



JOB DESCRIPTION - LIBRARIAN

JOB TITLE: Librarian	WORK HOURS: 9.00 am to 6. 00 pm
LOCATION: LAICO	REPORTS TO : Executive Director
DEPARTMENT: Library	
PRIME JOB: (Job purpose)	
Maintain the over all functions of library including the purchased the library documents, Transactions, Binding the documents, and other routine works.	
RESPONSIBILITIES	
<ol style="list-style-type: none"> 1. Get approval and purchase the books 2. Subscribed the journals 3. Maintain the database in the computer 4. Update the database 5. Monthly backup 6. Send the damaged books and journals to binding 7. Transactions of the both issue and return of the library documents 8. Maintain routine functions 9. Training for the new staff in the library and other satellites hospital library staff 	
KEY TASKS:	
<ol style="list-style-type: none"> 1. In order to recommend by faculty or staff, we will get the approval of purchase the books or journals to our executive director. 2. Maintain the database in library services as well as general works. 3. In order to binding the damaged books only sending the binding. Also journals (loose copies) are sending to binding. Journals are arranged by the month wise or quarterly issues are bind. Binding are defends upon the no. of issues and size of the issues. 4. Training is one of the important roles of librarian. As per library we are get the new employee in the library he or she is not well known in the library activities. 	

<p>So the librarian trains the new staff including library software, library routine works and other necessary works.</p>
<p>WORKING RELATIONSHIPS:</p>
<p>To work share with staff in Computer section, LAICO office, Secretaries, and Xerox room.</p>
<p>FREEDOM TO ACT(AUTHORITY)</p>
<ol style="list-style-type: none">1. To give the permission to purchase new books in the market within particular amount.2. Able to get any materials (related library) in the stores3. To introduce innovative ideas in the library.
<p>Signature: Kirubanithi</p>