

MAKERERE



UNIVERSITY

COLLEGE OF COMPUTING AND INFORMATION SCIENCE (CoCIS)

EAST AFRICAN SCHOOL OF LIBRARY AND INFORMATION SCIENCE

A REPORT ON

FIELD ATTACHMENT / INTERNSHIP AT

Busitema University Main Campus

Field Attachment Period (4th January to 14th February)

BY

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18/U/41277

Field Attachment Report submitted to the College of Computing and Information Sciences in Partial Fulfillment of the requirements for the Degree of Library and Information Science of Makerere University – Kampala, Uganda.

Names: **NAKIBUKA ESTER** Signatures of Students

Name and Sign of University

Supervisor.....

(Date)

Name and Sign of field

Supervisor.....

(Stamp &Date)

DECLARATION

I NAKIBUKA ESTER hereby declare that this report was written and submitted by me, the report above has not been submitted previously for any academic award or for any other purposes in any organization, or institution of higher learning for any qualification in Bachelor of Library and information science and it is my own work in design and execution and all material contained has been duly acknowledged.

Signature.....

Date.....

NAKIBUKA ESTER

18/U/41277

LIST OF ABBREVIATIONS

ICT:	Information and communication technology
SOPs:	Standard operating procedures
CIP:	Catalogue in publication
EASLIS:	East African school of library and information science

ACKNOWLEDGEMENT

I first and foremost thank God for giving me the life and the strength to finish this remarkable and amazing journey. I will remain grateful to the following; without whom completing this journey would not have been possible

My field supervisor Prof Constant Okello Obura, for his tireless guidance and support.

Busitema University Librarian Dr. Fredrick Kiwuwa Lugya for giving me an opportunity to carry out my internship in the Library and providing a truly exploring and mind opening experience for critical learning that has not only furthered by education in Library science but has also expanded my capacity in critical thinking. In the same way I would also want to thank the entire staff of Busitema University Library which among are, Mr. Simati Sam who was my Immediate supervisor for the guidance and grate work he did to see that i master everything, Madam Nagayi Eva, Ms. Namukoose Aidah among others for the good teamwork and hospitality.

Special thanks go to my fellow internes MR. Ssemirembe Koyada, MR. Opio Emwos Emmanuel, MR.Ssemwogerere Abubakari, Ms Nandera Sharon, Ms. Nahwera Rita, and Ms. Mukoose Roger, thank you so much for the love, prayers, support, the team work exhibited and for always making the whole internship experience fun and memorable, may God reward you abundantly.

Last but not least, Am so much thankful to my dear mother Ms. Nyafwono Rose for her valuable prayers and continuous moral support throughout the entire internship period

EXECUTIVE SUMMARY

The purpose of this report is to explain what I did in my Six weeks of internship period from 4th January to 14th February at Busitema University Library in different sections such as **Reserve section, Reference and Circulation section, Archival section, Technical section and E-Learning section**

This report covers among other things, the background and objectives of field attachment of the organization, duties, and responsibilities accomplished by the intern student, new knowledge and skills gained, challenges faced and how I was able to manage them, conclusions and recommendation.

LIST OF TABLES

Table 1: working hours of Busitema Library	4
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Contents

DECLARATION	i
LIST OF ABBREVIATIONS	ii
ACKNOWLEDGEMENT	iii
EXECUTIVE SUMMARY	iv
LIST OF TABLES	v
CHAPTER ONE: INTRODUCTION	1
1.1 Introduction	1
1.2 Background of the field attachment	1
1.3 Objective of the Field Attachment	1
1.4 Background of the Organization of Field Attachment	2
1.4.1 Vision.....	5
1.4.2 Mission.....	5
1.4.3 Goal.....	5
1.4.4 Objective	6
1.5 Organizational Culture	6
1.5.1 Main activities of the organization.....	8
1.5.2 Operational structure of the Library Department.....	8
CHAPTER TWO: STUDENT’S EXPERIENCE	9
2.1 Title or position occupied in an organization	9
2.2 Duties and responsibilities tabulate as delegated	9
2.3. Work team and its composition	12
2.4. Supervision levels and relationship with supervisor	12
2.5. Training and skills acquired.	12
Communication skills	13
2.6 Working relationship among team members/other staff	14
2.7. Reporting.	14
CHAPTER THREE: EVALUATION OF THE FIELD ATTACHMENT	15
3.1 Level of accomplishment of duties and responsibilities assigned.	15
3.2 New knowledge and skills gained in each of the duties and responsibilities	15
3.3 Most interesting experiences.	15

3.4 Relatedness of University’s taught program to the field of work.....	16
3.5 Challenges faced and how managed.....	16
3.5.1 Work related and organizational challenges	16
3.5.2. Challenges from an individual perspective	17
3.6 Benefits derived from Field Attachment.....	17
CHAPTER FOUR.....	19
4.0 Introduction.....	19
4.1. Conclusion.	19
4.2. Recommendations.....	19
4.2.1. To the Host University;.....	19
4.2.2. Makerere University;	19
4.2.3. To Other students;.....	20
REFERENCES	21
.....	22
APPENDIX I	22
APPENDIX II.....	23
APPENDIX III.....	28