

Terms of Reference for Assistant Librarian

Purpose and Scope

The Assistant Librarian will render the assistance to the Librarian on overall management, planning, administrative, maintenance and budgetary functions of the Library and information Services. The Assistant Librarian will provide reference assistance to students, faculty and staff in the use of print and online resources and the issuance and return of library materials.

RESPONSIBILITIES

1. Train, supervise and guide the student library assistants.
2. Monitor and verify student shelving and shelf reading assignments.
3. Supervise the scanning and uploading of materials to RTC Cloud.
4. Monitor overdues and send out overdue notices.
5. Oversee faculty and student reserves.
6. Use the library automated system for circulation and cataloging functions and the preparation of reports.
7. Work at the circulation desk to provide information and assist users locate and use print and online library resources.
8. Assist in the writing and updating of library policies and procedures for circulation, reserve, inventory and shelf reading operations.
9. Conduct the library inventory from time to time.
10. Monitors student behavior in and around the Library and assure the safety and security of the books and library facilities.
11. Provide orientation on library services and use of library facilities to new students and staff, as needed.
12. Assist in cataloging and processing new books, uploading e-Kuensel and any other journals, newsletters, etc.
13. Officiate as Librarian and take charge of the Library when such responsibility is given including representing the Library in committees and meetings, procurement, etc.
14. Responsible for opening or closing the Library according to the timing approved by college management.
15. Other duties as assigned as and when required by the Academic Affairs Department/ College management.

KNOWLEDGE SKILLS AND ABILITIES

Education: Minimum of Bachelor's degree, preferably with diploma/ certificate in library management.

Experience: Prior work experience in a similar organization and similar level will be a plus point.

Knowledge: Experience with library management systems and cataloging. Able to read and write in Dzongkha along with good proficiency in English.

Skills: Skilled in Microsoft Word and Excel. High comfort level using computer applications and Internet and database usage and searching.

Personal attributes: Hard working and facilitating attitude, personable, excellent oral and written communication skills and attention to detail.