INTERVIEW FORM FOR DATA COLLECTION OF JOB DESCRIPTION FOR POSITIONS

LIBRARIAN____ ASSISTANT LIBRARIAN_______ LIBRARY ASSISTANT____
SECRETARY_______ PEON/OFFICE AIDE_______

A. 1. Interviewer: ______________ 2. Date ____________
   2. Person Interviewed__________ 4. Position__________

B. 1. Present Designation :________________________
   2. Suggested Designation :________________________
   3. Immediate Supervisor :________________________
   4. Designation of Immediate Supervisor :____________
   5. Job Location (circulation/Reference/Technical) :________
   6. Number of employees on this job :________________
   7. Salary Scale :__________________________
   How long in the post :________________________

C. 1. Describe the most important duties that you perform on this job daily. Describe and give the frequency of performance.
   2. Describe the secondary duties that you perform on this job at periodic intervals, such as weekly, monthly, quarterly, etc.

D. 1. Describe any special equipment you handle on the job such as computers and audio-visual hardware

E. 1. Describe the working conditions
F. 1. Describe the formal education considered to be the most minimum for the post

2. Specify the special training necessary for the post

3. Describe job experience required

G. 1. Describe the proximity, extent and closeness of supervision you receive on this job. To what degree does your immediate supervisor outline the methods to be followed, results to be accomplished check the work progress, handles exceptional cases and check job performance?

2. Describe the kind of supervision you receive on your job. What is the degree of accountability for results in terms of methods, work accomplish and personnel?

3. How many employees are supervised by you directly_________ indirectly________

H. 1. Responsibility for accuracy and seriousness of error. What is the seriousness of error on job? Who would discover it? Do errors affect the work of employees making mistake in the same department and the organization?

I. 1. Responsibility for money or things of monetary value. State the type of responsibility:

J. 1. Describe the kind of personal contacts made by you as you perform your job. Is contact with persons in the department, in other departments, outside the organization? Importance of contacts to organization be described.
K. 1. Describe the complexity of the job. What is the degree of independent action permitted of you? What decisions are you permitted to make?

L. 1. Describe any forms or written procedures which will make it easy to do your job?

M. 1. Do you hold departmental meeting of your staff?
   2. How often?

N. 1. Do you assign job task for employees under you?

O. 1. Do you have written procedures and position responsibilities in your department?

P. 1. Suggestions you may have to better job performance, working conditions and environment in your organization.
1. JOB IDENTIFICATION:
   1.1 Name of the organisation: ______________________
   1.2 Current Designation: ______________________
   1.3 Reporting to: ______________________

2. SOURCE OF MANPOWER:
   2.1 Education: ______________________
   2.2 Specialized Training: ______________________
   2.3 Previous experience: ______________________
   2.4 Previous job: ______________________
   2.5 Years in Present Job: ______________________
   2.6 Years in Previous Jobs: ______________________

3. WORK PERFORMED:
   3.1 Specific, frequently performed tasks: ______________________
   3.2 Responsibilities: ______________________
   3.3 Supervisory Scope: ______________________
   3.4 Interaction with others: ______________________
   3.5 Who gives Direction: ______________________
   3.6 Which Tasks you are Supervised: ______________________
### 3.7 Which Tasks are not Supervised?

### 3.8 What Tasks you Supervise?

### 3.9 How is the quality of work checked by your supervisor?
- By You

### 3.10 How are the Tasks Reviewed:

#### 4.0 PHYSICAL CONDITIONS:
- **4.1 Conditions surrounding the Work Area**
- **4.2 What are hours worked Daily**
- **4.3 Rest period**
- **4.4 Environmental conditions**

#### 5.0 SKILLS REQUIRED:
- **5.1 Mental**
- **5.2 Manual**
- **5.3 Professional**
- **5.4 Interpersonal**

#### 6.0 KNOWLEDGE REQUIRED:
- **6.1 How are skills acquired**
  - [School, Special Courses, Experience, or Training]
7.0 SPECIAL REQUIREMENTS OF THE JOB:

7.1 Travel : -------------------------

7.2 How often? : -------------------------

7.3 Isolation : -------------------------

7.4 Long Hours : -------------------------

7.5 Implicit Conditions : -------------------------

8.0 ACCOUNTABILITY:

8.1 For books and other reading materials : -------------------------

8.2 Outside Relations : -------------------------

9.0 ORGANIZATIONAL FRAMEWORK:

9.1 How does the job fit into the Organization : -------------------------
JOB DESCRIPTION

Job Title: Director  Department: Health Sciences
Chief Librarian  Library

Reports to: The Principal/ Dean

1. Basic Function:

Organizes, Manages and Administers the Health Sciences Library to the Highest Accepted Professional Standards.

