**LIBRARIAN GRADE II JOB DUTIES:**

1. Check library materials in and out
2. Help students to find books and answer questions
3. Keep circulation record in egranthalaya software
4. Maintaining accession registers for:-

Books

Paintings

Artifacts

Cds/dvd’s/cassettes/spools/musical disks etc.

 Photographs

1. Checking and certification of accounts of staffs and students
2. For accession and put the bills for payment by due certification.
3. To provide information to the users of the library as regards to whether a particular book, cassettes, photos, scripts or the photography of a particular programe is available in the Library or not.
4. To receive correspondence that is sent to library.
5. Stock verification of all staffs.
6. Data entry of new library holdings in egranthalaya software.
7. Assist students and staff in the circulation of library materials, use of the online catalogue, and use of online database resources.
8. To submit monthly attendance report and maintain the attendance file.
9. Disposal of unwanted papers and other library materials.
10. Any other work assigned by the superiors from time to time.