



Savitribai Phule Shikshan Prasarak Mandal's  
**N. B. Navale Sinhgad College of Engineering**

( Approved by AICTE & Affiliated to Solapur University, Solapur)

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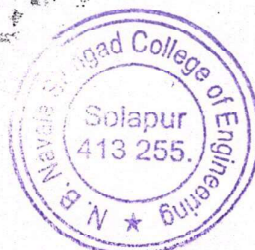
Date : 15/06/2015.

**Duties of Librarian**

1. Planning new services for the Library.
2. Making rules for the Library
3. Acquisitions and Gift books selection
4. Classification
5. Catalogue entries – checking & keywords
6. Software for Library
7. Library Committee
8. Correspondence
9. Signatory for all bills, correspondence notices.
10. HRD special issues
11. Maintaining Discipline in Library
12. Replacement of Library books lost
13. Assigning work to the Library Staff
14. Weeding out
15. Reference to teachers, students, visitors
16. Reports to be submitted to Auditors, UGC/IQAC, Principal
17. Library Annual Report
18. Library Orientation Lectures & Tours
19. Honours in Library Science

**Dr. S. D. Nawale**

**Principal**



**PRINCIPAL**  
**N. B. Navale Sinhgad**  
**College of Engineering,**  
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