2. Duties Performed:

* Prepares Policy and Procedure for the library covering all services and aspects of its operation. Updates it periodically to include changes required to provide effective, qualitative and timely services to users.

Prepares Bench copies of Policy and Procedure Manuals for the use of library staff to enable them to perform their duties accordingly.

Prepares copies of Policy and Procedure Manuals for Users needs which will tell users "What can" and "What can not" in the library.

* Develops a sound collection development policy for the health sciences library that will meet the immediate and near future demands of organization, its staff and users.

Keeps a watch on the organizational goals and objectives and when change, makes appropriate changes in library's goal, objectives and the plans for the services that are provided.

Develops appropriate collection of reading materials- Books, Monographs, Periodicals, Serials and Audiovisual Materials required for the use of the Staff of the Organization in particular and health professionals in general.

Arranges payments for the materials received which are ordered.

* Processes the reading materials received in the library with the assistance of the other staff.
* Organizes the collection in a way that is more convenient to the users to ensure maximum use of the library resources.

* Plans appropriate circulation policies to ensure maximum use of the library resources.

* Provides directions for effective reference service and other specialized services—such as Selective Dissemination of Information, On-Line services—offered by the library.

* Explores possibilities for cooperative and resource sharing arrangements with other local, regional, national as well as international health sciences libraries to augment library collection thereby accessing resources outside the library for users needs.

* Conducts In-service training programs for library professionals, technicians and support staff in the library techniques and new services.

* Conducts Users Education program in the proper use of library materials and new services that are being offered.

  Educates users in the proper use of specialized biomedical and health literature.

* Develops Goals and Objectives of the library annually in line with the Organizational goals.

* Develops long and short range plans for the library to ensure continued, up-to-date and qualitative service provision to the users of the organization.

* Prepares budget for the library based on the input of subordinates and section incharge.

* Holds interviews for the prospective employees.

* Attends the library committee meetings.

* Conducts performance evaluation of employees periodically.

* Takes part in own professional continuing education programs for career development.

* Encourages employees to continuing education process.
* Prepares annual report with the help of input of section incharge.

* Approves leave to library staff.

* Takes appropriate action against employees who are below accepted standards of performance in accordance with organization's rules and regulations.

* Attends to administrative responsibilities of the department.

3. **Work Contacts:**

Contacts with other Department Heads and visitors to the health sciences library—physicians, administrators, researchers, students, nurses, and allied health professionals of the Organization and other users who come to use library and its services.

4. **Independence of Operation:**

Strictly adheres to the established norms, policies, and procedures of the Organization and the Health Sciences Library in performing duties and responsibilities.

5. **Supervisory Responsibility:**

Supervises staff working in the health sciences library.

6. **Physical Efforts:**

Typing; the Use of Computer if any.

7. **Work Experience:**

1. Worked in technical capacity in a health sciences library for at least five years

8. **Minimum Requirements:**

A. Must hold Master's degree in Library and Information Science;

B. Certification in Health Sciences Librarianship Desirable;

C. Proficiency in English is a Must;

D. Knowledge of Typing essential.

Compiled By: Date:______ 1 Approved by: Date:______

__________________________ 1 __________________________

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**JOB DESCRIPTION**

Job Title: Assistant Librarian

Department: Health Sciences Library

Reports to: Director/Chief Librarian

1. **Basic Function:**

   Assists the Director/Chief Librarian in the administration and management of health sciences library. Supervises Support Staff.

