

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.

Field Attachment Period (4th January – 12th February 2021)

BY
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18/U/273

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.

Name: **SSEMIREMBE KOYADA** Signature of Student:

University Supervisor:

Signature:

(Date)

Name and Sign of field Supervisor.....

(Stamp & Date)

DECLARATION

I Ssemirembe Koyada 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, it is my own work in design and execution and all material contained has been duly acknowledged.

Signature.....

Date.....

SSEMIREMBE KOYADA

18/U/273

ACKNOWLEDGEMENT

First and foremost, I thank the almighty God for the gift of life and his shower of blessings throughout this internship period

I would also like to express my heartfelt thanks to Busitema university for giving me such a tremendous opportunity to conduct my internship in this institution

I also express my sincere thanks to the University librarian of Busitema university Dr. Kiwuwa Fredrick Lugya and the entire library staff of Busitema University for their professional guidance, motivation and inspirational support throughout my internship. It has been a great privilege and honor to work under your guidance

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Am extremely grateful to my parents and my entire family for the love, care and prayers throughout my internship. I so much thank my father Mr. Ssemusu Fredrick for his love, care, prayers and continuing financial support to complete my internship successfully. Am very much thankful to my sister Ms. Nassuna Susan for her valuable prayers, moral and financial support throughout my internship

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EXECUTIVE SUMMARY

The purpose of this report is to explain what I did in my six weeks' internship period from 4th January 2021 to 12th February 2021 at Busitema University Library in different sections such as, **Reference and Circulation section, Archival section, Digitization, Automation and Electronic Resource 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 managing them, conclusions and recommendation.

Table of Contents

DECLARATION.....	i
ACKNOWLEDGEMENT.....	ii
EXECUTIVE SUMMARY	iii
LIST OF ACRONYMS	vi
TABLE OF FIGURES.....	vii
LIST OF TABLES	viii
1.0 CHAPTER ONE: INTRODUCTION	1
1.1 Introduction	1
1.2 Background of the Field Attachment.....	1
1.3 Objectives of the Field Attachment	1
1.4 Background of the organization of field attachment.....	2
1.5. Organizational Culture	4
1.5.1. Core Values.....	4
1.5.2 The main activities of the organization.....	9
2.0 CHAPTER TWO: STUDENT’S EXPERIENCES	10
2.1 Introduction	10
2.2 Title in the Organization.....	10
2.3 Duties and Responsibilities	10
2.4 Work Team and its Composition.....	12
2.5 Supervision Levels and Relationship with Supervisors	12
2.6 Training and Skills Acquired	13
2.7 Working relationship among team members and other staff.....	13
2.8 Reporting.....	13
3.0 CHAPTER THREE: EVALUATION ON FIELD ATTACHMENT.....	14
3.1 Introduction	14
3.2 Level of accomplishment of duties and responsibilities assigned	14
3.3 New knowledge and skills gained in each of the duties and responsibilities	14
3.4 Most Interesting Experiences	15
3.5 Relatedness of University’s taught program to the field work.....	15
3.6 Challenges faced and how the student managed them	15
3.7 Benefits derived from the attachment	16

4.0 CHAPTER FOUR: CONCLUSION AND RECOMMENDATIONS	18
4.1 Introduction	18
4.2 Conclusion.....	18
4.3 Recommendations	19
REFERENCES	20
APPENDIX I: ACCEPTANCE LETTER	21
APPENDIX II: IMAGES	23
APPENDIX III: INTERNSHIP WORKPLAN	28

LIST OF ACRONYMS

BU – Busitema University

MUK – Makerere University Kampala

BUL – Busitema University Library

VC – Vice Chancellor

UL – University Librarian

CAS – Current Awareness Service

SDI – Selective Dissemination of Information

LIS – Library and Information Science

DDC – Dewey Decimal Classification

ISBN – International Standard Book Number

ISSN – International Standard Serial Number

CoCIS – College of computing and Information Science

EASLIS – East African School of Library and Information Science

SOPs – Standard Operating Procedures.

TABLE OF FIGURES

Figure1 1.5: Busitema University Organizational chart

Figure2 1.2.3: Library department structure.

LIST OF TABLES

Table 1. 2.2. 1 Duties and Responsibilities