



Position Title: Cataloguer

Position Location: BAIUST, Cumilla Cantonment

Subject Areas: Library Science

Application Deadline: 22 June 2022

1. Position Description: BAIUST solicits applications for the post of Cataloguer under the Library of the University. The successful candidate will be responsible for the following tasks:

- a. To perform cataloging of various library materials in a variety of languages and subject field.
- b. To follow library standards and guidelines when classifying documents.
- c. To apply appropriate guidelines of Anglo- American Cataloging Rules 2 (AACR2), Library of Congress subject headings, Dewey Decimal Classification (DDC), Arabic subject headings, MARC21, RDA, and the online computer Library Centre (OCLC) manuals in cataloging and classifying library materials.
- d. To provide intellectual and physical access to materials in a timely manner.
- e. To maintain bibliographic and authority records and perform needed works in the database.
- f. To ensure all materials can be retrieved conveniently by using standard methods.
- g. To categorize and classify library materials, including books, CDs, films, newspapers, or other documents.
- h. Any other tasks assigned by the University authority.

2. Academic Qualification, Experience & Other requirements:

- a. Bachelor degree in any discipline with Diploma/Masters in Library science.
- b. 1 year of experience in the related field.
- c. The candidate must have functional knowledge of library organizations and collections, Knowledge of Library of Congress Subject Headings, Machine Readable Cataloging Records (MARC), Dewey Decimal Classification System, Online Computer Library Center (OCLC), Operating knowledge of Integrated Library Management System Software (KOHA), Digital Repository Software- Dispace, MS office packages etc.

3. Salary and other benefits: As per University's Service Policy.

4. Job Nature: Full time.

5. Application Deadline: 22 June 2022. All applications to be sent through e-mail (hr@baiust.edu.bd) or a hard copy consisting of a CV and 02 x photographs to the following



BANGLADESH ARMY INTERNATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY (BAIUST) - COMILLA CANTONMENT

বাংলাদেশ আর্মি ইন্টারন্যাশনাল ইউনিভার্সিটি অব সায়েন্স এন্ড টেকনোলজি - কুমিল্লা সেনানিবাস

address: Assistant Director - Human Resources, Bangladesh Army International University of Science and Technology, Cumilla Cantonment.

6. ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR INTERVIEW.

E-mail: hr@baiust.edu.bd

Website: www.baiust.edu.bd