Vacancy for the post of University Librarian

Qualification:

- A Master’s Degree in Library Science /Information Science/documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record set out in these Regulations.
- At least thirteen years as a Deputy Librarian in a university library or eighteen years’ experience as a College Librarian.
- Evidence of innovative library service and organization of published work.
- Desirable: A. M.Phil./Ph.D. Degree in library science/information science / documentation/archives and manuscript-keeping.

Duties of University Librarian

- Plans, organizes, directs and reviews work of professional and technical support staff assigned to a specific division or branch library.
- Assists in developing and implementing goals, objectives, policies, programs, procedures and work standards for an assigned division.
- Selects library materials and resources for an assigned area.
- Conducts studies and makes recommendations for improved service delivery.
- Acts as liaison between library management and the community.
- Develops annual budget requirements and monitors expenditures for an assigned area.
- Coordinates and provides specialized programs and services to customers such as advisory/reference services and topical programs.
- Develops and coordinates outreach and promotional efforts for an assigned area.
- Represents the library in meetings with the public, citizen groups and other agencies.
- Monitors developments in the library field, including emerging technologies.
- Participates in activities of professional associations as time permits.
- Assists in application for outside funding for library programs.
- Supervisory principles and practices, including training and evaluation of library employees.
- Theories, principles and practices of program and budget development and implementation.
- Library materials and resources in a broad spectrum of subjects and formats.
- Automated library information systems, software and equipment usage.
- Theories, principles and practices of Collection development.
- Theories, principles and practices of cataloging and classification procedures for a variety of materials and formats.
- Research techniques using print, media, electronic databases and the Internet.
- Principles and practices of positive customer service and public relations.

Ability to:

- Develop, coordinate and implement library service programs and activities.
- Prepare clear and concise reports, correspondence and other written materials.
- Communicate clearly and effectively, both orally and in writing.
• Establish and maintain effective working relationships with a variety of library customers, staff, volunteers and community groups contacted during the course of work.
• Analyze service and resource problems and evaluate alternatives and courses of action to resolve problems.
• Mitigate customer service issues.
• Develop appropriate and effective collections/resources within an assigned area.
• Operate library automation system and other computer equipment.
• Contribute to a successful team effort.