

## **ROLES AND RESPONSIBILITIES OF LIBRARY STAFF**

- To work in accordance with the objectives of the University Library.
- To serve students, faculty and other users of the library in getting their required library material and information.
- To work in the building up and organization of various sections of the Library anticipating the use by the students and faculty by adapting latest trends in Library Science and Information Technology.
- To monitor the timings of Library staff.
- To issue the library cards to the students at the time of admissions and conduct orientation for use of Library facilities.
- To issue library resources to the staff and students.
- To update Library database as and when the new books are purchased and assign appropriate accession numbers to the books.
- To monitor discipline in the library premises and maintain the footfall.
- To monitor the usage of computers of the library.
- To carry out stock verification and loss of books periodically and to report to the Higher authorities.
- To budget and submit the reports to the higher authorities.
- To organize collection and acquisition of new library material.
- To write off and weed out the old books, journals, magazines, newspapers after following standard procedures laid by the University.
- To serve the users information about online facilities.
- To respect staff and students while speaking to them and cooperate with the authorities with the dignity of the profession;
- To perform any such duties when allotted by the higher authorities of the University.

### **DUTIES OF ASSISTANT LIBRARIAN**

- To assist Librarian in accordance with the objectives of the University Library.
- To assist Librarian to serve students, faculty and other users of the library in getting their required Library material and information.
- To serve the users information about online facilities.
- To update Library database as and when the new books are purchased and assign appropriate accession numbers to the books.
- To report any discrepancy in the software of e-Granth to the higher authorities.
- To assist the Librarian to issue Library cards to the students at the time of admissions.
- To submit the quarterly report as regards the work done to the Librarian.
- To assist Librarian to issue library resources to the staff and students.
- To monitor the routine administrative matters of the Library in absence of the Librarian.
- To assist the Librarian in overall functioning of the Library.
- To respect staff and students while speaking to them and cooperate with the authorities with the dignity of the profession;
- To perform any such duties when allotted by the higher authorities.

### **DUTIES OF LIBRARY RESTORER / ATTENDANT**

- To open/ close the library and make available the library facilities to students and staff as per the timing.
- To regularly carry out dusting of library material, furniture, fixtures, and computers in the library.
- To help in the shelving and shelf rectification work of the Library material.
- To assist the Librarian in maintaining the discipline in the library premises.
- To help the Librarian and Asstt. Librarian during stocktaking.
- To carry messages, papers, registers, files, notices, library materials, etc., from one place to another inside library or outside as the case may be.
- To do the work of affixing and stamping on library material.
- To carry out filing.
- To find old files, records as and when required.
- To distribute letters and obtain signatures.
- To help the users of the Library in getting the required reading material.
- To monitor the routine matters of the Library in absence of the Librarian and Asstt. Librarian.
- To respect staff and students while speaking to them and cooperate with the authorities with the dignity of the profession;
- To perform any such duties when allotted by the higher authorities.