

# The LNM Institute of Information Technology, Jaipur

## Job Description: Library Information Assistant

<b>JOB TITLE</b>	<b>Library Information Assistant</b>	<b>DEPARTMENT</b>	Library
<b>REPORTS TO</b>	Librarian	<b>SUBORDINATES</b>	-
<b>LOCATION</b>	Jaipur	<b>DIVISION</b>	Non-Teaching (NT)
<b>EMPLOYMENT TYPE</b>	Purely Temporary on Contractual Basis	<b>LEVEL</b>	NA

### RESPONSIBILITIES

- Managing Digital Library Services / Section,
- Maintaining Institute Research Publications / faculty publication and data updation / Create, manage and update IRINS & Vidhwan,
- Design, development and management of Institutional Repository- DSpace
- Assist in Library Automation using KOHA, RFID and ICT Services,
- Procurement and Management of E-resources/Databases
- Managing Remote access services - Shibboleth
- Managing Ph.D , MTech, BTP theses / reports archive and provide seamless access through IR (Dspace,)
- Assisting in the maintaining the Library website and the development and maintenance of Interactive Library Portal.
- Research support services such as Anti-plagiarism, Bibliometric, Citation, H-index, author profile, Research tools, Research Digest etc.
- Producing Bi Annual Library Newsletter
- Assist in developing Library manual, User Guides, Staff training sessions, and Orientation sessions,
- Assistance to Assistant Librarian and Librarian as an when required

### EDUCATIONAL QUALIFICATION AND EXPERIENCE

#### Essential:

#### Qualifications and experience

1. Graduate in Arts or Science or Commerce with Min 55 % marks
2. M. Lib Sc. degree from recognized university in 'regular mode' and with 'First Class'
3. Computer Application course of minimum 1 year / PG Diploma in Library Automation and Networking or PGDCA
4. 2 years' experience in the reputed Library or in the field of Library & Information Science.

#### Desirable:

1. Good written and oral communication skills in English
2. Sound working knowledge of using open source software such as Dspace, Koha, Reference Management Tools, Relational Database Management System (RDBMS), HTML/CSS, etc.

#### Age:

Preferably below 30 years

