



Administration of Your School's Shabd Majaa Library *Information sheet*

The Shabda Majaa Library has materials for Shabd Majaa Boards.

This Library will grow as we develop more and more topics for Shabd Majaa Boards.

The materials include small and big flashcards, handmade books and dictionaries, printed and laminated picture cards, hand-made charts and interactive boards.

A good library can include Shabd Majaa materials for all topics and subjects, for all classes in your school. To achieve this, your cooperation is essential.

The Shabd Majaa materials are a useful resource for all teachers in school.

This information sheet is an introduction to how you can manage the library. The requirements listed are based on The Promise Foundation's experience with the Shabd Majaa Library in other schools like yours. We want you and all your colleagues to be comfortable with using the materials.

Requirement 1: Safe storage for all materials

- Keep all the materials in the high quality plastic box given.
- You can group the boxes in any way that you like. You can, for example, make one stack for primary school boxes and one stack for middle school boxes. Or you can make a group with subject topics (maths group, social group, Hindi group, etc.).
- Some Shabd Majaa Boards also have big materials. These are given to you in plastic or paper bags. You can keep these packets standing up or lying flat on a shelf. Lying flat is better than standing up because the material will not curl.

Requirement 2: Materials should be easy to find

- Give each Shabd Majaa Board a number and make sure this number is shown on both the box and any accompanying packet.
- This number will be called the reference number for the Shabd Majaa Library.
- Make a list of all the topics of your Shabd Majaa boards with reference number and paste in an easy to find place.

Requirement 3: Maintain a register

- Keep a register to monitor the movement of your materials. Teachers can borrow and return materials as per their need.

For further details about Shabd Majaa Libraries contact

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