

Details and responsibilities of Library Information Assistant of a Branch Library.

1. Over-all incharge of library.
2. Accessioning of books.
3. Preparation/submission of list of books to the Directorate for acquisition.
4. Cataloguing of books.
5. Classification of books.
6. Issue and return of books.
7. Enrolment of Library membership.
8. Maintenance of periodicals receipt/stock registers.
9. Cash book maintenance.
 - a. Collection
 - b. Remittance
 - c. Maintenance of Treasury challan register.
10. Reference service/Referral service
11. Current awareness service.
12. Maintenance of records/registers related to the Library activities.
13. All correspondences.