# Richa Prajapati

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## SUMMARY

UGC-NET Qualified Library & Information Science Professional with practical experience in academic library operations, library automation, technical processing, digital library services, and research support. Skilled in cataloguing, classification, metadata management, information retrieval, scholarly communication, and user engagement. Proficient in KOHA ILMS, DSpace, Scopus, Web of Science, and Turnitin. Committed to delivering usercentered information services and supporting teaching, learning, and research excellence in academic and research environments..

## *EDUCATION QUALIFICATIONS*

| Class / Degree | Board / University | Percentage / CGPA | Year |
|---|---|---|---|
| Bachelor of Science | Bundelkhand University, Jhansi | 64.59% | 2021 |
| Bachelor of Library and Information Science | Dr. Harisingh Gour Vishwavidyalaya, Sagar | 67.64% | 2022 |
| Master of Library and Information Science | Dr. Harisingh Gour Vishwavidyalaya, Sagar | 70.50% | 2023 |
| Post Graduate Diploma in Computer Application | MCU, Bhopal | 68.50% | 2024 |

## LIBRARY AUTOMATION SOFTWARE SKILL

| | | |
|---|---|---|
| Library Management Software | : | Koha |
| Institution Repository Software | : | D-Space |
| Research & Discovery Tools | : | Scopus; Web of Science |
| Plagiarism Detection Software | : | Turnitin |

## COMPUTER SKILL

MS Word, MS Excel, MS PowerPoint

## PROFESSIONAL SKILLS

Accessing, Classification, Cataloguing, Solve Reference Queries

## CERTIFICATIONS

- Qualified **UGC NET** Exam.
- Workshop on KOHA Integrated Library Management System (ILMS)

- Training Programme on Project MUSE and SIAM Databases
- Training Programme on Turnitin and Research Integrity
- ORCID Workshop on Open Access Publishing and Research Visibility
- Enhancing English Communication with LANQUILL: An AI-Powered Learning Experience

## EXPERIENCE

**Library Trainee** **May 2024 – May 2025**

**The LNM Institute of Information Technology (LNMIIT), Jaipur**

• Executed acquisition, accessioning, and technical processing activities for print and electronic information resources.

• Catalogued and classified library materials using AACR-II, MARC21, and Dewey Decimal Classification (DDC) standards.

• Managed circulation operations through KOHA Integrated Library Management System (ILMS).

• Delivered reference and information services to students, faculty members, and researchers through advanced literature searching and database navigation.

• Facilitated access to electronic resources, scholarly databases, and digital collections to support academic and research activities.

• Assisted in Interlibrary Loan (ILL) and document delivery services.

• Supported research and scholarly communication initiatives through citation assistance, plagiarism awareness, and academic resource discovery.

• Contributed to digital library and institutional repository activities using DSpace.

• Promoted information literacy by guiding users in the effective utilization of library resources and digital information tools.

• Collaborated with library professionals to maintain operational efficiency and user-focused services.

## CAREER OBJECTIVE

To contribute to academic and research library excellence by leveraging my expertise in library automation, information organization, digital library services, and research support while continuously advancing professional growth in Library & Information Science.

## PERSONAL DETAILS

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| Address | : | Lalitpur, Uttar Pradesh, India |
| Date of Birth | : | 04/07/2001 |
| Language | : | Hindi, English |
| Marital Status | : | Single |
| Nationality | : | Indian |
| Religion | : | Hindu |

## REFERENCES

| Name | Designation | Organization | Email | Mobile no. |
|---|---|---|---|---|
| Dr. J K Mishra | Professor | Dr. Harisingh Gour Vishwavidyalaya, Sagar | jkmishra@dhsgsu.edu.in | 9406520500 |
| Mr. Giridhar M Kunkur | Librarian | LNMIIT, Jaipur | girishkunkur@hotmail.com | 7737376070 |
| Dr. Neelam Thapa | Assistant Professor | Dr. Harisingh Gour Vishwavidyalaya, Sagar | Thapaneelam05@yahoo.com | 9827156624 |