



## Indian Institute of Management Ahmedabad

### *Requires*

#### **Library Professional Assistant**

Vikram Sarabhai Library at IIMA requires Library Professional Assistant to work in any of the following domains.

##### **1. Procurement of Learning materials (print and electronic)**

- Having knowledge of Library Management System (LMS)
- Procuring of library resources (duplicate checking, selection of vendor/platform, negotiation, ordering, invoicing, etc.)
- Cataloguing, classification, and other technical process of library materials
- Having knowledge of online procurement, copyright, open access, access rights & management, license agreements, etc.
- Maintenance of the inventory, register & statistics.

##### **2. User orientation and User Awareness**

- Assisting individual users in accessing library resources and services
- Arranging training session on awareness of library resources and services
- Display arrangement and management
- Preparing promotional materials (electronic and print format)
- Arrangement of library materials
- Making New Arrivals (books, journals, and news)
- Preparing guidelines on “How to use library facilities, services, and equipment”
- Taking user’s feedback and suggestions
- Good communication skill to answering queries
- Preparing reading lists and bibliographies

##### **3. Reference and circulation service**

- Handling and managing the circulation counter (membership, circulation, sending reminders, overdue charges, clearance, etc.)
- Handling and managing the reference queries (online & offline)
- Keeping records of all the transactions and queries
- Knowledge of online and offline databases/e-resources to answer research queries
- Knowledge of statistical, citation and reference management software, tools & techniques.

- Preparing and updating subject guide/resource guide/database guide/user's guide/manuals.
- Managing photocopy facility

#### **4. Library Technology**

- Having knowledge of technology (software and hardware) related to library
- Managing and handling IT based Services (Remote Access, Website, IR, ERMS, Discovery, A-Z, Mobile App, VR App, RFID, etc.)
- Managing IT equipment (RFID, Assistive technologies, display screens, videowalls, computers, printers, 3D printer, etc.)

#### **5. Other Duties**

- Other duties allotted by the reporting officer.
- Vikram Sarabhai Library is open round the clock and throughout the year. Hence it is expected that library professionals will have to attend to shift duties and weekly holidays will be on rotation basis.

**Reporting to:** Deputy Librarian or any other senior functionaries

#### **Qualification, Experience & Skill Requirements:**

- A Master degree in Library & Information Science (MLISc) (60% or above) with minimum three years' relevant experience.

**Age:** Maximum 35 years as on last date of Application. Institute provide age relaxation as per GOI rules. Additional 5 years' age relaxation is given to the women candidates.

#### **Salary & Allowances:**

Selected candidates will be offered a fixed term appointment for a period of three years on a consolidated monthly salary, which may be extended for further period as required.

Interested candidates are advised to **APPLY ONLINE ONLY** latest by **August 25, 2021**.

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