

Chapter 1

Introduction

An internship is an initial training in the relevant discipline conducted by any organization where students can apply their theoretical knowledge in the work environment through the attachment and guidance of the present employees. Internships are an opportunity for interns to (i) integrate and apply theoretical knowledge, (ii) find out if further skills are required, (iii) gather knowledge about the real work environment and (iv) get familiar with the type of work settings where Such skills can be applied.

Nowadays, various educational institutes from Bangladesh are introducing internship programs in their curriculum. Institute of Information Science, Noakhali University of Science and Technology is not far from this trend. They are committed to producing world-class human resources from Bangladesh. Due to this, every year the students of the Information Science and Library Management department participate in the internship program where they visit different places in order to understand how information or archival industry operates.

Objectives of Internship

The followings are objectives of the internship program in Library and Documentation center:

- To learn and enhance practical skills.
- To apply classroom knowledge to actual work situations.
- To understand how a specific industry operates.
- To build connections with professionals.
- To explore different aspects of a field.
- To observe the particular difficulties presented by the setting of a research library · To

encourage students to consider careers in libraries and to develop a critical knowledge of librarianship professionalism. To provoke career awareness amongst students. · To gain relevant work experience for your resume.

- To challenge yourself and grow personally.
- To receive input for improvement.
- To assess compatibility with the company's culture.
- To use the internship as a pathway to potential job opportunities.

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Scope of the Study:

The experience and observations of the candidate acquired during 18 working days in various departments of the BANSDOC Building from September 1 to September 27, 2023 for partial fulfillment of Internship in Information Science and Library Management-2023 constitute this study. There are five working days in a week with Friday and Saturday closed. The internship basically covers the six sections of the BANSDOC:

- Library section
- Documentation section
- Reprography section
- Bibliographic/S & T section
- Administrative section
- Accounts section

We also earn practical knowledge of stock verification from BANSDOC library.

Methodology:

A study can be done successfully by following proper methods and procedures. Thus, the selection and implementation of the chosen method lead to a study to achieve its ultimate goal. Previous similar studies as well as experts in the area should be consulted while selecting the method. This internship is based on the methodology mentioned below:

- **Study Design:** The present study can be conceptualized as follows:

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- **Sampling:** I collected representative samples of documents, manual and computerized screens and reports, completed forms, flowcharts, and other system documentation that describe the functioning of BANSDOC's systems and services.

- **Observation:** I have applied the observation method because this method is very important along with reliable data. Through this method, I get the necessary information by directly observing the library staff performing the activities in their workplace.

- **Direct participation:** Direct participation in any work is very important to know and understand the actual work process. I collected data directly by working in various departments and physically working with library staff.

- **Personal communication:** I have collected information through personal communication and correspondence with the library officials and by visiting various departments. It is an active method of data collection as this technique helps me to connect very closely with the respondents and elicit real information from them.

- **Personal Interview:** Personal interview is generally recognized as the most important and most widely used data-finding technique. In order to clarify my understanding of the main operations of BANSDOC I have collected information from concerned personnel through face to-face contact.

Chapter 2

Overview of BANSDOC

2.1 About BANSDOC:

Bangladesh National Scientific & Technical Documentation Center (BANSDOC) is the national apex body in the field of scientific and technological library, information and documentation services in Bangladesh. It has already passed 51 glorious years for the benefit of scientific and technological research and experimental development and upholds the socio economic development of Bangladesh. According to the mandatory role and responsibility BANSDOC is dealing with library, information and documentation services, products and systems in the field of science and technology and information and communication technology.

2.2 Background of BANSDOC:

Recognizing the potential role that scientific and technological information plays in the socio economic development of a country, the Pakistan National Scientific and Technical Documentation Center (PANSDOC) was established in 1957 with the technical assistance of UNESCO. PANDOC was placed under the administrative control of the Pakistan Council of Scientific and Industrial Research (PCSIR).

