

Chief Librarian

Aliases: Head Librarian

Industry/Sector(s): Education, Training and Research

JOB DESCRIPTION ¹

The tasks a Chief Librarian is expected to perform include:

- Planning and administering the programme of library services
- Submitting recommendations on library policies to governing bodies like the board of directors or board of trustees
- Ensuring the implementation of policy decisions
- Executing recommendations and giving the report of the same to the department chiefs or branch supervisors
- Co-ordinating the activities of branch or departmental libraries
- Analysing and co-ordinating the departmental budget
- Estimating and controlling the expenditures to administer approved budget
- Reviewing and evaluating the order for books and audio-visual materials
- Examining the trade publication materials and interviewing publishers' representatives
- Consulting with others to select materials by administering the personnel regulations
- Interviewing and appointing the job applicants and also promoting and discharging library employees
- Planning and conducting staff meetings
- Participating in community and professional meetings to discuss and act on library problems
- Delivering book reviews and lectures to publicise library activities and services
- Providing library public relation services
- Examining and selecting materials to be discarded, repaired or replaced

WORK ENVIRONMENT ^{1, 2}

- It is not a desk job
- May need to handle a team
- Local travelling is a part of this job role
- Part-time work and contractual jobs may be available
- Work from home option is not available

Working hours

- Organizations usually work for 5/6 days a week and 8/9 hours everyday. This may vary from organization to organization
- Shift system may be available
- Overtime may be required

Is the job suitable for a candidate with special needs?

This may vary from organization to organization

EDUCATIONAL QUALIFICATIONS AND TRAINING ³

Preferably, Bachelor's degree in library science/Master's degree in library science

KEY COMPETENCIES ¹

- In-depth knowledge of computer filing system
- Ability to maintain records
- Proficient in library management system
- Proficient in analysing the users' needs and providing them with all the information they need
- Skilled in showing the users how to efficiently search for information on the Internet and in other online resources
- Ability to select and purchase materials and preparing these materials by classifying them according to subject matter
- Proficient in collecting and organizing the books, pamphlets, manuscripts and other materials
- Knowledge of all the specific field such as rare books, genealogy, music, etc. in which the books can be classified
- Proficient in co-ordinating the programmes such as storytelling for children, book talks for adults, etc.

DESIRABLE COMPETENCIES ¹

- Good communication skills
- Hard-working

AVAILABLE SKILL TRAINING AND LEARNING INSTITUTES

Colleges offering library science across India

AVAILABLE SKILL TRAINING SCHEMES/SCHOLARSHIPS

For scholarship and schemes, use further links like:

- <https://scholarships.gov.in/>

SAMPLE OF TRAINING AND LEARNING COURSES

<http://www.caluniv.ac.in/academic/library.htm>

CAREER PROGRESSION PATH ⁵

Library Assistant → Library Technician → **Chief Librarian** → Movement to other occupations



Middle School Teacher



The progression is indicative
Senior Secondary and Secondary School Teacher

EXPECTED EARNINGS ⁴

•For candidates with experience - Rs 19,000 to Rs 20,000 per month

These figures are indicative and subject to change

REQUIRED WORK EXPERIENCE ³

Generally, 2 to 5 years of experience is required

PROBABLE EMPLOYERS ³

- Public/government libraries
- Universities/colleges/schools and other academic institutions
- News agencies
- Private organizations and special libraries
- Foreign embassies
- Photo/film/radio/television libraries
- Information centres/documentation centres
- Companies and organizations with large information handling requirements
- Museums and galleries, which have reading rooms and research facilities

KEYWORDS

- Chief Librarian
- Head Librarian

OCCUPATIONAL CODES AND STANDARDS

Standard	Code	Description
NCO 2015	1120.3800	Chief Librarian
ISCO 2008	1120	Managing Directors and Chief Executives
NIC 2008	91010	Library and archives activities
QP Reference	Not available	Not available
NSQF	Not available	Not available

REFERENCES

1	National Classification of Occupations Division 1
2	http://www.ccdisabilities.nic.in/page.php?s=reg&t=def&p=list_jobsNew
3	https://www.naukri.com/job-listings-Librarian-Chief-Khalsa-Diwan--Punjab--2-to-5-years-290316500509?src=jobsearchDesk&sid=14809388609158&xp=5&qp=chief%20librarian&srcPage=s
4	http://www.payscale.com/research/IN/Job=Librarian/Salary
5	http://dget.nic.in/upload/uploadfiles/files/publication/Des-Div-1.pdf