


	INSTITUTE OF BUSINESS ADMINISTRATION		<i>Page :</i> 1 of 4
	JOB DESCRIPTION		<i>Date Effective</i>
		<i>Approved By</i>	
<i>DIVISION</i> LIBRARY	<i>SECTION</i> -	<i>POSITION</i> HEAD LIBRARIAN	
1. DEFINITION AND PURPOSE OF POSITION			
<p>The Head Librarian facilitates access of the faculty, students, and researchers to needed books, articles and journals. As functional head, the incumbent oversees administration ensures discipline and upkeep of library facilities to the highest standards at both campuses</p>			
2. NATURE AND SCOPE			
2.1	Reports to:	Associate Deans	
2.2	Supervises:	<ul style="list-style-type: none"> • Deputy Librarians (2) • Assistant Librarians (5) 	
2.3	Dimensions of the Position:	<ul style="list-style-type: none"> • The incumbent is responsible for physical management and documentary control over 40,000 books and journals in Libraries at the Main and City Campuses. Linkages are also maintained with external libraries through the HEC network 	
2.4	Membership in Committees:	<ul style="list-style-type: none"> • Library Committee (Secretary) 	

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2. NATURE AND SCOPE			
<p>2.5 Key Interactions:</p> <p><i>External:</i></p> <ul style="list-style-type: none"> • Other major libraries in Pakistan • Higher Education Commission • Philanthropists support libraries <p><i>Internal:</i></p> <ul style="list-style-type: none"> • Students • Faculty • Researchers <p>2.6 Key Performance Indicators:</p> <ul style="list-style-type: none"> • Updated catalogues • Arrangements for access to specialized articles • Linkages with libraries in universities and research centers abroad • Physical condition of books articles and journals • Timely weeding out of old entries <p>(Specific performance indicators are mutually agreed by incumbent and his supervisor on annual basis)</p>			

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4. FUNCTIONS OF THE POSITION			
<p>4.1 Principal Functions:</p> <ol style="list-style-type: none"> .1 Plan out and implement annual additions to the Library in consultation with Associate Deans .2 Regulate use of the Library's budget in consultation with the Associate Deans .3 Provide leadership and expertise in selection, accessibility, promotion, and evaluation of electronic resources including databases and full text e-journals .4 Update Library SOPs including the Library Handbook for reference by interested Users .5 Apprise stakeholders of new entries in the Library through postings on the IBA Portal <p>4.2 Routine Functions:</p> <ol style="list-style-type: none"> .1 Process approvals for new additions following selection of books by Chairpersons .2 Enforce courtesy through display of notices and restrictions on noise, use of cell phones, and eating in the Libraries .3 Maintain contacts with leading publishers, vendors, and book markets to obtain books and articles on competitive terms 			

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4. FUNCTIONS OF THE POSITION			
4.2 Routine Functions: <ul style="list-style-type: none"> .4 Organize continuing physical verification of books and articles throughout the year so as to cover each entry at least once every two years .5 Office guidance to researchers, academia, and students for accessing books and journals available in network libraries abroad .6 Authorize binding of articles and books to enhance their service lives .7 Arrange sale and free distribution of books and articles beyond retention period .8 Regulate the system of fines for delayed returns or damage to borrowed books, articles and journals, and borrower cards .9 Ensure articles lost and found in the Library are stored and disposed off in the prescribed manner .10 Oversee the proper classification and placement of new additions to the libraries .11 Guide supporting team in implementation of Standard Library Operating Procedures .12 Stimulate free/discounted additions to the Library through tapping earmarked funds available with donors e.g. National Book Foundation, Asian Foundation, US Embassy, British Council, Japan Foundation, and WES .13 Perform any other work assigned by his immediate supervisor 			
ACKNOWLEDGEMENTS			
<i>Incumbent</i>	<i>Immediate Superior</i>	<i>Functional Head</i>	
Name/Initials/Date	Name/Initials/Date	Name/Initials/Date	