

The LNM Institute of Information Technology, Jaipur

Job Description: Junior Assistant (Library)

JOB TITLE	Junior Assistant (Library)	DEPARTMENT	Library
REPORTS TO	Librarian	SUBORDINATES	-
LOCATION	Jaipur	DIVISION	Non-Teaching (NT)
EMPLOYMENT TYPE	Regular	Level	3

RESPONSIBILITIES

For Post 1:

- Acquisition
 - Accessioning of books
 - Management and arrangement of Books bill (filing)
 - Maintaining Bill register (manually)
 - Information related to books required for regulatory bodies such as No of titles; No of Volumes ; Dept wise collection
 - Bills processing (Getting signatures from HODs; Main Gate & for Accounts purpose)
- Assistance in technical processing of the books using KOHA (manual labeling of spine on books, Pasting-RFID, Stamping, etc.)
- Duplicate check of Books
- Data entry of Books in MIS and KOHA
- File movement – management and arrangement
- Circulation (Issue-Return in MIS and KOHA),
- Display of books during events
- Uploading BTP reports on Institutional Repository (DSpace)
- Student Support Service including finding books on shelves
- Handling student reference queries,
- Shelving & shelf management
- Photocopy, Printing & Scanning services (for academic and research related work)
- Asset and stock management (Stationary)
- Prepare a list for journals and books for binding
- Weeding out of magazines
- Management and arrangement of items for library events and activities
- Post collection and dispatch,
- Any other job assigned by the Librarian.



For Post 2:

- Handling Issue / Return and Circulation Enquiries using MIS and KOHA
- Managing Help Desk -1 and Students Assistance Service
- Tracing books not found on the shelves to support students' requirements
- Shelving & shelf reading of books
- Providing Photocopy, printing & Scanning Services
- File Movement and Management
- Book processing work including Data entry in KOHA, MIS, Labeling, Pasting-RFID tags, Stamping etc.
- Uploading BTP reports on Institutional Repository
- Duplicity checking of books on OPAC
- Maintaining and recording of foot falls of Users on a daily basis
- Managing stationery items and other consumables in the library
- Arranging Book displays such as New arrivals, Pick of the Week, Free Books to Pick and also thematic displays during the events
- Supervising Library in-house maintenance
- Organizing back issues of magazines and journals and identifying damaged books for binding
- Duty odd-even times,
- Post collection and dispatch,
- Assisting during the outreach programmes and events.
- Any other job assigned by the librarian

EDUCATIONAL QUALIFICATION AND EXPERIENCE

Essential:

Qualifications and experience

1. A Bachelor's degree in Library Science from a recognized university or institution, with at least 55% of marks (or an equivalent grade in a point scale wherever grading system is followed)
2. Thorough knowledge of computer applications, MS Office e-mail and Library Management System such as KOHA, LIBMAN etc
3. Minimum 3 years' experience in reputed Higher Education Institution Library / University Library

Desirable:

Good written oral communication skills and working knowledge of computerization of Library

Age:

Preferably below 27 years