LIBRARIAN GRADE 1 JOB DUTIES

1. Duty of the Librarian is to maintain the library.
2. Library Classification
3. Books/ Paintings/ Cd's purchase as per recommendation of authorities
4. Explain use of library facilities, resources, equipment and services and provide information about library.
5. Placing order, confirm order to render with the approval of authority.
6. Putting up/processing files and notings and other library documents.
7. Consulting higher authority and teachers, concerned for their requirement of books.
8. Properly referral service to online reader (by phone).
9. Keep track of new resources and literature and select publications for the library collections.
10. Documentation of paintings
11. Stock taking of paintings.
12. Provide required information and knowledge to library users.
13. Submitting annual report.
14. Direct and train library staff in duties such as receiving, shelving, researching, cataloguing, and equipment use.
15. Provide guidance as when needed to the staffs.
16. Any other work assigned by the superiors from time to time.