

Duties and responsibilities of Librarian and Library staff

- To organize and co-ordinate the University Library system
- To give instruction and train library staff in duties such as book purchase, receiving, shelving, researching, cataloging, and equipment utilize.
- To arrange the library development program as well as implements policies.
- To provide bibliographic guidance for research scholars.
- To evaluate documents, reading materials, audiovisual aids and supervise the all activities of section
- To verify books in and out of the library as well as accumulate and arrange display materials.
- To follow the any other duties assigned from time to time.