

ROYAL UNIVERSITY OF BHUTAN POSITION PROFILE

1. JOB IDENTIFICATION

- 1.1.** Position Title: Asst/Librarian
- 1.2.** Position Level: 8/7
- 1.3.** Occupational Group: Administrative & Technical Staff
- 1.4.** College/OVC: College of Science and Technology

2. MAIN PURPOSE OF THE POSITION:

The Assistant/Librarian is responsible for managing and maintaining the college library resources, supporting teaching and learning activities, and providing access to information and research materials for students, faculty, and staff.

3. GENERAL ROLES AND RESPONSIBILITIES:

- 3.1.** Manage day-to-day library operations, including cataloguing, circulation, and reference services.
- 3.2.** Maintain accurate and up-to-date library databases and inventory records.
- 3.3.** Assist users in locating and accessing library resources, both physical and digital.
- 3.4.** Support faculty and students in research by providing relevant materials and guidance.
- 3.5.** Develop and implement library policies, procedures, and systems for efficient service delivery.
- 3.6.** Coordinate with academic departments to procure and update reading materials and journals.
- 3.7.** Ensure proper maintenance and organisation of books, journals, and other learning resources.
- 3.8.** Facilitate access to online journals, databases, and e-resources.
- 3.9.** Conduct orientation or information literacy sessions for new students and staff.
- 3.10.** Prepare regular reports on library usage, acquisitions, and other related activities

4. SPECIFIC ROLES AND RESPONSIBILITIES OF A LIBRARIAN

4.1. Library Management and Administration

- 4.1.1.** Oversee the daily operations of the library to ensure smooth and efficient services.
- 4.1.2.** Develop and implement library policies, rules, and procedures in line with institutional guidelines.
- 4.1.3.** Maintain an organised and accessible collection of books, journals, and other learning materials.
- 4.1.4.** Supervise and guide library assistants or student helpers.
- 4.1.5.** Maintain cleanliness, security, and a conducive learning environment within the library premises.

4.2.Acquisition and Cataloguing

- 4.2.1. Identify, select, and recommend books, journals, and digital resources in consultation with academic departments.
- 4.2.2. Manage procurement, accessioning, and cataloguing of new library materials.
- 4.2.3. Maintain up-to-date records of acquisitions, withdrawals, and inventory.
- 4.2.4. Ensure proper classification and shelving of all resources according to library standards.

4.3.Circulation and User Services

- 4.3.1. Manage borrowing, renewal, and return of books and materials.
- 4.3.2. Provide reference and information services to faculty, students, and staff.
- 4.3.3. Assist users in locating and using library resources effectively.
- 4.3.4. Maintain borrower records and manage overdue or lost items as per policy.

4.4. Information and Digital Resource Management

- 4.4.1. Manage electronic resources, including e-books, e-journals, and online databases.
- 4.4.2. Support users in accessing digital resources and online research tools.
- 4.4.3. Update and maintain the library's digital catalogue or Integrated Library Management System (ILMS).
- 4.4.4. Promote the use of open educational resources (OER) and digital repositories.

4.5.Information Literacy and User Education

- 4.5.1. Conduct orientation and training programs for students and staff on library usage and information literacy.
- 4.5.2. Support research and academic writing by guiding users in citation, referencing, and avoiding plagiarism.
- 4.5.3. Collaborate with academic staff to integrate information literacy into the curriculum.

4.6.Reporting and Record Keeping

- 4.6.1. Prepare periodic reports on library usage, resource status, and activities.
- 4.6.2. Maintain statistical data on circulation, membership, and acquisitions for planning and budgeting.
- 4.6.3. Ensure timely submission of reports to the management or the Academic Affairs Office.

4.7.Professional Development and Collaboration

- 4.7.1. Keep abreast of emerging trends and technologies in library and information science.

- 4.7.2. Participate in professional networks, workshops, and training programs to enhance library services.
- 4.7.3. Collaborate with other college libraries under RUB to share resources and best practices.

5. KNOWLEDGE, SKILLS AND ABILITIES REQUIREMENTS

5.1 Education: Bachelor's/B.Sc Library Science/ BSS in Information Studies and Library Management.

5.2 Experience: *Nil (recommended but not a prerequisite)*

5.3 Knowledge Requirements:

- 5.3.1 Sound knowledge of library science principles, practices, and procedures.
- 5.3.2 Understanding of cataloguing systems
- 5.3.3 Familiarity with library management software and digital information systems (KOHA).
- 5.3.4 Awareness of current trends and technologies in information management and digital libraries.
- 5.3.5 Knowledge of research methods and academic referencing styles.
- 5.3.6 Basic understanding of copyright, intellectual property, and data protection regulations.

5.4 Skills:

- 5.4.1 Strong organisational and record-keeping skills.
- 5.4.2 Proficiency in using computers, digital databases, and online research tools.
- 5.4.3 Effective communication and interpersonal skills for dealing with students, faculty, and staff.
- 5.4.4 Analytical and problem-solving skills in handling information requests and technical issues.
- 5.4.5 Ability to plan, prioritise, and manage multiple tasks efficiently.
- 5.4.6 Customer service skills to support and guide library users

5.5 Abilities:

- 5.5.1 Ability to manage and maintain both physical and digital library resources.
- 5.5.2 Ability to train and assist users in accessing library materials and e-resources.
- 5.5.3 Ability to work independently and as part of a team.
- 5.5.4 Ability to adapt to technological changes and new systems.
- 5.5.5 Ability to maintain confidentiality and uphold institutional policies.
- 5.5.6 Ability to foster a positive learning environment and promote information literacy.

Service Condition:

Salary will be commensurate with qualifications and experience in accordance with the existing Rules and Regulations of the Royal University of Bhutan.