

# Ramanujan College

University of Delhi

CR Park Main, H Block Kalkaji, New Delhi-110019

Name : Jatan Singh

Designation : Professional Assistant

Department : Library

Qualification : Bachelor of Commerce (B.Com), Master of  
Commerce (M.Com), Bachelor of Library & Information Science (B.lib),  
Master of Library & Information Science (M.lib)



## Key Responsibilities:

- Manage acquisition of new library books, journals etc.
- Assist Librarian in checking-in, checking-out and circulation of library materials.
- Process new books, maintain circulation records and make reserves on requested books.
- Manage library data and reports utilizing library software systems.
- Maintain library materials including library files.
- Train and supervise library clerks and assistants in their job duties.
- Assist staffs in collecting, cataloging, preparing, and organizing library materials according to established policies.
- Maintain the library in the absence of the Librarian.
- Address administrative issues like collecting fines and managing reservations.
- Maintain library clean, safe and organized.
- Perform routine maintenances of library equipment including computers, audio-visual devices, printers, and photocopiers.
- Manage library inventory, perform stock checks, and prepare item list for removal, relocation and binding.