



Job Description

Position Title	Classifier
Department	Library and Information Commons
Reporting To	Sr. Officer
Type of Position	Contractual

POSITION DESCRIPTION

Habib University Library has recently received donation of 4000 books from a family. A number of books are more than 50 years old, placed in shelves of a library held by the family. The books are needed to be sorted out, identified, classified as per subjects offered by Habib University and Weeded out.

DUTIES AND RESPONSIBILITIES

- ✓ Sort / Classify the books according to different subjects and disciplines based on their physical condition.
- ✓ Separate books in different categories and sending it to library for technical processing.
- ✓ Weed out books which may not be required (either related to subjects or physical condition)
- ✓ Identify and select books for binding.

REQUIRED JOB SPECIFICATIONS

Required Qualification	<ul style="list-style-type: none">✓ Masters in Library and Information Science preferred.✓ Bachelor or diploma in library and information science could be considered.
Required Experience	<ul style="list-style-type: none">✓ Minimum 2 years of experience of working as classifier / cataloger.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Handing and managing old books	High
2.	Classification – subjects / subject headings	High
3.	Due diligence and Focus	High
4.	Critical thinking and decision making	Medium
5.	Technical processing	Medium

Revision Date		Version	
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