



D Y PATIL
D E E M E D T O B E
UNIVERSITY

NAVI MUMBAI

DUTIES & RESPONSIBILITY OF
LIBRARIAN & OTHER STAFF OF THE
LIBRARY

Duties and Responsibilities of Librarian and other staff

Duties:

Role has multiple meanings. It is used to define the exact position a person holds in a library, say, university librarian, deputy librarian, or assistant librarian. Role also refers to what a person does to meet a set of expectations attached to a job or position. A job usually includes several roles. For example, a manager in business organisation is expected to play several roles including leadership, understanding, problem solving, advice and encouragement. Likewise a librarian managing a library is expected to play several roles including collection development, information guide, information provider, information analyst, or technology application leader. Role is thus a description of what a person does in a job or expectations attached to a job or position. A job position or job title is just a convenient name for a role.

Responsibilities:

Roles outline what functions are essential to meeting expectations from a job; responsibilities imply accountability for the tasks completed in a job. Responsibilities also detail tasks to be completed, results to be achieved in a job and for which s/he can be held accountable. Responsibilities can usually be quantified, such as attending to an average number of clients on reference desk over a specific period of time, or providing full text of e-articles on demand in a week. In sum, responsibilities are a summary of related job duties/ obligations in a job or position. Tasks, Duties, Job: Responsibility is about accountability for actions or inactions in a job; duties are an employee's obligations to perform tasks in a job; duties constitute a major component of the job.

A task is the simplest and most basic element in the job; it is a unit of work, or a set of Library Staff: Role and Responsibilities, actions needed to produce some result. A task is rarely the whole duty; rather it is a part of the duty area, e.g., writing a memo, sorting the mail, etc. Complex positions in the organization may include a large number of tasks, which are sometimes referred to as job functions. A job is a group of functions, roles and responsibilities that an employee is obliged to conduct. Jobs have titles.

A job usually includes several roles. Role refers to what an employee does to meet expectations attached to a job or position. Responsibilities imply accountability for the tasks completed or to be completed in meeting the expectations. Duties are an employee's obligations to perform tasks in a job; duties constitute a major component of the job. A job is a collection of functions, roles and responsibilities that an employee is obliged to conduct



LIBRARY PROFESSIONALS: THEIR ROLES

Managerial Roles and Responsibilities Libraries are highly structured organizations hierarchically. All libraries have employees working at different levels of responsibility in the hierarchy. Hierarchy of these employee positions is called Levels of Management. The level of management in the hierarchy determines a chain of command, the amount of authority and status the employee enjoys in his position. Library organizations differ in the levels of management in the hierarchy. The number of management levels in any library depends upon the size of its collection, library technology applications, users' strength and the work force. A university library system supports three levels of management: top level, middle level and baseline level. Librarians working at these levels play their roles both as library specialist and as library manager. The kinds of managerial roles that professional librarians play in a university library at different management levels are discussed below:

At the top level of the university library system is the university librarian. S/he serves as the principal manager of the university library. Her/his role in library management is mainly administrative, managerial and/or specialist. S/he is responsible for leadership to the library, change management in the library and delegation and staff empowerment. S/he is the source of authority to lead, direct and manage library services of strategic significance to the university academia, students and the university management. S/he devotes more time on planning and library coordinating functions. Her/his major responsibilities are summarized as follows:


- To lay down the vision, mission, objectives and broad policies of the library in consultation with library committees and top management of the university.
- Lead the university library to achieve the highest level of excellence in all strategic dimensions of library activities.
- Issue necessary instructions for preparation of library budgets, procedures, schedules, etc.
- Prepare strategic plans and policies on library services, projects.
- Organize library staff into various functions and services.
- Control and coordinate the activities of all library units, departments.
- Maintain contacts with the outside library world.
- Provide advice, guidance and direction to the staff or arrange necessary advice on library programmes and activities.

Libraries: Basics and Contexts

- Exercise judgment and initiative to anticipate, conceptualize and resolve sophisticated problems that may have strategic and organizational impact.
- Contribute substantially to organizational performance, or to the body of professional or subject knowledge.
- Lead and manage significant organizational services, projects or programmes. Provide authoritative expert advice to the management, the organization as a whole, or external parties.

