



འཛིན་སྐྱོང་མེད་དབང་ཕུག་སློག་མེ་སྟོང་བརྒྱུད་སྤྱིལ་ཁང་།
ལས་མེ་འཆར་གཞི་དང་རིག་ཆུལ་གོང་འཕེལ་ལས་ཁུངས།

Jigme Wangchuck Power Training Institute

Department of Workforce Planning and Skills Development
Ministry of Education and Skills Development
Dekiling: Sarpang



Terms of Reference (ToR) for Librarian

The Librarian shall be responsible for managing the institute library to ensure organized access to learning resources and support academic and training activities. The key duties include:

1. **Library Management:** Organize, catalog, and maintain books, journals, e-resources, and other learning materials.
2. **Resource Accessibility:** Facilitate access to library resources for trainees, staff, and faculty.
3. **Acquisition of Materials:** Assist in procurement, subscription, and updating of books, periodicals, and digital resources.
4. **Record Keeping:** Maintain accurate records of issued and returned materials, library inventory, and membership.
5. **Reading and Reference Support:** Guide users in selecting appropriate materials and provide reference assistance.
6. **Library Environment Maintenance:** Ensure the library is clean, organized, and conducive for study.
7. **Digital Resource Management:** Manage digital and online learning resources where applicable.
8. **Reporting:** Prepare periodic reports on library usage, new acquisitions, and resource requirements.
9. **Additional Duties:** Perform any other responsibilities related to library management assigned by the institute administration.

(Karma Dorji)

Training Director

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