

## **JOB DESCRIPTION**

### **Job Description for Librarian**

To select, purchase, organize, catalog and classify library resources as per the contemporary library systems.

To be an expert in operating computer related software to establish and maintain a digital library.

### **Duties and Responsibilities:**

- To develop and manage a convenient, and accessible library with cost-effective information services.
- To liaise with departments/ schools for acquiring the right books, periodicals, and journals.
- To coordinate with departments/schools for the purchase of e-books and e-journals.
- To manage the allocated budget and resources.
- To develop IT facilities and establish a digital library.
- To support researchers in the University with adequate journals.
- To manage the library staff including new recruitment, training, and supervision of staff in the library.
- To promote the library resources to users.
- To establish and implement library and information services.
- To provide effective access to library collections and other resources