

## **School Librarian**

**Location:** D Y Patil International School, Nerul, Navi Mumbai

### **Role Summary**

We are looking for a dedicated and organized School Librarian to manage the school library, maintain library resources, support students and staff, and promote a culture of reading and learning.

### **Key Responsibilities**

- Manage the day-to-day operations of the library.
- Maintain library inventory, catalogues, and circulation records.
- Issue, receive, and organize books and learning resources.
- Assist students and staff in accessing library resources.
- Coordinate the procurement of books, journals, and subscriptions.
- Organize reading programmes, book displays, and library activities.
- Conduct stock verification and prepare library reports.
- Ensure the library is well-maintained and operates in accordance with school policies.

### **Qualifications & Experience**

- Bachelor's or Master's Degree in Library Science (B.Lib.Sc./M.Lib.Sc.).
- 1–4 years of experience as a School Librarian or in an educational institution.
- Proficiency in library management software and MS Office will be an added advantage.

### **Skills**

- Strong organizational and communication skills.
- Good record-keeping and administrative abilities.
- Attention to detail and the ability to engage students in developing reading habits.

**Interested candidates may share their updated resume at [sneha.nath@dypatil.edu](mailto:sneha.nath@dypatil.edu) or write to us for further details.**