



### **Role and Responsibilities:-**

The librarian is responsible for managing various facets of the library resources, assisting with research, guiding users in information retrieval, maintaining the library's collections, and ensuring efficient library operations. Promoting library services, supporting student learning, and ensuring the availability of accurate and up-to-date information time-being needs of the patrons.

- **Library Administration:** Manage library budget, staff, and policies, handle library correspondence, coordination with Library Advisory Committee, ensure that all invoices are checked and processed accurately. Library correspondence and communication.
- **Collection Development & Management:** Acquire, catalog, and manage books, journals, and digital resources. Ensuring proper budget allocation in coordination with the library committee. Planning the library resources classification system and managing library services.
- **Community Engagement:** Promote library services and collaborate with other institutions.
- **Information Retrieval:** Assist users in finding relevant resources for research and their learning and coursework.
- **Information Literacy:** Teach students and faculty how to use library resources effectively.
- **Technology Management / Upgradation:** Oversee library management systems and digital resources.
- **Collaboration with Faculty:** Work with academic departments to align library resources with curriculum needs & update the resources accordingly.
- **User Training:** Conduct workshops on maximum utilization of Library print and e-resources, research methods, citation, and using library resources.
- **Preservation and Archiving:** Maintain and preserve rare, print and digital resources of the library.
- **Research Support:** Aid in research activities, data management, and access to scholarly materials catering the needs of the patrons,
- **Essential Support To Patrons:-** Provide essential support for learning, research, and teaching, ensuring students and faculty have access to accurate, up-to-date, and reliable information. Time-being upgradation of Library Services and facilities.
- **Upgradation & Up-to Date the Library Website:-** Website serves as a digital portal for users to access library resources, services, and information online. It typically includes features like an online catalog, research databases, library hours, event updates, and access to digital collections.