2. **Duties Performed:**

   * Assists the Director/Chief Librarian in overall operation and planning of the health sciences library and its services.
   * Participates and assists the Chief or the Director in the preparation of Goals, Objectives of library and Policies and Procedure Manual.
   * Provides information to users on specific needs utilizing resources both within the library and through the other sources from other libraries.
   * Processes book, periodicals, and other reading materials received.
   * Checks in subscribed periodicals when received in the Kardex. Claims non-receipt and or overdue periodica issues periodically on schedule as per the policy and procedure manual.
   * Prepares acquisition lists periodically as per the library practice.
   * Prepares periodicals for binding upon completion of volumes as per the library policies.
   * Evaluates employees performance.
   * Manages library operation in absence of the Director/Chief Librarian.
   * Participates in Budget preparation.
   * Participates in in-house Education programs.
* Participates in the interview process of prospective employees of the library.

* Adheres to all official decorum, requirements and obligations of the library and the organization.

* Performs any other duties assigned from time to time.

3. Work Contacts:

Contacts are with all visitors, as well as with other departments of the organization, such as finance, accounts, personnel, materials management and administration.

4. Independence of Operation:

Works in accordance with the directives of the Chief or the Director of Library and within the established policies and procedures of library and the institution.

5. Supervisory Responsibilities:

Supervises Technicians and Support Staff.

6. Physical Effort:

Typing; the computer
Usage if any.

7. Work Experience:

Two years working
Experience in health
or medical library

8. Minimum Requirements:

a. Must be a graduate in library science from a recognized university.

b. Knowledge of Typing.

c. Fluency in communication skills and English.

Compiled by: Date: ___
Approved by: Date: ___

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JOB DESCRIPTION

Job Title: Clerk
Department: Health Sciences Library
Reports to: Director/Chief Librarian

1. Basic Function:

Attends to all official correspondence and communications to and from Health Sciences Library.

2. Duties Performed:

* Attends to all daily routine mail.
* Types official memorandum.
* Types all Purchase Requirements for books, Periodicals and other materials for use in the library as per the procedures of library.
* Types Book Order cards for books under orders.
* Maintain files.
* Prepares monthly statistics from circulation records.
* Prepares added entries for Cards.
* Files added entries in Alphabetical and Subject sections of Card Catalog.
* Monitors library supplies routinely and requests depleting items.
* Receives deliveries of supplies from stores.
* Works on shift basis.
* Attends to any other duties assigned.

3. Work Contacts:

Contacts are with all visitors on limited basis, as well as with other departments of the organization.
4. **Independence of Operation:**

Works in accordance with the directives of the Director or the Chief Librarian.

5. **Supervisory Responsibilities:**

None

6. **Physical Effort:**  

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<tr>
<td>Heavy Typing; word</td>
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<tr>
<td>Processing</td>
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7. **Work Experience:**

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<tr>
<td>Two years working</td>
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<tr>
<td>experience in office</td>
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8. **Minimum Requirements:**

a. Must be an undergraduate.
b. Knowledge of Typing.
c. Fluency in communication skills and English.

Compiled by: Date: ___  
Approved by: Date: ___
JOB DESCRIPTION

Job Title: Office Aide
Department: Health Sciences Library

Reports to: Director/Chief Librarian

1. Basic Function:

   Keeps the library clean and tidy. Attends to photocopy requests from users and assists the library staff. Runs errands.

2. Duties Performed:

   * Works on shift basis.
   * Keeps the library clean and in order.
   * Helps users with the photocopying of articles from library collections.
   * Accessions, stamps and labels new books and periodicals received and shelves in appropriate place in library.
   * Attends official errands
   * Attends to any other duties assigned.

3. Work Contacts:

   Physicians, students, administrators and users of library including departments of the organization.

4. Independence of Operation:

   Works in accordance with the directives of superiors.

5. Supervisory Responsibilities:

   None
6. **Physical Effort:**
   - Heavy lifting and shifting of books and other reading materials, furniture, etc.

7. **Work Experience:**
   - Must have worked in an office.

8. **Minimum Requirements:**
   - a. Knowledge of written English is essential.
   - b. Neat and tidy.
   - c. Must be able to understand English.

