

## **Library Assistant**

### **About the Role:**

The Library Assistant supports the daily operations of the library, ensuring that students, faculty, and staff have efficient access to academic resources and services. This role involves organizing library materials, maintaining accurate records, assisting with reference services, and creating a user-friendly environment that promotes learning and research.

### **Key Responsibilities:**

- Assist in the circulation of library materials, including issuing, returning, and renewing books.
- Organize and shelve books, periodicals, and other materials according to the library classification system.
- Maintain and update the library catalogue and user records using library management software.
- Provide basic reference and research assistance to students and faculty.
- Support the acquisition, cataloguing, and processing of new library materials.
- Help manage library inventory, including conducting regular stock checks and weeding.
- Enforce library rules and regulations to ensure a quiet and productive environment.
- Assist in organizing library programs, orientations, and displays.
- Troubleshoot basic technical issues related to digital resources or public-access systems.
- Support the Librarian in administrative and operational tasks as required.

### **Eligibility:**

- Bachelor's degree in library science, information science, or a related field. A Diploma in Library and Information Science may also be considered.
- Minimum 3 years of experience in a library or information services environment, preferably in an educational institution.
- Familiarity with library management systems (e.g., Koha, Libsys) along with Basic knowledge of cataloguing and classification systems (Dewey Decimal, etc.).

### **Key Performance Indicators (KPIs):**

- Timeliness of Circulation Services: Efficient handling of book issues, returns, and renewals.
- Cataloguing Accuracy: Correct and timely entry of new materials in the library system.
- User Satisfaction: Positive feedback from students and staff regarding library support.
- Shelving and Organization: Accuracy and tidiness of shelving and resource arrangement.
- Inventory Management: Timely and accurate stocktaking and reporting.
- Support Responsiveness: Timely assistance with reference queries and technical issues.
- Compliance: Adherence to institutional library policies and data management practices.

**Salary:** *We offer competitive salary that reflects current industry standards and candidate's experience.*

**Apply:** Mail your CV at [career@imibh.edu.in](mailto:career@imibh.edu.in) mentioning the post applied for in the subject line.  
The last date for application is 15<sup>th</sup> June 2025