Terms of Reference (TOR)
Position Title: Library and Learning Resources Officer
Institution: Model Institute of Technology (MIT), Kamaladi, Kathmandu
Job Type: Full-time
Required Number: 1

1. Preferred Discipline Areas of Specialization:

To manage the library and learning resources effectively, ensuring accessible, organized, and quality academic resources that support teaching, learning, and research.

2. Required Qualifications:

- Plus 2 in Library and Information Science, Management, Education, or a related field.
- Knowledge or training in library management, digital resources, or information services is preferred.

3. Experience:

- Minimum 1 year of relevant experience in library operations, preferably in a college, university, or academic institution; experience with library management systems will be an advantage.

4. Main Roles and Responsibilities:

R.1. Library Operations and Services

- Manage day-to-day library operations and ensure smooth and user-friendly services.
- Maintain a clean, safe, organized, and conducive environment for learning and research.
- Assist students, faculty, and staff in accessing and using library resources.

R.2. Cataloging and Circulation:

- Manage cataloging, classification, labeling, shelving, and organization of books, journals, and other academic resources.
- Manage borrowing, returns, renewals, reservations, and follow-up of overdue resources.
- Maintain accurate physical and digital circulation records.

R.3. Resource Acquisition and Development:

- Assist in selecting, acquiring, processing, and maintaining relevant academic resources based on institutional and faculty requirements.

- Review the library collection and recommend new, updated, replacement, or additional resources.

R.4. Digital and Learning Resources

- Support access to digital libraries, e-books, journals, databases, and other electronic learning resources.
- Assist users in effectively utilizing available digital and physical learning resources.

R.5. Facilities and Policy Management

- Monitor library furniture, equipment, study areas, and other facilities and report maintenance requirements.
- Implement library policies related to resource use, circulation, borrowing, reservations, and overdue materials.

R.6. Reporting and Academic Support

- Maintain accurate records of library resources, users, acquisitions, and activities and prepare periodic reports as required.
- Coordinate with faculty and academic departments regarding learning-resource requirements.
- Support orientations, workshops, exhibitions, academic events, and other institutional activities.

R.7. Professional Conduct and Institutional Values

- Maintain professionalism, integrity, confidentiality, and fairness in providing library services.
- Promote a positive, inclusive, and student-centered learning environment.

5. Skills and Abilities:

Strong communication, interpersonal, organizational, and time-management skills, with good knowledge of library operations and resource management; ability to maintain accurate records, support library users, coordinate with faculty and staff, and use MS Office, library management systems, digital libraries, and relevant technology.

6. Additional Responsibilities:

The above responsibilities are not exhaustive. The position holder may be assigned other reasonable library, learning-resource, academic, student-support, and institutional duties by management.

7. Reporting Line:

Reports to: **Head of Operation /Academic Director**