The Regional Office of PANDOC was established in 1963 at the Eastern Regional Laboratory of PCSIR in Dhaka. This regional office of PANDOC was assigned with the following information services to render:

- ☐ Collection and distribution of documents
- ☐ Compendium and Bibliography
- ☐ Reproduction of documents and
- ☐ Translation Services

In 1971, Pakistan National Scientific and Technical Documentation Center (PANSDOC) became Bangladesh National Scientific and Technical Documentation Center (BANSDOC)

functioning as a unit of the Bangladesh Council of Scientific and Industrial Research (BCSIR), Dhaka.

In 1986, the 'National Science Library (NSL)' was a project of the Department of Science and Technology, Ministry of Education, Government of Bangladesh which later merged with BANSDOC.

Bangladesh National Scientific and Technical Documentation Center (BANSDOC) offers a month-long internship program for undergraduate students in Information Science and Library Management.

2.3 Aims and Objectives:

- To build a science-oriented society and science-based nation through dissemination of scientific and technological information provided by BANSDOC.
- Providing the right information to the right person at the right time.
- Rapid dissemination of scientific information and documentation to scientists and researchers.
- Creating a digital data bank that can be accessed remotely.
- To develop a link with researchers at home and abroad.

2.4 Mission:

- To convert the existing traditional science library of BANSDOC into a digital library with the ultimate goal of establishing it as a virtual library.
- Initiating BANSDOC to provide training support to other libraries in the country.
- To organize seminars/workshops from time to time for modernization, expansion and further promotion of BANSDOC activities.
- To arrange up-to-date training, especially overseas training for the personnel of

BANSDOC.

➤To initiate inter-library collaboration and resource sharing at the national level. ➤

Introduction of library bar-coding system to ensure proper utilization of library reading materials.

➤To arrange visits to BANSDOC and to focus its overall activities, to provide information services of BANSDOC to students of concerned schools, colleges and universities in the field of science and information and communication technology.

➤To enable the Center to provide relevant scientific, technical and industrial information to policy-makers and decision-makers for expeditious formulation/revision of the most appropriate science and technology policy for the country within the next 20 years and ➤9.

To establish a children's library at BANSDOC.

2.5 Functions:

❖To provide bibliographic service.

❖To collect and disseminate the related duplicate copy of publication.

❖To establish scientific contact with scientists and researchers.

❖To impart translation service.

❖To execute photo-reprographic service.

❖To provide computer and internet service.

❖To deal cooperation with SAARC Documentation services.

❖To provide Photostat service.

❖To provide publication service.

- ❖ To arrange exhibition, conference, seminar, workshop & training and to award the scholar students for assisting human resource development and to take action for reducing the poverty.
- ❖ To supply web-based research information.
- ❖ To cooperate research and activities among the scientists and professionals and excellence of patronization.
- ❖ To provide digital library service.
- ❖ To exchange information at national and international level.
- ❖ To arrange internship for library and information management.
- ❖ To arrange and attend of book exhibition or book fair at national level.
- ❖ To drive scientific and technological research and development to provide consultancy service in the same field of interest.
- ❖ To accomplish a deed of contract with any other foreign organization, prior permission of the Govt. to achieve the aims of BANSDOC.
- ❖ To execute other activities assigned by the Govt.

2.6 Databases:

BANSDOC provides its online services through 10 databases, includes

1. Directory of Scientists and Technologists of Bangladesh living home and abroad.
2. Current Science & Technology Research Projects of Bangladesh
3. National Union Catalogue
4. National Science & Technology Abstracts
5. BANSDOC Book
6. BANSDOC Thesis
7. BANSDOC E-book
8. Innovations of Young Scientists & Science Club
9. Scientific & Industrial innovation
10. News Paper Clipping

2.7 Important Publications of BANSDOC:

- Directory of Scientists and Technologists of Bangladesh;
- Directory of Scientists and Technologists of Bangladesh Living Abroad;
- Directory of Bangladesh R&D Organizations and their Current Scientific and Technological Research Projects;
- Current Scientific and Technological Research Projects of Bangladesh;
- Bangladesh Science and Technology Abstracts;
- National Union Catalogue of Scientific and Technological Periodicals in Bangladesh;
- Survey Report on Research and Development (R&D) Activities in Bangladesh.
- BANSDOC Annual Report.

