

## Job Specification of Different Categories of Library Staff:

### 1. Librarian:

- i. To plan and organize library service of the University.
- ii. To control, develop and manage the staff cadres of the Library
- iii. To organize library support to instructional, research and publication programmes in coordination with the Faculty.
- iv. To organize and provide instructional programme for freshers in library use.
- v. To develop library collection by selecting books and other materials from various sources.

### 2. Deputy Librarian:

- i. To coordinate and supervise the work of different sections of the library.
- ii. To provide bibliographical and reference service to the teachers and research scholars.
- iii. To conduct instructional programmes for freshers in library use.
- iv. To help in the building of library collection in his/her respective area of specialization.
- v. To help the Librarian in planning of library resources and services.

### 3. Assistant Librarian:

- i. To train persons under his/her charge and supervise their work.
- ii. To assist the Deputy Librarian in conducting use of library programmes for the freshers.
- iii. To assist in collection building by selecting books from various sources in their field of specialization.
- iv. To provide spot reference service to students, research scholars and freshers.

### 4. Information Scientist:

- i. To maintain computers (including hardwares and softwares)
- ii. To train the staff and students in computer using.
- iii. To provide online SDI services to research scholars and teachers.
- iv. To maintain databases.
- v. To market the library and information products and services.
- vi. Other professional work assigned by the Librarian.

### 5. Professional Assistant:

- i. To handle acquisition routines of books and periodicals.
- ii. Classification of books
- iii. Cataloguing of books
- iv. Providing spot reference service
- v. Circulation work
- vi. Stack and its maintenance work.
- vii. Other professional work assigned by the supervising staff

**6. Semi Professional Assistant:**

- i. Preparation of book selection slips/cards/lists
- ii. Duplicate checking
- iii. Accessioning
- iv. Registration (periodicals and news-papers)
- v. Circulation work
- vi. Other technical work assigned by the supervising staff

**7. Library Assistant:**

- i. Duplicate checking
- ii. Accessioning
- iii. Circulation work
- iv. Shelving of books and periodicals
- v. Other work assigned by the supervising staff

**8. Library Attendant:**

- i. Cleaning of furniture, books and shelves
- ii. Sorting of books for shelving
- iii. Shelving of books and periodicals
- iv. Shelf rectification
- v. Labelling and stamping of books
- vi. Dak distribution
- vii. To check the outgoing reading materials and other library assets that they are properly issued at the entrance and exit points
- viii. Preparation of books and periodicals for binding.
- ix. Other work as to be assigned by the supervising staff.

**9. Ministerial Staff of Library:**

**(a) Section Officer:**

- i. To maintain the accounts of library budget.
- ii. To maintain the store & purchase of stationaries and other items.
- iii. To train persons under his/her charge and supervise their work.
- iv. All other work related to finance and accounts.

**(b) Personal Assistant:**

- i. To maintain the Office of the Librarian
- ii. To take dictation from the Librarian and type the letters.
- iii. Correspondence work.

**(c) Upper Divisional Clerk**

- i. Processing of bills for payment
- ii. To make entries in the inward and outward registers
- iii. Collection of overdue charges/fine/library consultation fee etc.

**(d) Lower Divisional Clerk:**

- i. To type purchase orders of books and periodicals.
- ii. All other work related to Post Office and Bank.