

National Library of Pakistan

Islamabad

Job Description

of the Post of **Director General (Chief Librarian)**, National Library of Pakistan, Islamabad

- i). To manage and supervise all organs of the National Library of Pakistan (NLP), i.e. 01 Regional Offices at Karachi, Technical processing of Collections in Oriental and European Language, Readers' Services in various reading areas and Stack Area, National Bibliographical Unit (NBU), Serial Division, Conservation Section, Record Creation Sections, Delivery of Books and Newspapers Branch (DBNB), Collection Development Section, International Standard Book Numbering Agency (ISBN), Rare Books, Manuscripts and Non-Book Sections, International Corners, Digital Information Division (DID), Digitalization Section, Computer Section, Lending Section, International Corners, Security and Auditorium etc.
- ii). To direct and supervise the work and conduct of all employees of the Department and maintain discipline;
- iii). To act as technocrat and consultant to the Federal Government on all matters relating to libraries, Library profession and promotion of reading habits in the country;
- iv). To represent on International Library Forums like International Federation of Library Associations & Institutions (IFLA), CDNL, CDNLAO and UNESCO, Union of Heads of National Libraries of ECO countries etc on behalf of the Federal Government;
- v). Formulation of performance and service standards for libraries and library professionals in the country;
- vi). To provide technical and professional guidance to the public as well as non-governmental organizations in the establishment and improvement of libraries;
- vii). To formulate plans and policies for development and improvement of libraries in Pakistan;
- viii). To ensure effective enforcement of depository provisions of Copyright Ordinance 1962 and allied matters;
- ix). To facilitate the national and international resource sharing among libraries;
- x). To organize continuing education and on job refresher courses for human resource development of library professionals;
- xi). To digitize the rare books;
- xii). To perform such other functions as are necessary for the purpose of such management and control and as may be assigned by the administrative Ministry / Division from time to time.