2.8 Cooperation Programs:

BANSDOC maintains close working relationships with the following comparable national and international organisations:

- ★ Bangladesh Agriculture Information Centre (BARC);
- ★ Bangladesh National Health Library and Documentation Center (NHLDC);
- ★ Bangladesh Institute of Development Studies (BIDS);
- ★ Bangladesh Atomic Energy Commission (BAEC);
- ★ Dhaka University Library (DUL);
- ★ National Institute of Science Communication and Information Resources (NISCAIR);

- ★ Pakistan Scientific and Technological Information Centre (PASTIC);
- ★ Institute of Scientific and Technical Information of China (ISTIC); ★
- International Federation of Library Associations (IFLA);
- ★ British Library and Document Supply Centre (BLDSC);
- ★ National Centre for Science Information System (NACSIS);
- ★ National Library of Australia (NLA);
- ★ Academy of Sciences (RAS);
- ★ SAARC Documentation Centre (SDC), India;
- ★ Federation of International Information and Documentation (FID), the Netherlands;
- ★ European Patent Office (EPO);
- ★ European Commission (EC), Belgium and
- ★ UNESCO, France.

Chapter 3:

Different section of BANSDOC

3.1 Library Section:

Library remains open from 9.00 A.M. to 4.00 P.M every Sunday to Thursday except Friday and Saturday & other Govt. holidays. A Photostat machine is installed at the disposal of BANSDOC library to facilitate quick dissemination of information to its users. Two study carrels have been installed with proper decoration & facilities for veteran academicians and scientist to carry out study comfortably for their research and development program activities.

3.2 Acquisition process

Books, journals, periodicals, serials and other reading materials are collected every year by a National Advisory Committee approved by the Government and in accordance with the instructions and directions given by the Committee.

It may be mentioned that BANSDOC Library acts as an agency to supplement the resources of all Libraries, Information, and Documentation Centers through its own selective acquisition system in the S&T and ICT field and acts as a referral center for current maximum use. Reading materials in the country. Thus it widens the base of its activities as a National Library of Science and Technology in the country.

The library is organized into three sections:

Book section

At present Bansdoc Library has about 22000 books. Besides, various research theses, reports, proceedings, bulletin newsletters, etc. are stored. New books are also being added to the library stock. During our internship, we catalog books as per AACR2 format. We have assigned the

classification number of books after the addition of DDC 23. We also learned how to assign access numbers and how to use access registers.

Journal section

The library has about 17000 issues of domestic and foreign journals with about 450 titles. Besides, various research theses, reports, proceedings, bulletin newsletters etc. are stored. 8 daily newspapers are regularly collected in Bansdoc Library for the better knowledge of the users.

Reference Section

There are many reference books like dictionaries, encyclopedia, handbooks, world yearbooks, gunnies world record etc. in the BANSDOC library.

3.3 Library Services

Presently BANSDOC library renders the following services to the user:

- Bibliographical information of books online;
- National Union catalog online;
- E-book preparation training;
- Internship programs;
- Latest information services;
- Selected information distribution services;
- Reference service;
- Online e-book services;
- Cyber Corner;
- Internet services;
- Photocopying services;
- Daily newspaper

3.4 Administration Section:

Administration section is called as the heart of an organization. In BANSDOC we learned administrative work in administration section. Here we learned about

- File Management
- File Presenting with Letter sending & receiving
- Vacation & Pension

File Management:

On file management, Md. Mukhlasur Rahman Sarker sir and Md. Azam Khan attended two brief classes. They taught us in their speech how to keep files and letters organised in any kind of organisation.

File Presenting with Letter sending & receiving

We learned about File Presenting & also letter sending & receiving. We showed the total process of File Presenting & processing with letter Presenting & processing in any Institution & Ministry.

3.5 Documentation section:

Access to information holds a very important key to the socio-economic development of a country. The explosion of this information around the world in the last few years is astounding. Libraries serve the needs of various branches of knowledge as repositories of human knowledge and information. This is why libraries, information and documentation centers disseminate information and knowledge in a variety of services.

