Nature of Duties/Assignments performing by the Library Staff:

Name : A.P. Yadav (Librarian)

- Performing, supervising/controlling monitoring the activities of the all sections of the Library as In-charge and coordinating at all levels within and outside the system.
- Planning and implementing new techniques and technologies and providing guidance to the Library staff.
- Correspondence and supervising all administrative and financial jobs, preparing budget proposals, annual reports and agenda for various committee meetings, etc.
- Performing and supervising all professional and technical work relating to books, periodicals, electronic databases and other formats of documents; collection development; reference; documentation and information services, information literacy and competency programmes, stock verifications, maintenance of stacks, binding work; maintenance of library building and user facilities;
- Planning and organising ICT activities including content development;
- Planning and organising extension activities;
- Assisting the Authority/Principal in Library services and all other Library matters including Planning, Organizing, Development and Research.
• Providing the Internet access services and undertaking the maintenance of hardware/software and peripherals etc.

• Sectioning and maintaining the records of leaves and forwarding the medical and earned leave applications of the staff of the Library to the Authority.

• Maintaining the discipline in the Library and following the rules, regulations, and procedures.

• Arrangement of shift/holiday duties and attending the holiday/Saturday duties as and when required.

• Performing Opening and Closing of the Library.

• Maintaining the Library building.

• Any other jobs assigned by the Principal from time to time.

• As in-charge overall administrative/professional of the Library and responsible for performing, supervision, controlling of all jobs/activities listed above and coordinating at all levels within and outside the system.

• I took administrative positions in Library. Similar to the management of any other organization, I directly concerned with the long-term planning of the Library, and its relationship with its parent organization.

• Researching topics of interest for their constituencies.

• Referring patrons to other community organisations and government offices.

• Suggesting appropriate books for students of different reading levels.

• Facilitating and promoting reading clubs.

• Developing programs for library users of all ages and backgrounds.

• Managing access to electronic information resources.
• Building collections to respond to changing community needs and demands.
• Writing grants to gain funding for extended program or collections.
• Digitizing collections for online access.
• Answering incoming reference questions via telephone, postal mail, email, fax and chat.
• Making and enforcing computer appointments on the public access Internet computers.

In addition to that performing following specific duties in the Library:

Reference or Research activities: To providing help to users for doing research to find the information they need, through a structured conversation called a reference interview. To assisting the users for research on a specific question, providing direction on the use of databases and other electronic information resources; obtaining specialized materials from other sources; or providing aces to and care of delicate or expensive materials.

Technical service: “behind the scenes” To performing in-house services like ordering library materials and database subscriptions, computers and other equipment, and supervise the cataloging and physical processing of new materials.

Collections development: Monitor the selection of books and electronic resources. Our Library often use approval plans, which involve me for a specific subject creating
a profile that allows publishers to send relevant books to the library without any additional vetting. I supervise and see those books when they arrive and decide if they will become part of the collection or not; we decide a certain amount of funding to allow them to purchase books and materials that don’t arrive via approval.

**Instruction:** Teach information literacy skills in face-to-face classes and/or through the creation of online learning objects. I instruct library users on how to find, evaluate and use information effectively.

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**Name:** Ms. Nita Kapur (Professional Assistant)

1. Classification and cataloguing of books.
2. Supervision of Acquisition and shelving Sections.
3. To get the Library open in the morning
4. Work related to procurement and maintenance of Journals/ Magazines and Newspapers.
5. Any other work assigned by Principal/Librarian
Name : Ms. Kamla Rawat (Semi Professional Assistant)

2. All other work related to acquisition.
3. Checking the physical condition of the new books.
4. Work related to binding of the books.
5. Work related with the queries at Information Desk.
7. To get the Library close in the evening.
8. Any other work assigned by Principal/Librarian

Name : Mr. Kartar Chand (Semi Professional Assistant)

1. Inputting of bibliographical data and accessioning of books on computer and completion work.
2. Filing of papers and maintenance of files.
3. Work related to binding of the journals
4. Work related with procurement and maintenance of stock.
5. Work related with the membership and borrower’s cards of students, teachers and non-teaching staff.
7. Any other work assigned by Principal/Librarian

Name : Mr. Kishori Lal (Library Attendant)

1. Duty at the circulation counter from 9.00 a.m. to 5.30 p.m. which includes charging and discharging of books, checking of duplicate cards forms, arranging the borrower’s cards and sending the reminders for overdue books.
2. Any other work assigned by Principal/Librarian

Name : Mr. Manohar Lal (Library Attendant)

(Evening Duty) Time: 11.30 a.m. to 8.00 p.m.

1. Dusting and shelving of Psychology, Philosophy, Journalism, Gender Studies, Education, Sociology, General, and Photostat in the reference section.
3. Duty at the Reference Counter which includes charging and discharging of books at the Reference Counter.
4. To close the Reference Library at 8.00 p.m.
5. Any other work assigned by Principal/Librarian
Name : Mr. Gagan Singh (Library Attendant)
Time : 8.00 a.m. to 4.30 p.m. (Morning Duty)

2. Duty at the Reference Counter which includes charging and discharging of books
3. To open the Reference Library at 8.00 a.m.
4. Any other work assigned by Principal/Librarian

Name: Ms. Sunita (Library Attendant)

2. Duty at the Circulation Counter.
3. Dusting of Catalogue Cabinet of the information desk and side Reading Hall.
4. Any other work assigned by Principal/Librarian

Name : Mr. Anil David (Library Attendant)

2. Duty at the reference counter which includes the charging and discharging of the books.
3. Any other work assigned by Principal/Librarian

Name : Mr. Sunil Kumar (Library Attendant)

1. Dusting and shelving of Psychology, and Philosophy books.
2. Dusting of Catalogue Cabinets of the Reading Hall.
3. Work related to maintenance of current journals and magazines.
4. Any other work assigned by Principal/Librarian

Name : Mr. Ranjod Singh (Library Attendant)

1. Dusting and shelving of History, Mathematics and B A Programme books.
2. Duty at the Technical Section.
3. To relieve the staff at the Check Post for lunch and tea.
4. Duty at the Check Post if the concerned staff is on leave.
7. To close the library in the evening.
8. Any other work assigned by Principal/Librarian
Name : Mr. Ajay Meena (Library Attendant)

1. Dusting of computers in the Main Library.
2. Work related to maintenance of computer and accessibility of internet in the Library.
4. Any other work assigned by Principal/Librarian

Name : Ms. Sangeeta Pal (Library Attendant)

2. Duty at the Check Post.
3. Dusting of Reading hall.
4. Any other work assigned by Principal/Librarian

Name : Mr. Manoj Pant (Library Attendant)

1. Dusting and shelving of Book Bank books, TE, Urdu, Bound Journals, Commerce and REACH section books.
2. Work related to maintenance of newspapers.
3. Dusting of the Technical Section and computers in the Reference Section.
4. To open the Library in the morning.
5. Duty at the Librarian’s Office.
6. Any other work assigned by Principal/Librarian