

## Librarian Report on Work Study Programme

### WORK STUDY

Work study students assisted in the college for a period of 3 months in their free time during the college hours. Two students, one male and one female student were selected from 5<sup>th</sup> and 6<sup>th</sup> semester from the college as a work study students. The work study students have to work in the College office, College library, Computer laboratory, Department laboratory and Medical Room.

Eligibility to apply for Work study programme is to have a good attendance record, Good academic performance and good reputation record of the past semester.

#### **Objective of work study**

1. A practice-oriented and hands-on working experience in the real world. To enhance the students learning experience.
2. An opportunity to develop a right work attitude, self confidence and ability to work as a team.
3. An opportunity to develop life-long knowledge and skills.

#### **Works done by the Work Study students in the Library**

1. *Arranging Books according to Call Number.* Books are arranged on the shelves according to their call number, i.e. according to class number and within each class number in alphabetical order according to the author's name.
2. *Spine Label Pasting.* Label each book the same distance from the bottom, about 5 to 10 mm. All labels should be secured with white transparent tape to prevent from discolouring and damage.
3. *Stamping in new books.* All book and document should be stamped with the library stamp in order to identify ownership and to mark the ownership.
4. *New books entries in Accession register.* An accession register is the permanent record of all books which are part of the library. Accession record shows which book was added to the library. The entries are made according to the title, name of author, place of publication, Edition, price call number. Etc.
5. *Registering all the students in NLIST (E-Resources) website.* With the growth in technology E- resources play an important role. Registering all the students to access

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the e-resources from their mobile and PC at anywhere for the requirement of the students needs.

6. *Arranging previous year question paper.*

### **Learning Outcome**

- With the help of the work study programme the students learned how the books are arranged in the shelf according to the class number.
- Labelling each book the same distance from the bottom, about 5 to 10 mm. So that the book look tidy on the shelves and can be more easily shelved and located.
- They also learned the stamping on the books should be in the author page and they can easily identify the ownership of the books.
- They learned how to maintain the library.
- They also learned the value of team work.
- Adopted a good learning attitude.

In review this Work study programme has been an excellent and rewarding experience. The students have been able to get time to learn many functions of library activities and services in section wise. It also helps the students to understanding the services of a library.

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