

Smt. Hiraben Nanavati Institute of Management & Research for Women

Earn and Learn Scheme for Library

There are 10 Students who have worked in Earn and Learn Scheme for Library have tried to learn and work in some of the areas like:

- **Shelving of books:** Here students do shelving of books by placing books in proper racks according to classification of books and racks. This includes books that may be returned on the transaction counter of the library and books that are already on shelves but need proper shelving. This work is generally done subject wise and library staff guides the students to do this at initial stages. Later on students get acquainted with the system and continue accordingly.
- **Shelving of Journals/Magazines:** Here journals/magazines that are returned after transaction from users are again placed in the proper racks allotted to that journal/magazine. Also students place new issues on the shelves allotted to that magazine/journal.
- **Processing of books:** Stamping of books, pasting due date slip on the books, pasting barcodes on books are some of the activities carried out in the processing section of books. Students have tried to complete this work too after proper guidance from library staff.
- **Entry of Project Reports in Excel Sheet:** The project reports entry was done by students.

These are some of the jobs that earn and learn scheme, students do after training them at initial stages of work.

Dr. Mihika Kulkarni
Director

