

## **ANNEXURE II**

### **Duties and responsibilities of JLA**

1. Watch and ward.
2. Maintenance of library premises neat and clean.
3. Arrangement of back volumes of news papers magazines in proper order.
4. Issue of back volumes of newspapers/magazines for reference on demand.
5. A fixing of due date slips, round slips, book pockets etc.,
6. Stamping of books received from the Department.
7. To keep watch over newspapers/periodicals in the reading room and books in the stack room.
8. Providing water facilities.
9. Distribution of reminder slips.
10. To attend tapal duty and other works assigned by the library incharge.