**SMT KALPANA NAIK, MTS JOB DUTIES**.

1. **Stamping:** for one book at 3 places.
2. **Tagging:** affixing tags on main cover book, cassettes and cd’s, paintings, scripts.
3. Removing all photos from album and writing accession no and kala academy library in each photos and putting back the same.
4. **Pocketing:** to affix pockets on last page so that book card may be kept inside.
5. **Due slip:** due slip to be pasted at last page.
6. Office Notes/Outward Files/ Bills, Leaves and other material to be given to respective sections or to the daftari.
7. Returned material like CD's, Cassettes, Fumigated books, Donated books, Scripts and photos etc to keep back the same place.
8. To see that the library materials in the stack stand straight.
9. Xeroxing.
10. Cutting and pasting of Newspapers and Filing the cutting paper in Date wise.
11. Issuing library card forms, taking back filled forms.
12. Switch on/off AC's
13. Any other work assigned by the superiors from time to time.