



Library Management

Duration: 6 Month | 1 Year | 2 Year | 3 Year

Time Period: 3 Hours | 4 Hours | Full Time

Location: Sunrise Education & Consultant & Within Gorakhpur.

Work Index of a Library Management:

1.	Library Registration Management
2.	Membership Record Management
3.	Book Cataloging and Classification
4.	Book Issue and Return Management
5.	Library Database Management
6.	Digital Library Management
7.	Shelf Arrangement and Organization
8.	Inventory and Stock Verification
9.	Library Software Operation
10.	Student and Member Assistance
11.	Reading Room Management
12.	Record Keeping and Documentation
13.	Report Preparation
14.	Library Rules and Compliance
15.	Data Backup and Security
16.	Professional Communication
17.	Library Maintenance and Housekeeping Coordination

Career Opportunities & Benefits After Completing a Library Management Internship

A **Library Management Internship** provides practical experience in library administration, information management, digital cataloging, membership services, and record maintenance. It equips candidates with organizational, communication, and technical skills required to efficiently manage traditional and digital libraries in educational institutions, organizations, and public libraries.

Career Opportunities After Internship

- ✓ Library Assistant
- ✓ Library Executive
- ✓ Library Management Assistant
- ✓ Digital Library Executive
- ✓ Library Information Assistant
- ✓ Documentation Executive
- ✓ Reading Room Coordinator
- ✓ Library Administrator
- ✓ Information Resource Assistant
- ✓ Freelance Library Consultant / Self-Employment