Job Description for Librarian

1. To select, purchase, organize, catalog and classify library resources as per the contemporary library systems.
2. To be an expert in operating computer related software to establish and maintain a digital library.
3. To develop and manage a convenient, and accessible library with cost-effective information services.
4. To liaise with departments/ schools for acquiring the right books, periodicals, and journals.
5. To coordinate with departments/schools for the purchase of e-books and e-journals.
6. To manage the allocated budget and resources.
7. To develop IT facilities and establish a digital library.
8. To support researchers in the University with adequate journals.
9. To manage the library staff including new recruitment, training, and supervision of staff in the library.
10. To promote the library resources to users.
11. To establish and implement library and information services.
12. To provide effective access to library collections and other resources