



Job Description

Position Title	Library Intern
Department	Library and Information Commons
Reporting To	Adeeba Naz
Date	10/05/2022
Type of Position	Internship
Timings	9:00 a.m. to 5.00 p.m. (may change as per need)

POSITION DESCRIPTION

The contractual position invites fresh graduates or final year students doing Masters In Library and Information Science. Intern will learn and apply practical skills required for academic library operations and techniques. The skills include cataloging and classification of books, preparing books for shelves, marc data entry, library operations/circulation, shelving, stock taking, library online access catalog and digital repositories data/meta data management etc. This on the job training will also include short sessions on essential library skills and requirements for 21st century library skills and knowledge including social media management, digital curation skills, library programming etc.

DUTIES AND RESPONSIBILITIES

- ✓ Supporting front desk and circulation services.
- ✓ Shelving and re-shelving functions.
- ✓ Data entry of MARC records and Meta data.
- ✓ Operating KOHA LIS and DSPACE repository open source software.
- ✓ Spine labeling of books using thermal printer and software.
- ✓ Report and reflection writing.
- ✓ Any other responsibilities assigned by the supervisor.

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Fresh gradates Masters in Library and Information Science preferred.
Required Experience	✓ No experience required.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Productivity Software including MS-Office and Excel	Medium
2.	Teamwork	High
3.	Curiosity	High
4.	Adaptability / Flexibility	High
5.	English Language Proficiency	Medium
6.	Customer Services	High

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Verified By (For HR Only)

Line Manager (If Any)

Head of the Department

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