

MANUAL 2

Job-Profile of UIRC Officials

LIBRARIAN

Sh. Subhash Deshmukh, Librarian

Librarian's Office: Sh. Rajaram, Mrs. Shilpa Rustogi

Job Profile:

- Overall administrative management of all aspects of the Library's activities.
- Develop and implement a long-range strategic vision that will enhance UIRC as a premier academic Library.
- Develop, manage and assess programme, services, collections and systems to support the wide range of scholarly research and teaching at the University.
- Manage the Library's budget and allocation of financial and human resources.
- Provide leadership and development of staff.
- Play a central role in the planning, development, and direction of Library information technologies services.
- Vendor development for the supply of Monographs/ Analytical/ E-resource information.
- Planning and coordination of different workshops/seminars for faculty and users.
- Formulating the different strategies of resource development of the UIRC in the form of booklets, journals and e-resources like Books exhibition, workshop, etc.
- To work as Information Resource Person for School of Law & Legal Studies and School of Information Technology.

DEPUTY LIBRARIANS

Dr. A.P. Singh, Dy. Librarian

Team members: *Mr. Manohar Singh Dangi (Second Half), Mr. Tilak Chand' as per requirement*

Job Profile:

All automation, IT related activities including software and hardware

- Up-gradation of website of UIRC.
- Liaison with SIT and other outside agencies for up-gradation and improvement in library automation processes.
- Staff development including training.
- Technology Upgradation.
- Maintenance of library management software and its day to day problems. Liaison with software firm and its AMC.
- Liaison with UGC-INFONET Consortium.
- Development & improvement of infrastructure for the automation of UIRC.
- Obtaining administrative and financial approval of competent authority for the purchase of computers and other related equipments.
- Daily back up of databases which should be tested and assured that will work in case of any mis-happening.
- Users' Orientation and awareness Programme.
- ETD/Open achieves and development of other electronic databases.
- .Compilation and preparation of different documents for the development of sources and services of UIRC with Librarian and Dy. Librarian (K) like
 - Vision Report of UIRC at Campus (Dwarka)
 - Operation Manual of UIRC
 - Users Manual of UIRC
 - Documentation of ISO Certification.

- Vendor development for the supply of Monographs/ Analytical/ E-resource information.
- To work as Information Resource Person for School of Law & Legal Studies and School of Information Technology.
- Any other job assigned by Librarian.

Ms Kanta Kapoor, Deputy Librarian (Periodicals, General Admin I)

Team members: Jyoti Kananujia, Mahinder Paul, Chandresh

Job Profile:

All issues related to print and e-subscription of journals

Print Subscription:

- Finalization of final list of titles to be ordered both renewal and new titles keeping in view the availability of titles in electronic form through INDEST or UGC-INFONET consortium.
- Put up the to the library committee for approval and subsequently to competent authority for final administrative and financial approval.
- Preparation of tender document, if required.
- Framing of 'Terms and Conditions' for journals subscription and getting them approved from Competent Authority.
- Placing the order with the selected vendor/s and follow up.
- Vendor development for the supply of Monographs/ Analytical/ E-resource information.

E-Subscription:

- Registration and online activation of journals available online free against print.
- Liaison with **INDEST** consortium.
- Preparing of proposals for subscription to various e-resources and getting them approved from Competent Authority.
- Notification to all faculty members and other users regarding the availability of these e-resources.
- Organisation of seminar/workshops/orientation programme for the faculty/ research scholars regarding the accessibility of various e-resources through UIRC.
- Formulating the different strategies of resource development of the UIRC in the form of booklets, journals and e-resources like Books exhibition, workshop, etc.

Binding Work:

- Limited tender for binding work and finalization of contract.
- Framing of 'Terms and Conditions' for binding and getting them approved from Competent Authority.

General Administration:

- Duty rosters, leave records, imprest/ hospitality.
- Users' Orientation and awareness Programme.
- Preparation of agenda, minutes etc .of Library Committee Meetings

Inter Library Loan:

- Liaison with DELNET for Inter Library Loan and Document Delivery Services.
- Renewal of membership and getting approval from Competent Authority.

Miscellaneous:

- Audit/ Budget/ Annual Report and other related activities
- To work as Information Resource Person for School of Biotechnology and for General Collection.
- Any other work assigned by librarian.

Dr. Savita Mittal, Deputy Librarian (Acquisition)

Team members: Kirtee Kumari, Ms. Sangeeta Singh (First half) , Suman Mina, Satyernder Prasad

Job profile:

All issues related to acquisition of Print and e-books.

- Acquisition of books/ audio- visual materials.
- Processing of recommendations received from Deans and other faculty members.
- Approval of indents.
- Generation of supply orders.
- Final checking of edition and price of books, bibliographical details of books from Internet, books-in-print and publisher's catalogue, etc.
- Processing and sending the bills for payments.
- E- Books Liaison with publishers.
- Vendor development for the supply of Monographs/ Analytical/ E-resource information.
- Formulating the different strategies of resource development of the UIRC in the form of booklets, journals and e-resources like Books exhibition, workshop, etc.
- To work as Information Resource Person for School of Management Studies and School of Chemical Technology.
- Any other work assigned by librarian.

ASSISTANT LIBRARIANS

Dr. Chetan Sharma, Assistant Librarian (Circulation/ General Administration II)

Team members: Madan Singh, Tilak Chand

Job Profile:

All issues related to lending services, shelf and Building Maintenance

- Lending services including for Inter Library Loan.
- Management of membership databases.
- No due/ Clearance certificate.
- Orientation programme towards collection.
- Reference services.
- Shelf Maintenance.
- Creating and providing students identity cards.
- General Administration II. Building Maintenance including pest control, up keepment including civil and electrical maintenance and cleaning of UIRC.
- To work as Information Resource Person for School of Environment Management and School of Humanities and Social Sciences.
- Any other work assigned by librarian.

Mr. Amit Kumar Deval, Assistant Librarian (Technical Processing section)

Team members: Madhulika Srivastva, Ms. Sangeeta Singh (Second Half)

Job Profile:

All issues related to Books Processing

- Processing of books, audio – visual CDs, thesis and reports
- Cataloguing and related data entry.
- Classification and assigning of subject headings of UIRC documents.
- Preparation of books like pasting, tooling, barcodes, security chips etc.
- Final checking of documents.
- Display of new books and new additions list (for web page)
- Binding of books and checking after binding and verification of bills.
- Designing and putting bay guides.
- To work as Information Resource Person for School of Basic and Applied Sciences and Center for Media Studies.
- Any other work assigned by librarian.