

## **About the University:**

O. P. Jindal Global University (JGU) is a world class University at the National Capital Region, Delhi (Sonipat), India. JGU has established six schools: Jindal Global Law School (JGLS), Jindal Global Business School (JGBS), Jindal School of International Affairs (JSIA), Jindal School of Government and Public Policy (JSGP), Jindal School of Liberal Arts and Humanities (JSLH) and Jindal School of Journalism and Communication (JSJC).



**Research Focused | 1:13 Faculty Student Ratio | 20% International Faculty |  
15 Programmes | 180 International Collaborations | 1500 Publications**

## **Job Title:**

Assistant Director – Reference Librarian

## **Primary Work Location:**

University Campus, Sonipat (NCR of Delhi)

## **Job Summary:**

A reference librarian will be responsible for helping students/faculty members/other staff find books and other materials in the library.

## **Job Tasks and Responsibilities:**

- To catalog original books/study materials added to the JGU Library collection;
- To catalog and process new books & materials, and maintain catalog to reflect library holdings;
- To establish and oversee procedures and standards for cataloging of books and materials;
- To coordinate with the procurement team for processing of library books and other necessary items;
- To educate JGU community by explaining library programs and services and answer reference questions;
- To guide users in using computer resources, analyze patrons needs and evaluate materials to develop collection, provide readers advisory service through bibliography materials, educate patrons on library utilization, inventory reference collection and updated.
- To provide information and assistance to library patrons;
- To provide instructions on the effective use of reference materials and equipment;

- To receive complaints or special requests from library users, and follows through in response to them; maintains quality public relations, advising patrons of library programs, procedures and policies.

**Other Skills:**

- Knowledge of Library science and library services in order to refer library patrons to appropriate reading materials and to process collections into and out of the library.
- Knowledge of Library policies and procedures in order to explain library programs and services to others.
- Thorough knowledge of a broad range of literature and related materials.
- Ability to handle many details simultaneously and with accuracy;
- Ability to communicate effectively with others, both orally and in writing;
- Ability to research information for a wide variety of library users;
- Ability to make independent judgment to assess and evaluate information requests.

**Experience & Qualification:**

- Minimum 12 to 15 years of relevant work experience
- Master's degree in library science