BANSDOC has been providing duplicating services of documents from domestic and foreign sources alike since its inception. First, it does so from its own library collection. In addition, BANSDOC utilizes the resources of several Science and ICT Libraries, Information and Documentation Center (NHLDC), Bangladesh Institute of Development Studies (BIDS), Bangladesh Atomic Energy Commission (BAEC) and Dhaka University Science Library and BUET Library.

BANSDOC since its inception has been providing document copy distribution services by collecting from domestic and foreign sources alike. First, it does so from its own library collection. Also, BANSDOC utilizes the resources of several science and ICT libraries, information and documentation centers in the country from the National Catalog of Scientific and Technological.

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Published by Periodical Holdings (STPH) BANSDOC. Serving only 10% of BANSDOC's total user needs among the most important libraries, information and documentation centers in the country: BARC's Agricultural Information Center (AIC),

Bangladesh National Health Library and Documentation Center (NHLDC), Bangladesh Institute of Development Studies (BIDS), Bangladesh Atomic Energy Commission (BAEC) and Dhaka University Science Library and BUET Library.

During our internship, we learn how to find requested information. In this section, we have entered many thesis abstracts in digital form. We learnt about how we can search theses on the BANSDOC website. They showed us how we can scan the abstract. They talked about how proofreading edits printed input data. They also talked about Agora Hinary and Insperi, and how we collect data from them.

If the user requests documents, that are not available in the country, BANSDOC collects them from its international data sources. First BANSDOC searched AGORA, HINARI consortium for the requested document. They get information from here. Then the user is notified by phone or email or the document is sent to the user on his e-mail id. BANSDOC has a collaborative program of activities with several renowned international libraries, information and documentation centers of the world and collects documents from them such as the National Library of Australia (NLA), the British Library and Document Supply Center (BLDSC), National Institute of Paying Science Communication and Information Resources (NISCAIR) and the European Patent Office (EPO).

Process of Documentation:

If the document that the user requested is not available in the nation, BANSDOC obtains it using its international information sources.

➤At first BANSDOC searched the requested document in NLA.

➤If the information is not there, then BANSDOC searches AGORA, HINARI and other consortiums for more specific subject-related fields such as agriculture, health, etc.

➤Then they inform the user via phone, email, or by sending the document to the user's email address.

➤The payment to the foreign document supplier is made in the form of UNESCO Dollar Coupons.

BANSDOC charges only 10/- tk per page for the documents. While the expense of document acquisition is high, consumers pay service fees for document delivery at a significantly subsidized rate.

3.6 Consortiums:

The primary method by which BANSDOC provides research papers and articles to its customers is via ordering from corresponding international libraries, information centres, and documentation centers. BANSDOC leverages email capabilities via an internet connection to speed up the procurement process. This makes it easier for consumers to search for documents and allows for faster service delivery. BANSDOC joined a number of well-known consortiums, including-

- BIDS - Bangladesh Institute of Development Studies.
- BAEC - Bangladesh Atomic Energy Commission.
- NHLDC - Information and Documentation Centre.
- ICDDR,B - International Center for Diarrhoeal Diseases Research, Bangladesh.
- BAS - Bangladesh Academy of Sciences
- HINARI - The Health Inter Network Access to Research Initiative.
- AGORA - Access to Global Online Research in Agriculture.
- INASP-PERI - International Network for the Availability of Scientific Publications - Program for the Enhancement of Research Information
- NISCAIR- National Institute of Science Communication and Information Resources. (New Delhi, India.)
- SDC - SAARC Documentation Centre. (New Delhi, India)

3.7 Accounts section:

We have trained under three responsible officers of account section. The tasks in this section were

somewhat theoretical and mostly practical. Complete accounts of the organization are maintained in this section so this branch is very critical and hard to handle. It requires highly skilled, intellectual and experienced employees. Accounts section employees are accountable to the Director General and the Audit Body for all the financial accounts of the organization. In this section

Written Documents Management:

Md. Monir Hossain took the class, where he taught us how to manage finance related documents. It included-

- Preservation of Check, Voucher, Register and Cash.
- Laser Book, STD, and Encashment of High Pay-order.
- Cash Book Management.

