

Semi Professional Assistant

Job Description:-

1. To perform under the supervision of the in-charge of the section and assisting them in the routine work;
2. **Circulation Section:** Registration of members (Manual or Integrated System); Maintenance of membership records; Issue, Return and Renewal of books, text books and other documents; Reservation/Recalling/ Issuing of reminder of books, text books and other documents; Collection of over due charges; preparation of no dues/ clearance certificates; Maintenance of Inter-library loan transaction records;
3. **Acquisition Section:** Preparing purchase orders; Checking of duplication of books and other documents; Checking the purchase order of books, text books and documents in other media; receipt of books etc. on approval and on confirmed orders; filing of purchase orders; Bill preparation for payment; Certifying the Bills; Maintenance of Bill registers and expenditure register; Accessioning of Books; Transfer of books and other documents for technical processing;
4. Performing Data Entry operations;
5. **Journals' Section:** Order/ renewal of periodical subscriptions wherever required; Attending typing, Xeroxing and Data Entry operations Registering the current issues of periodicals (manual and computerized); downloading and uploading periodicals data; Reminders for non-receipt of periodicals; Preparing bills for payment of subscription/ adjustment of advance; Display of current issues of periodicals wherever required; preparing the loose issues of periodicals into a set for binding;
6. Performing the Scanning jobs;
7. **Technical Processing Section:** Attending typing, Xeroxing and Data Entry operations; Preparation and maintenance of shelf guides, bay guides; Spine label, book card, due date slip writing; downloading and uploading data of the processed books; filing of catalogue cards wherever required;
8. Helping in the release of information products;
9. Preparation of binding list of books and periodicals; accessioning the bound volumes of periodicals; processing the bills of binders;
10. Preparing the list of documents for weeding out;
11. Upkeep and providing services from the Theses and Dissertations, rare books and other reserved collection;
12. Assist in Reference/ Referral services;
13. Library Services to users with special needs;
14. Performing the stock verification;
15. **Secretarial Work:** Data entry operations; noting, drafting, verification and scrutiny of records relating to library establishment, maintenance of files and records; budget maintenance, stores, personal records, leave records etc., if needed;
16. Handling of library server, (after getting proper instruction from the Head/Dy. Librarian), if required updating the website;
17. Helping in compilation of bibliography, if required;
18. Performing Morning, evening and holiday duties;
19. All other such jobs as assigned from time to time.