

## **Library Attendant**

### **Job Description:-**

1. Dusting of books, periodicals (both loose and bound volumes), documents in other media, shelves, chairs, tables, etc. (if needed);
2. Shelving and Display of books, newspapers, periodicals (both loose and bound volumes) and new arrivals, documents in other media, if any;
3. Assist in Opening and Closing of the Library;
4. Manning the Check Point/ Property Counter;
5. Shelf rectification: Putting, rectifying and shifting of books, periodicals (both loose and bound volumes), and documents in other media, prepare the signage according to classification scheme followed by the library;
6. Arrangement of chairs, tables in respective units, sections and in the reading halls;
7. Assisting users in searching of books, periodicals (both loose and bound volumes), and documents in other media and finding /tracing of misplaced books and periodicals (both loose and bound volumes) etc.;
8. Library services for users with special needs and general readers too;
9. Physical preparation of books, bound volumes of periodicals, newspapers, and documents in other media: Depending on the requirements stamping, opening of the packets, pasting, book label, book pocket, book tag, due date slip and writing on the spine tags, if any;
10. Undertaking Xeroxing work, preparing sets of cyclostyled/Xeroxed copies of sets documents for circulation;
11. Shifting of books and periodicals, and documents in other media from respective sections to the Stacks and other places;
12. Searching out the damaged books and periodicals, mending them and preparing them for binding;
13. Pasting of bar code labels and magnetic strips on books, periodicals etc.;
14. Collection of parcels from Rail, Road and Air etc.;
15. Attending to administrative and financial jobs in respective units, sections (e.g. attending to jobs at Departments & Administration, Finance, dispatch, messengers job etc.);
16. Attending holiday and weekend and shift duties;
17. All other such jobs as may be assigned from time to time;