Financial Activities of an Organization:

Here we learnt-

- Bill Payment of All Sanction Orders.
- GPF, Payorder, and Guarantee Money Management.

Audit, Salary, and Responsibilities:

This important class was conducted by Md. Sayem Khan, where we learned-

- How Internal and Ministerial Audits are Performed.
- Arrangements for Raising and Resolving Audit Objections.
- How the Salary of an Govt. Employee is Determined.
- Duties and Responsibilities of a Conscientious Accounts Officer.

3.8 Bibliographic Section/ S&T:

We knew during our internship that the scientists are interested to know about the research works which has already been done in their fields of interest before starting their research works. This helps them to avoid duplication of research works and thus saving their costs, energy and time. Bibliographies are also prepared by searching CD and DVD form of databases which are available in this Division. Following international science and Technological information-based databases on CD-ROM are used for these purposes:

- Biological Abstracts
- Physics Abstract
- Current contents

Sheikh Abu Hasan sir is talked about databases bibliographical data entry, CD search, entry data input, uploading downloading, networking and how we linked with other institution website, Web Maintenance, Creating web site and about webhosting. He showed us how to link e-book, searching and printing method. He also showed us how to search current research project from BANSDOC website.

In this section we make bibliographical list of researchers. We also make project entry here.

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Figure-1: Team Aakashveena at S&T Section

3.9 Reprographic Section:

With the help of Md. Moniruzzaman, Md. Aslam Ali Khandkar and Md. Alauddin, the Reprography Department on various working days in the 'Akashveena' group learned about the modern reprography services of BANSDOC and its requirements.

Basically, Md. Moniruzzaman gave ideas about innovation needs and methods, and distribution of office work, and Mohammad Aslam Ali Khandaker gave ideas about information marketing needs and methods and powerpoint presentation. We got basic practical training in reprography department with the help of Md Alauddin. We have mainly done the following work in reprography department-

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Spiral Binding:

BANSDOC had a manual comb binding machine for spiral binding. With this machine, the paper is first lined up in a file and then inserted into the machine and pressed by the handle, holes are made in the paper to insert the spiral spring. Then by inserting the spiral spring along the groove of the comb-like part of the machine, the perforated papers also fit along the groove and press the handle, then the spiral binding of the document is ready.



Figure-2: Member from Team Aakashveena Trying Binding Documents

Laminating:

Laminating is a very simple process. First, press the switch and turn on the lamination machine

and wait for some time for the machine to heat up. During this time, the laminating paper should be cut according to the size of the document to be laminated and the document should be inserted inside the laminating paper. When the machine is heated enough, when the laminating paper with the document is inserted through the input end of the machine, the semi-transparent laminating paper will become crystal clear from the heat and exit through the output end, then the document inside the paper can be clearly seen.

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Digital Photocopy:

This is also a very simple process. First, turn on the photocopy machine and scan the document with the scanner part. By indicating the number of photocopies through the machine's display, the machine will automatically pull in the blank paper and accurately print the scanned document through the ink.



Figure-3: Team Aakashveena Learning Process of Photocopy

Chapter 4: Site Visits and presentation

As a part of BANSDOC's internship every year they take the students on various important site visits where students can learn new things. Following this, two site visits were decided for the students of internship batch 53, 54 and 55. The two places are National Science and Technology Museum and Bangabandhu Sheikh Mujibur Rahman Novo theater. The date of visit was 25 September 2023, Monday. It was the 156h working day of our internship.

4.1 National Science and Technology Museum:

Our first visit took place at the National Science and Technology Museum. In the morning a bus from the museum was sent to BANSDOC which carried us to the museum. We were greatly welcomed there by the authorities. Then, a short seminar was held where a rapid quiz was arranged. Three of my fellow Abu Rayhan Riyad, Mahmudul Haque Rifat and Ridoy Kazi Sojib was awarded for their amazing performance during the quiz. After that we are given time to visit the museum independently.



