government service area. The annual rate of natural increase in population was 14.3 per 1,000 in 2019. The rate of emigration decreased from 6.1 in 2018 to 6.0 in 2019 per 1,000 population, and the rate of net migration also decreased from 10.1 in 2018 to 10.0 in 2019. The overall annual population growth rate was 3.4%. The marriage rate was 11.9 per 1,000 people, and the divorce rate was 1.8 per 1,000 people.

Monthly summary report Hospital Based Human Influenza Surveillance in Bangladesh—April 2022 (2022-06-16)

Monthly summary report Hospital Based Human Influenza Surveillance in Bangladesh—March 2022 (2022-06-16)

Fig: Interface of Institutional Knowledge Repository

## **Chapter-6: Recommendation and Conclusion**

### **6.1 Recommendation:**

The icddr,b library should implement the recommendations listed below for the improvement of the library services:

- Increase more ICT instruments.
- Increase more Computer and Laptop for the user.
- Need more powerful internet speed facilities.
- Need more man powers.

### **6.2 Conclusion:**

icddr,b Library is one of the special medical Library in Bangladesh. The main purpose of this library is to make available findings and results of global health research and disseminating those information resources to the right user through appropriate information services. icddr,b Library has serves a lot number of services to its remarkable figure.

## Chapter-7: References

icddr,b - History. (2022). Retrieved 12 September 2022, from <https://www.icddrb.org/about-us/history>

library-overview. (2022). Retrieved 12 September 2022, from <https://shetu.icddrb.org/library-overview>

institutional-knowledge-repository. (2022). Retrieved 12 September 2022, from <https://shetu.icddrb.org/institutional-knowledge-repository>

cyber-corner. (2022). Retrieved 15 September 2022, from <https://shetu.icddrb.org/cyber-corner>

lib-new-acquisition. (2022). Retrieved 15 September 2022, from <https://shetu.icddrb.org/lib-new-acquisition>

facilities-lib. (2022). Retrieved 15 September 2022, from <https://shetu.icddrb.org/facilities-lib>

quick-link-lib. (2022). Retrieved 15 September 2022, from <https://shetu.icddrb.org/quick-link-lib>

institutional-knowledge-repository. (2022). Retrieved 15 September 2022, from <https://shetu.icddrb.org/institutional-knowledge-repository>

library-hours. (2022). Retrieved 15 September 2022, from <https://shetu.icddrb.org/library-hours>

membership-lib. (2022). Retrieved 15 September 2022, from <https://shetu.icddrb.org/membership-lib>

services-lib. (2022). Retrieved 15 September 2022, from <https://shetu.icddrb.org/services-lib>

icddr,b - Library. (2022). Retrieved 15 September 2022, from <https://www.icddrb.org/quick-links/library>

September 15,2022

To

M. Al Mamun,

Manager,

icddr,b Library and Information Service,

Mohakhali,Dhaka,1212.

Subject: Letter for Transmittal.

Dear Sir,

It is my pleasure to submit the internship report on “Internship Report on icddr,b Library”. During the three months period of internship I got some opportunities to go through some fruitful experience which will enable me to bridge the gap between classroom learning and real life situation.

I tried my level best to put my best effort for the preparation of this report. Any shortcomings or flows may arise. It will be my pleasure to answer any clarification and suggestion regarding this report.

Thanking You,

.....

Md.Shajedul Islam

ID: 2018-3-44-007

Department of Information Studies and Library Management

East West University