

JOB DESCRIPTION

Job Title: Librarian

Reports to: Principal

Role Overview: The **Librarian** will be responsible for managing and developing the school library as a learning resource center. The role involves organizing library materials, supporting students and teachers in research and reading activities, promoting reading habits, and ensuring smooth day-to-day library operations in alignment with CBSE guidelines.

Brief of Duties and responsibilities: -

- Organize, classify, and maintain library books, journals, magazines, and digital resources.
- Issue and receive books, maintain circulation records, and ensure timely returns.
- Maintain accurate library registers, accession records, and digital cataloguing systems.
- Assist students and teachers in selecting appropriate reading and reference materials.
- Promote reading culture through book fairs, reading programs, library periods, and activities.
- Ensure discipline, silence, and proper conduct within the library premises.
- Coordinate with teachers for curriculum-based resource requirements.
- Maintain and update the library stock as per CBSE norms and school academic needs.
- Recommend new books, journals, and digital resources for purchase.
- Assist in annual stock verification and weeding out of damaged or outdated books.
- Support students in research projects and reference work.
- Prepare periodic MIS reports on library usage, stock status, and procurement.
- Maintain confidentiality of student and staff records.
- Ensure proper upkeep, cleanliness, and organization of the library space.
- Display courtesy, patience, and professionalism in dealing with students and staff.
- Follow school policies and contribute positively to the academic environment.
- Communicate effectively with students, staff and parents regarding library services and programs
- Integrate digital resources, e-books and online database in the library system

Qualifications & Experience: -

Educational:

- Master's or bachelor's degree in library science (B. Lib / M.Lib.Sc)

-Experience: 2–4 years of experience as a Librarian or Assistant Librarian (school experience preferred).

-Key Skills & Competencies:

- Knowledge of library management systems and cataloguing methods.
- Familiarity with CBSE library norms and academic requirements.
- Strong organizational and record-keeping skills.
- Good communication and interpersonal abilities.
- Ability to engage students and promote reading habits.
- Basic computer skills and proficiency in MS Office.
- Integrity, patience, and attention to detail.

Selection Process

- Initial screening/interview with HR
- Final interview with Principal & School Management