At the middle level are deputy librarians who head branch library services, library teams or library departments. Their roles are both functional and specialist. As specialists, they are directly responsible for the management of library functions and services such as acquisitions, technical processing, print and e-journals, library automation, user services and others. They are required to perform several different roles of strategic importance within the library functions under their charge. They report to the top management for the functioning of their teams. Their responsibilities are summarized as follows:

- Execute the plans of the organization in accordance with the policies and directives of the top management.
- Make plans for the units, departments under their charge.
- Send important reports and other important data to top level management.
- Evaluate performance of junior staff.
- Motivate lower level managers towards better performance.
- Secure equipment, materials and services required to support the performance of their roles.
- Exercise judgment and initiative in dealing with a range of complex and detailed operational or conceptual problems and tasks that may extend beyond the immediate work area.
- Undertake initiatives to develop and introduce enhancements to existing practices, systems and procedures.
- Overall staff supervision, projects and initiatives.
- Monitoring of technical standards and practices and writing and administering grants.



REGISTRAR
D. Y. PATIL DEEMED TO BE UNIVERSITY
NERUL, NAVI MUMBAI - 400706



At the first level of library management in a university library are assistant librarians who report to deputy librarian or university librarian depending upon what their local practices are in the organization. They work under general direction of a senior professional, deputy librarian, or the university librarian. They perform their roles as supervisors. Their responsibilities include:

- Provide professional library and information services.
- Assist in the development of library and information services and systems.
- Coordinate with other library teams on library and information management projects.
- Assign and supervise jobs and tasks to the support staff of the team members.
- Guide and instruct support staff in the team for day to day activities.


Library Staff: Role and Responsibilities

They are responsible for the quality as well as quantity of output and service. Be responsible for providing training to the workers. Arrange necessary materials, resources for getting things done. Prepare periodical performance of support staff. Motivate support staff.

Specialist Roles and Responsibilities Library managers can be described by the functions they perform and the roles they play at different levels of management. In the last section we discussed roles that librarians perform as library managers at different levels of management. In this Sub-section we will look at the specialist roles that librarians perform in addition to their managerial roles.

The specialist roles and responsibilities of professional librarians in managing technologies for library automation, e-access, local to global resources and collaboration with outside libraries.




REGISTRAR
D. Y. PATIL DEEMED TO BE UNIVERSITY
NERUL, NAVI MUMBAI - 400706

Role and Responsibilities of Professional Library Staff:

Technology application leader

- Identifying library technologies and their implementation
- Developing websites, digitising/converting content. Technical support, system administration/maintenance, data conversion, data migration, system analysis and testing.
- Open source software development, usability testing, interoperability, and digital library technology. Metadata, access and retrieval mechanisms(bibliographic records, finding aids, EAD, MARC, DUBLIN Core records), quality control.
- Databases, subject guides, library aids, library interfaces, discovery layers, online tutorials, etc.

Collection development manager Collection development and management of materials in all formats and in all models.

- Licensing terms and agreements for subscribing online resources.
- Write library project proposals for grants.

Project manager: Determine scope and requirements of projects

- Coordinate, execute, schedule activities, and control resources for projects such as digital library system installations, technical standards/practices, design, development and implementation, digital preservation, digital repository, digital contents aspects, etc.

Educator, guide, and service provider:

- Information literacy, computer literacy, staff training, reference and public services, liaison, professional activities, and user studies.
- Educate faculty members, helping them to understand the usefulness of e-resources and new modes of inquiry.
- Educate students the process of gathering information from printed materials and electronic resources in a library.
- Raise awareness that the process of gathering information is as important as the information itself.



Information Provider:

- Provide access to relevant information materials for research, teaching and academic development.
- Create and develop motivating, flexible physical and digital learning spaces. Collaborate with classroom teachers to plan, implement and evaluate course materials and content inquiry-based programs.
- Provide and promote quality fiction to develop and sustain in students the habit of reading for pleasure and to enrich their intellectual, aesthetic, cultural and emotional growth.



A handwritten signature in blue ink, appearing to read "R. Singh".

REGISTRAR
D. Y. PATIL DEEMED TO BE UNIVERSITY
NERUL, NAVI MUMBAI - 400706