Figure-4: Entrance of National Science and Technology Musium

4.1.1 Industrial Technology Gallery:

This gallery houses industrial machineries used in old eras which revolutionized their respective industries. Below is a short list of what we found there

- a. Lino Compose Machine

- b. Radar Antenna and Radar Display
- c. Old Typing Machine
- d. Electronic Microscope
- e. Engine of 'Balaka' Aeroplane (Jet Engine)
- f. Spark Ignition Engine, Gramophone, and many more.

Figure-5: Jet Engine





Figure-6: Inner Part of Jet Engine

4.1.2 Information Technology Gallery:

This section included various technological landmarks including

- a. Apple Computer
- b. Apple Macintosh
- c. IBM 1620 (CPU), First Computer of Bangladesh.
- d. IBM 1401
- e. Honeywell DPS-6
- f. IBM 370, including (IBM 3340, IBM 3410, IBM 3505, IBM 3540)
- g. IBM 4331, including (IBM 3278, IBM 3370)



Figure-7 & 8: Apple Computer and IBM-3262 650 Lpm

4.1.3 Space Science Gallery:

It is one of the most interesting section of the museum which included space related materials such as

- a. Aerolite
- b. Spacesuit
- c. Model of Astroculture
- d. Magic Kettle
- e. Refracting and Reflecting Telescope Model
- f. Blackhole Model
- g. VR Simulation Game, etc.

4.1.4 Biology Gallery

We visit the Biology Gallery, where various animal remains have been preserved. The most interesting was the 40 feet long Fin whale skeleton. We also saw

- a. Bacteriologist Cell Structure
- b. Ameba Model (Binary Fission)
- c. Human Brain and Heart Model
- d. Human Scheleton
- e. Cell Division and Nucleic Acids (DNA, RNA) Model
- f. Fossils, and many more.



Figure-9: 40 Feet Fin Whale Skeleton

4.1.5 Physics Gallery:

Physics gallery offers a range of tools that rely on the laws of physics. Those were fun and educational as well. Some of the remarkable instances of the gallery were

- a. Cinemascope
- b. Newton's Color Disk

4.1.6 Fun Science Gallery-1:

Fun science gallery are made to entertain visitors with fun activities using science. It also shows how scientific laws can be used in our daily life. There are two fun science gallery in the museum. The first one includes

- a. Illusion Room
- b. Balance Testing
- c. Tuning Tubes,
- d. Polared Animation
- e. Seebeck Siren
- f. Magnetic Field, and many more.

This is a short description of our visit to the National Science and Technology Museum. After that, in the afternoon, we went to the Bangabandhu Sheikh Mujibur Rahman Novo theater.

4.2 Bangabandhu Sheikh Mujibur Rahman Novotheater:

Novotheater is a specialized film theater that provides a different experience to the viewers. It's rounded display provides a new experience, which was very interesting. Overall, it was a different experience for me.

