

Library Visit Report proforma and Instructions to students

The BLISc Program (2nd Semester) has a course on “**Library Visit Report**” where the students has to visit a library in their vicinity and submit a report on the same.

Instructions for Library Visit report 2020-21.

1. The Library visit report has 60 Marks.
2. Write the report in your medium of instruction selected at the time enrolment.
3. Use the A4 size papers to write the report preferably on one side.
4. If possible paste the photographs in the report at appropriate place of the library you have visited.
5. The students are required to submit a detailed report of 20-25 pages.
6. The students have to submit their Library visit report in their respective study centres.

Report should contain the following information

(Report should be 20- 25 pages)

Name

ID No.

Name of the Institution Visited:

Date of Visit

1. Write few points about the Library Building

Working Hours;

2. Describe the Different Sections in the Library

3. Discuss the Collection of Books and Periodicals (both print and electronic) in the Library

4. Describe the Classification & Cataloguing system followed

5. Write your observations on Automation of Library. What Software used;

6. Discuss the services provided by the Library.

7. Library Security Systems – RFID; CCTV etc.

8. Computer work stations, Equipment and Facilities Available

9. Shelf arrangement; circulation etc.

10. Distinctive features you have observed in the library

11. Bibliographic details of any 5 Reference Sources consulted in the Library