

# Librarian

Royal Institute comprises of 5 schools (Under the banner of "Royal Institute International School"), a higher education arm (Royal Institute of Colombo), an online teaching platform (Royal Institute Smart Academy), a Skill development unit (Royal Institute Center of Skills) and a sports complex. Being a pioneer in the education sector, Royal Institute has maintained a tradition of providing quality education to students for 50 years.

As a Librarian, you will be responsible for supporting the day-to-day operations of the library, ensuring efficient access to information resources, and providing excellent service to library users. This position involves a combination of collection management, reference services, and user education.

## Key Responsibilities:

### Reference Service

- Assist library users in locating and accessing information resources.
- Provide reference and research assistance through in-person, email, and online channels.

### Collection Management

- Organize, catalog, and classify library materials according to established standards.
- Monitor and manage the library collection, including acquisitions, withdrawals, and weeding.

### User Education

- Conduct orientations and workshops to familiarize users with library resources and services.
- Collaborate with academic departments to integrate information literacy into the curriculum.

### Circulation Service

- Manage the circulation desk, including the lending and return of library materials.
- Enforce library policies related to borrowing, fines, and overdue materials.

### Digital Resources & Technology

- Assist users in accessing and utilizing digital resources and online databases.
- Provide basic technical support for library technologies.

### Library Outreach

- Promote library resources and services through displays, events, and outreach activities.
- Collaborate with faculty to support their teaching and research needs.

### Interlibrary Loan

- Facilitate interlibrary loan services, coordinating the borrowing and lending of materials with other libraries.
- Manage requests and ensure timely delivery of materials

### Shelving & Maintenance

- Organize and maintain shelves, ensuring proper arrangement of materials.
- Conduct regular shelf-checks and address any issues related to the physical organization of the library.

### Assessment & Reporting

- Assist in collecting data for library assessments and usage statistics.
- Contribute to regular reports on library activities and user trends.

### Customer Service

- Ensure a positive and welcoming environment for library users.
- Handle inquiries, feedback, and requests courteously and efficiently.

### E- Library Management

- Oversee the e-library platform, ensuring optimal functionality and user experience.
- Manage the acquisition, cataloging, and organization of digital resources.
- Collaborate with IT and vendors to troubleshoot technical issues and enhance e-library capabilities.



We at Royal Institute promotes a performance driven culture and the right candidate can expect quick career progression.

If you are interested in joining our team, please click on the advert where you will be directed to our career's web page job application, and submit your application along with your CV.

## Candidate Profile:

- Bachelor's degree in Library and Information Science or a related field.
- Experience in a library setting is preferred.
- Knowledge of library cataloging and classification systems.
- Familiarity with digital library technologies and online databases.
- Attention to detail and organizational abilities

Application Link:  
<https://zurl.to/FJ30?source=CareerSite>

Careers Email :  
[careers@royalinstitute.org](mailto:careers@royalinstitute.org)

Web :  
[www.royalinstitute.org](http://www.royalinstitute.org)