

	<b>Electronic Resources Librarian</b>	Document No. GKU/IEIS/VT/57	
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## WESTERN CASPIAN UNIVERSITY

**I APPROVE**

**Executive Vice-Rector of Western  
Caspian University**

\_\_\_\_\_ **Rashad Bagirov**

**«01» May 2023**

### INTEGRATED MANAGEMENT SYSTEMS

**Instruction No. GKU/IEIS/VT/57**

Job Description for  
« Electronic resources librarian »

<b>Prepared by:</b>			<b>Checked:</b>		
Position	Signature	Date	Position	Signature	Date
		01.05.2023	Authorized representative		01.05.2023

**UPDATE REGISTRATION SHEET**



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## 1. Job Responsibilities

The duties of the Electronic Resources Librarian at Western Caspian University (WCU) are as follows:

- To ensure the registration and use of electronic resources and online databases by students and faculty,
- To respond to user inquiries regarding electronic books and journals, as well as information sources in online format,
- To respond to requests via the library's official e-mail,
- To prepare various guiding materials on the use of databases,
- To prepare instructions on the use of electronic resources and databases, and prepare content for the library's official social media account.
- To conduct training sessions on databases and online resources for newly admitted students and new faculty members,
- To carry out the work of digitizing books (following the copyright), and to ensure their use;
- To organize library events, monitor and implement new trends in this direction;
- Perform other related tasks.

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## 2. Obligated to:

- know The Law of the Republic of Azerbaijan “Kitabxana işi haqqında”;
- have knowledge and skills in the field of Library and Information Science
- have high communication skills;
- working in Ms Office programs;
- E-mail writing rules and style;
- have English skills (B1);
- have strong communication skills and creative thinking abilities;
- be able to work independently and in a team;
- have positive personal qualities such as accuracy and responsibility.

## 3. Specialization requirements for salary grades

Candidates appointed to the Electronic Resources Librarian position must possess a higher education degree in a relevant discipline and a minimum of two years of professional experience in this area.

## 4. Tools

The following tools and equipment are provided to the Electronic Resources Librarian to perform his/her duties:

- Information and communication tools – PC, Internet and intranet systems services (Internet connection, e-mail etc.);
- Organizational tools – office furniture, communication devices (telephone, fax), printer, scanner, and essential office stationery.

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### **5. Rights**

- To represent the WCU in other organizations concerning matters within his/her responsibility, in accordance with established procedures.
- To be provided with appropriate working conditions within the WCU, including the necessary resources for service, control, security, and maintenance within their respective field.
- To report any deficiencies identified during the work process to the university management.
- To participate in the development of the WCU's current and annual work plans within their relevant field.

### **6. Responsibility**

- Implementation of complex work in accordance with the adopted work and activity plan;
- Qualitative and efficient fulfillment of the tasks assigned to the department by the university administration.
- Correct and timely fulfillment of the duties and functions stipulated in this job description and employment contract;
- Compliance with internal disciplinary rules, labor protection, technical safety, sanitation, fire protection norms and rules in their activities;

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- Compliance with the requirements for sorting and managing waste generated in the work process;
- Protection of the equipment, devices, and office furniture while performing the duties stipulated in this job description.

**Acquainted with the job description:**

_____	_____
(N.S.P)	(signature)
" ____ " _____ 20____	