



**sasi** INSTITUTE OF  
**autonomous** TECHNOLOGY &  
ENGINEERING

Accredited by **NAAC** with "A" Grade,  
Recognised by **UGC** under section 2(f) &12(B)  
Approved by **AICTE** - New Delhi  
Permanently Affiliated to **JNTUK, SBTET**,  
Ranked as "A" Grade by Govt. of A.P.,

Ref: SITE/AO/P&D/9/2021-2022/06

25.09.2021

## OFFICE CIRCULAR

### Sub:Duties and Responsibilities of Librarian and Assistant Librarian -reg.

Ref: Letter dt.25.09.2021 from Dr. T V Rama Krishna, Coordinator, IQAC

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#### The following shall be the Duties and Responsibilities of Librarian, SITE

1. Develop /Update Policies and procedures for the smooth and efficient functioning of Library
2. Plan and execute the training sessions for Library staff and newly recruited Teaching faculty
3. Computerization of libraries with digital software and design and development of LMS training modules and materials.
4. Administrative control over Library Management System (LMS) – KOHA., etc. and access management system
5. Administer workshops for library orientation, literature search and database usage.
6. Usage data management for statistical reports, user studies for analysis purpose and propose and forecast Library Budget and evaluate its effectiveness.
7. Develop linkages with good Libraries across the globe for resource sharing.
8. Promote the library's resources to users through NPTEL E-Learning Service, Multimedia Resource Service etc.
9. Organizing Publicity Programs, User Education Programs and Current Awareness Services
10. Conducting workshops on Standards/Patents Information Service
11. Obtaining and Analyzing the Feedback from Users
12. Development and maintenance of Library Website
13. Preparation of Budget and getting Approvals/renewals for software, books, journals, e-books, e Journals, Maintenance of Automation equipment
14. Modernization of systems and equipment

15. Creating awareness among students and faculty about the resources available and improving the number of visitors/days
16. Establishing correspondence with vendors for invoices, bills, supply, and payments.
17. Follow up correspondence with vendors for invoices, bills, supply, delays, and payments.
18. Organizing literacy competitions on National importance days
19. Organizing Book Talks fortnightly
20. Conducting/visiting book exhibitions periodically
21. Organization of Information Literacy Programme
22. Any other job, assigned by Management / college administration from time to time.

**The following shall be the Duties and Responsibilities of Assistant Librarian, SITE**


1. Oversees maintenance of collection, including new book shelving, tracing lost materials, general stack maintenance, etc.
2. Responsible for overall day, evening and/or weekend operations, including supervision of staff as well as the security of the library during assigned shifts.
3. Keep a close look at the shelf arrangement of books and guide Library staff to help users in locating the documents through OPAC and shelf list.
4. Maintain Library statistics and prepare IQAC auditable files.
5. Compiling student and faculty attendance statistics and locating the same on notice board
6. Display of Newspaper clippings, career employment information services
7. Providing and maintaining Internet connectivity for different uses
8. Maintenance of Suggestion box and timely response
9. Arranging for feedback from stakeholders
10. Displaying new arrivals
11. Recommending best user award for students
12. Developing AV material and Special collections like Braille material and rare books
13. Preserving back volumes of Journals in soft form
14. Assist and report to Librarian by sharing all day in and out operations of Library, such as:
  - Circulation Service,

- Inter Library Loan Service,
- Reference Service
- Photocopying/Printing Service,
- Shelving and Shelf Rectification,
- Stock Verification
- Weeding Out of Obsolete Documents

15. Any other job, assigned by Management / college administration from time to time.

**CC To**

Mail & Hard copy to: Hon'ble Chairman, SITE  
Mail & Hard copy to: Hon'ble Vice-Chairman, SITE  
Mail & Hard copy to: PA to Principal  
Mail & Hard copy to: Director, SITE  
Mail & Hard copy to: Librarian, SITE  
Mail & Hard copy to: Dr. T V Rama Krishna, Coordinator, IQAC  
Mail & Hard copy to: HoDs.. CE/ME/CSE/IT/CST/ECE/ECT/EEE/AS&H /MS  
Mail & Hard copy to: Exam. Section/Automation/Central Library/IQAC/AO  
Mail to: All faculty members

  
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