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पुस्तकालय एवं प्रलेखन विज्ञान
LIBRARY & DOCUMENTATION DIVISION

Prof. Jaideep Sharma
University Librarian

Lib/LS-1(A)/17/19
March 26th, 2018

TO WHOM IT MAY CONCERN

This is to certify **Mr. Manwar Ali** S/o **Mohd. Ramzan** has undertaken Internship as **Junior Library Intern** at the Library & Documentation Division from August 31st, 2017 to February 28th, 2018.

He was involved in acquisition work like ordering of books, accessioning work, passing the bills for payment and entered the data in Libsys, organization of books. He also worked in technical processing of books by assigning classification number using 23rd edition of DDC, cataloguing of books according to AACR-II, providing the Subject Headings using 31st edition of Library of Congress Subject Headings, assigning book number using C.A. Cutter's 3-Figure Author Tables, stock verification work, shelving and rectification of books.

He was also given an exposure to library management software- "Libsys", resource-sharing work through DELNET and e-journals, bar coding applications in libraries and reprographic services.

I wish him all the success in his career.

26.3.18

(Jaideep Sharma)

प्रो. जयदीप शर्मा / Prof. Jaideep Sharma
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