

	Cataloguing Librarian	Document No. GKU/IEIS/VT/59	
		Publication No. 01 Publication Date:01.05.2023 Amendment No.:00 Amendment Date:00	Page 1/6

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/59

Job Description for

«Cataloguing Librarian»

Prepared by:			Checked:		
Position	Signature	Date	Position	Signature	Date
		01.05.2023	Authorized representative		01.05.2023

	Cataloguing Librarian	Document No. GKU/IEIS/VT/59	
		Publication No. 01 Publication Date:01.05.2023 Amendment No.:00 Amendment Date:00	Page 1/6

1. Job Responsibilities

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

- Creating bibliographic records of new library materials in the library management system;
- Managing the electronic catalogue and conducting regular monitoring of it;
- Ensuring the correct metadata;
- Recommendation of library materials to the users and providing information about sources based on inquiries related to the library collection;
- Keeping up to date with the latest innovations and standards in cataloguing and ensuring their implementation;
- Performing other related tasks.

2. Obligated to:

- know The Law of the Republic of Azerbaijan “Kitابخana işi haqqında”;
- have knowledge and skills in the field of Library and Information Science
- have knowledge of MARC 21 and other cataloging formats and standards;
- working in Ms Office programs;
- have English skills (A2-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, being attentive to detail, and responsibility.

	Cataloguing Librarian	Document No. GKU/IEIS/VT/59	
		Publication No. 01 Publication Date:01.05.2023 Amendment No.:00 Amendment Date:00	Page 1/6

3. Specialization requirements for salary grades

Candidates appointed to the Cataloguing 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 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.

	Cataloguing Librarian	Document No. GKU/IEIS/VT/59	
		Publication No. 01 Publication Date:01.05.2023 Amendment No.:00 Amendment Date:00	Page 1/6

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.

Acquainted with the job description:

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