MIT Academy of Engineering	**JOB DESCRIPTION**
Prepared by: Registrar **Date:**	**Approved by Director / Executive Director** **Date: 21/06/2024**
Job Title	**Librarian**
Reports to	**Head Library**

Duties and Responsibilities

- Plan and guide in acquiring books to support teaching, Learning and research.
- Create a detailed plan for library Induction sessions to students.
- Ensure effective consultation with faculty for books procurement. Provide digital resources by enabling digital support through IT.
- Ensuring effective communication and services to the users by responding promptly to suggestions and comments.
- Provide an effective service to obtain materials not held on campus or subscribed by the library.
- Provide a plan and effective service to obtain materials not held on campus or subscribed by the library.
- Ensure books are catalogued and shelved. Processed and made ready for circulation. ensure that access to online catalogue is made available to users.
- Mold skilled staff to support a quality Library and information services by way of prearranged skill enhancement classes.
- Ensuring student volunteerism when required.
- Any other task as assigned by the Head Library / Registrar/Director from time to time.

Qualifications:

- Bachelor's degree in Library Science (B.Lib.Sc.)
- Master's degree in Library Science (M.Lib.Sc)
- NET/SET Qualification.