

## Curriculum Vitae

**Name** : Jatan Singh

**Designation** : Professional Assistant

**Department** : Library

**Qualification** : M.L.I.Sc./B.L./I.Sc./B.Com./M.Com.



### 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.
- Perform other duties assigned time to time by the librarian