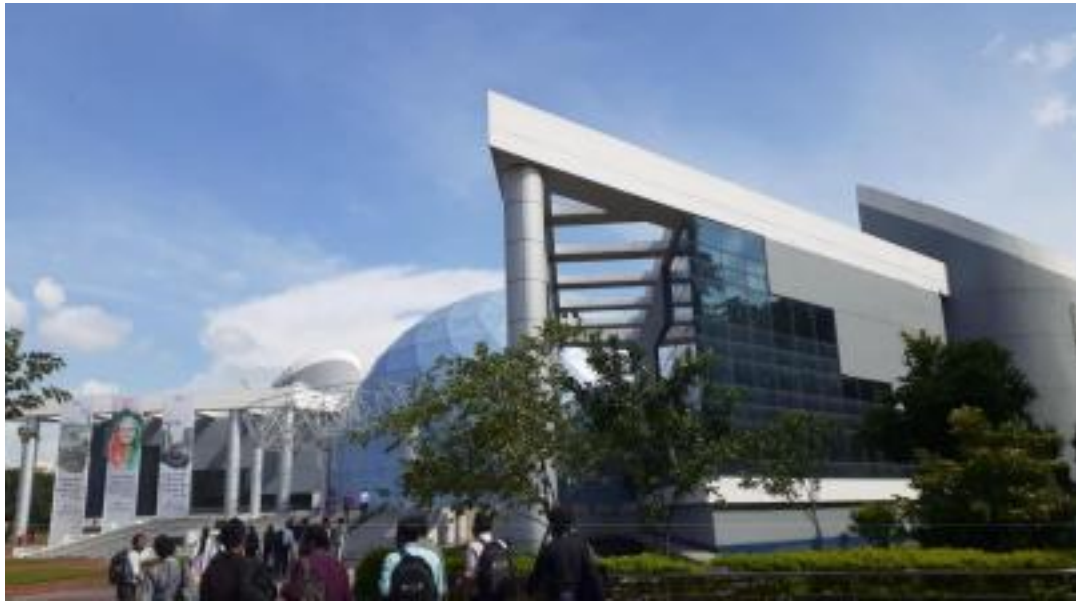


Figure-10: Outer Portion of Bangabandhu Sheikh Mujibur Rahman Novotheater

4.2.1 Planetarium Show:

It includes two different shows. These are

1. A 30Min Long Documentary Film on the Historical Life of Bangabandhu Sheikh Mujibur Rahman and His Regorious Role in the Independence of Bangalis.
2. Astrological Show, that includes
 - a. Journey to the Stars
 - b. Dawn to the Space Age
 - c. Symphony of the Starry Sky
 - d. The Sun, Our Living Star
 - e. Two Small Pieces of Glass: The Amazing Telescope

4.2.2 Movie Theater (5-D):

It was a special movie theater. We were provided a piece of special glass while entering the theater room. There were specialized seats as well. The show was 5-8 minute long that included Bubble, Air, Water, Chair Movement, Smock, Leg Tickler, etc to create a great experience.



Figure-11: Bangabandhu Corner (Novotheater)

4.3 Bangladesh Bureau of Educational Information and Statistics:

We visited BANBEIS on the 26th as part of our internship. We got there at 1:00 PM. They greeted us and led us to the BANBEIS library. The Director General of BANBEIS gave a brief presentation regarding the organization. There, we might find out about BANBEIS. Following the seminar, we divided into six groups and, with the assistance of Sir Dr. Md. Mizanur Rahman, Librarian, BANBEIS, we visited various areas of the library as well as the entire institute. With lunch, our journey comes to a conclusion.

Chapter 5:

Drawback, Suggestions and Conclusion

5.1 Limitations:

We faced several constraints while interning at BANSDOC. Some of these are given below:

Insufficient time: The entire internship program is completed within 18 working days. This is insufficient time for any internship.

No residential facility: The major problem of BANSDOC is that there is no permanent residential facility for students like us from outside Dhaka.

Lack of computer lab: There is no computer lab in BANSDOC, so it was a problem to conduct computer and technology related classes.

Another problem with this internship was:

- Lack of skilled manpower
- Lack of technical equipment
- Lack of software packages

5.2 Recommendation:

Despite all limitations, BANSDOC is trying its best to serve its users by maintaining minimum standards. BANSDOC has already taken some important steps like introducing new library automation software. This has already been mentioned in the previous chapter.

Here are some recommendations that seek the kind consideration of BANSDOC authorities which the author feels may be helpful for the better future of BANSDOC.

- ☐ A computer lab should be set up immediately.
- ☐ BANSDOC should contribute to the development of national consortia for science and

technology literature.

- ☐ Address manpower shortages.

- ☐ Promote its services through advertisements, social media, prospectuses, websites, calendars, public relations, etc.

- ☐ Tie up with various academic libraries/institutions and collect their institutional collections

- ☐ Convince the government. To realize its importance and help allocate more funds. ☐ A

canteen should be established.

- ☐ Organize seminars, symposiums, trainings, and branding of BANSDOC to enhance the quality of staff.

- ☐ A dormitory should be set up immediately for those doing internships and coming from outside Dhaka.