

	Acquisition and Technical Services Librarian	Document No. GKU/IEIS/VT/58	
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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/58

Job Description

for «Acquisition and Technical Services Librarian»

Prepared by:			Checked:		
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 Acquisition and Technical Services Librarian at Western Caspian University (WCU) are as follows:

- Acquisition of library resources through purchase, donation or exchange and organization of subscription to databases;
- Registration of books, magazines and other type of information resources purchased or donated to the library;
- Carrying out inventory issues;
- Carrying out technical processing of books (e.g., labels, barcode);
- Ensuring the restoration of books;
- Identifying new library vendors and book sales centers;
- Receiving, and analyzing orders for textbooks, teaching aids, etc. resources from teachers and departments;
- Performing other related tasks.

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;
- work in Ms Office programs;

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- have positive personal qualities such as accuracy, being attentive to detail, and responsibility.

3. Specialization requirements for salary grades

Candidates appointed to the Acquisition and Technical Services 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 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.

5. Rights

- To represent the WCU in other organizations in accordance with the established procedure on issues within its competence;
- To be provided with normal working conditions in the WCU and with the means to provide service, control, security, maintenance in the relevant field;
- To inform university management about the shortcomings identified during the work process;

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- To participate in the development of the current and annual work plans of the WCU in the 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;
- 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.

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Acquainted with the job description:

 (N.S.P)

 (signature)

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