Compiled by: [Signature]  Date: ___
Approved by: [Signature] Date: ___
List of Medical and Allied Health Sciences Colleges

Surveyed

Medical, Nursing and Dental

01. Bangalore Medical College, Bangalore
02. B. R. Ambedkar Medical College, Bangalore
03. M. S. Ramaiah Medical College, Bangalore
04. St. John’s Medical College; Bangalore
05. Kidwai Memorial Institute of Oncology, Bangalore
06. National Institute of mental Health and Neurosciences, Bangalore
07. Sri Devaraja Urs Medical College, Kolar
08. Government Medical College, Bellary
09. KRE’s M.R. Medical College, Gulbarga
10. Al Ameen Medical College, Bijapur
11. BLDEA’s Medical College, Bijapur
12. KLE’s JN Medical College, Belgaum
13. Karnataka Medical College, Hubli
14. Kasturba Medical College, Manipal
15. Kasturba Medical College, Mangalore
16. Government Medical College, Mysore
17. JJM Medical College, Davangere
18. JSS Medical College, Mysore
19. All India Institute of Speech and Hearing, Mysore
20. Jayadeva Institute of Cardiology, Bangalore
21. Sri. Vekateswara Institute of Otolaryngology, Bangalore
22. National Tuberculosis Institute, Bangalore

APPENDIX "F"
23. Adichunchingiri Institute of Medical Sciences, Belur
24. Bowring and Lady Curzon Hospital and Post-Graduate Institute, Bangalore
25. Government College of Nursing, Bangalore
26. Government Dental College, Bangalore
27. KLE’s Dental College, Belgaum
28. AB Shetty Memorial Institute of Dental Sciences, Mangalore
29. Kasturba Dental College, Manipal
30. Dental College, Davangere
31. SDM College of Dental Sciences, Dharwad
32. B. V. V. Sangh’s P.M.N.M. Dental College and Hospital, Bijapur

Pharmacy and Allied Health Science Colleges including Indian systems of Medicine

33. Government College of Pharmacy, Bangalore
34. Visveswarapura Institute of Pharmaceutical Sciences, Bangalore
35. Al Ameen College of Pharmacy, Bangalore
36. Dr. H.L. Thimmegowda College of Pharmacy, Kengal, Channapatna
37. Gautham College of Pharmacy, Bangalore
38. MMU College of Pharmacy, Ramanagaram
39. PES College of Pharmacy, Bangalore
40. Sree Siddaganga College of Pharmacy, Tumkur
41. St. John’s College of Pharmacy, Bangalore
42. HKE’s College of Pharmacy, Gulbarga
43. KRE’s College of Pharmacy, Bidar
44. TNAE Society’s SCS College of Pharmacy, Harpanhalli, Bellary
45. AME’s Vutkoor Laxmaiah College of Pharmacy, Raichur
46. Lugman College of Pharmacy, Gulbarga
47. KLE’s College of Pharmacy, Belgaum
48. College of Pharmacy, Manipal
49. Nitte Gulabi Shetty Memorial College of Pharmacy, Karkala
50. JSS College of Pharmacy, Mysore
51. Kempegowda Institute of Medical Science, Bangalore
52. Government College of Indian Medicine, Bangalore
53. Government Unani Medical College, Bangalore
54. HKE Society’s Homeopathic Medical College and Hospital, Gulbarga.
55. Tarantha Government Ayurvedic College, Bellary
56. Sri. BMK Ayurveda Mahavidyalaya, Belgaum
57. Ayurveda Mahavidyala, Bijapur
58. Sree DGM Ayurvedic Medical College, Gadag
59. Ayurvedic Mahavidyalaya, Hubli
60. Fr. Mueller’s Homeopathic Medical College, Mangalore
61. Government Homeopathic Medical College, Somwarpeth
62. Udupi Ayurvedic College, Kuhpady, Udupi
63. Government College of Indian Medicine, Mysore
64. Bhartesh Homeo Medical College, Belgaum
65. Dr. A.M. Shaikh Homeo Medical College and Hospital, Belgaum
66. Government Homeo Medical College, Somwarpeth
67. Karnataka Homeo Medical College, Hubli
68. Maratha Mandal Homeo Medical College, Belgaum

Special Hospitals
69. Command Hospital Air Force, Bangalore
70. Institute of Aviation Medicine, Bangalore