



## **Dr. V.S. KRISHNA GOVT. DEGREE COLLEGE**

**(An Autonomous Institution Affiliated to Andhra University)**

**Reaccredited by NAAC with 'A' Grade(3rd Cycle)**

District Resource Centre & Center for Research Studies  
Maddilapalem, VISAKHAPATNAM 530 013, Andhra Pradesh



### **DUTIES AND RESPONSIBILITIES OF A COLLEGE LIBRARIAN**

- **The Librarian is the convenor of the college Library Committee nominated by the Principal of the college.**
- **He is responsible for properly administering the library grants in consultation with the Library Committee.**
- **The Librarian will take necessary steps for the purchase of books as per the orders of the Principal. Books can be purchased directly from the publishers and their sole distributors by taking a usual discount or the book can be purchased from reputed and outstanding firms in the book trade after calling for quotations for terms of supply and the discount they offer.**
- **The Librarian shall maintain an Accession Register.**
- **The Librarian shall adopt the scientific system of classification and cataloguing of books in the Library and library shall be fully automated.**
- **The Librarian shall frame the rules (Library Policy) and get the approval of the Principal regarding the issue of books, time limit for return of books and number of books to be issued to the students and the staff.**
- **The Librarian should fully co-operate with the annual stock verification committee appointed by the Principal.**
- **As per the report of the annual stock verification committee, the Librarian should prepare the list of books lost and books damaged**

after annual stock verification and submit the same for condemnation to the Principal, who will take appropriate action as per existing rules/waste management policy.

- **The Librarian is responsible for maintaining all records pertaining to the library like records relating to catalogues, accession registers, issue registers, stock registers, etc,**
- **The Librarian should see that the annual stock verification of books in the library is done before the end of each academic year (Before summer vacation). For the purpose of the stock verification, it should be seen that all staff and students return all the books borrowed by them to the library before the stock verification commences.**
- **Fine for late return of copies, Cost of book for loss to be decided and collected by the Librarian as per the Library Policy of the College.**
- **Librarian shall prepare the List of journals and newspapers subscribed for library (including e-books, e- journals etc.,)**
- **Disposal of old magazines is to be done by the Librarian in accordance with the existing Library Policy of the College.**
- **The Librarian is accountable to the Principal of the college.**
- **The library shall be kept open at least one hour before and one hour after the regular College timings for the benefit of students.**
- **Librarian shall take initiative to digitalize the library**
- **Librarian should encourage the students to make use of digital resources such as NLIST, INFLIBNET, e-shodhsindhu, e-shodhganga etc.**