

LIBRARY Functional Divisions

INFORMATION RESOURCE ACQUISITION AND TECHNICAL SERVICES

INFORMATION TECHNOLOGY MANAGEMENT & SCHOLARLY COMMUNICATION

INFORMATION RESOURCE ACCESS & USER SERVICES

- ▶ Resource (Collection) Development
- ▶ Resource Acquisition – print, electronic, digital
- ▶ Technical Services-accessioning, classification, cataloguing, physical processing
- ▶ Library Budget & Finance
- ▶ Co-operative collection development
- ▶ Area collection development
- ▶ Classic works collection development
- ▶ Consortium, Libraries and Library Networks
- ▶ Institutional Membership
- ▶ Donations/Gifts of Library materials
- ▶ Acquisition of Institute publications/faculty publication
- ▶ Acquisition & processing of other resources
- ▶ Coordination with users, publishers, vendors and others
- ▶ Developing & acquiring audio visual collection
- ▶ Electronic Resource Management
- ▶ Other related activities & services

- ▶ User membership
- ▶ Circulation services
- ▶ Collection management
- ▶ Inter Library Loan
- ▶ Document Delivery Services
- ▶ Library Facilities & maintenance
- ▶ Managing user interest profile
- ▶ Visitor services
- ▶ Reference /digital reference/virtual reference services
- ▶ Information services
- ▶ User assistance
- ▶ Library orientation and instructional services
- ▶ Promoting/marketing the use of library resources & services
- ▶ Evaluations of library services
- ▶ Library opening hours
- ▶ Library safety & security
- ▶ Photocopying/printing services
- ▶ Library materials binding
- ▶ Stock verification
- ▶ Other related activities & services

- ▶ Library automation
- ▶ Library systems management (hardware & software)
- ▶ Library website
- ▶ Library 2.0 related services (Library services on web 2.0 platform)
- ▶ Digital content creation & management
- ▶ Creating Virtual Reference Collection
- ▶ Creating resource guides
- ▶ Facilitating & Managing Access to E-Resources
- ▶ Institutional repository- IITGN publications
- ▶ ETD related activities
- ▶ Institute archive- IITGN Memory
- ▶ Learning object repository
- ▶ Research assistance
- ▶ Scholarly communication related work
- ▶ Facilitating use of Reference/Citation Management Systems
- ▶ Institute publications impact assessment- citations
- ▶ Open access resources
- ▶ search data services
- ▶ IPR related work
- ▶ Other related activities & services